

Operations Committee Meeting Agenda

Wednesday, March 9, 2022, at 4:00 p.m.

Join Zoom Meeting

https://us02web.zoom.us/j/82023044159?pwd=UkRHU0N5aWtSbmtaOXdyQWNoaXdWQT09

Meeting ID: 822 2171 2712 Passcode: 907927 One tap mobile: 1-312-626-6799

Called to Order	Matthew Nicol
Roll Call	Phyllis Wood
*Excused Absences	Matthew Nicol
*Approval of Agenda	Matthew Nicol Page 1
*Approval of Previous Meeting Minutes	Matthew Nicol Pages 2-4
Introductions	Matthew Nicol
*Transitional Jobs Policy Modification	Matthew Nicol Pages 5-8
STANDING REPORTS	
Adult/DW/RR December Report	Kendra Schaapveld Pages 9 - 14
Title III Reports	Carolyn Farley Pages 15 - 17
One-Stop Operator Report	Bob Ryan Pages 18 - 21
Governor's Request	Miranda Swafford
Other Business	
Public Comment	
Adjourn	Matthew Nicol

*Items Requiring a Vote, ** Items Requiring a Roll Call Vote

Accommodations

Accommodations are available upon request for individuals with disabilities. If you need an accommodation, please contact: Miranda Swafford <u>director@mississippivalleyworkforce.org</u> or at 319-759-8980.



Mississippi Valley Workforce Development Board

Operations Committee Meeting

Wednesday, February 9, 2022, at 4:00 p.m. via Zoom

Members Present: Mathew Nicol, Kirby Phillips, Ryan Drew, Carolyn Farley, Tim Gobble, Scott Schneider, Mandy Parchert, Stephani Smith
Members Absent: None
CEOs Present: Brinson Kinzer and Rick Larkin
Staff Present: Miranda Swafford, Executive Director and Phyllis Wood, Executive Assistant
Service Provider Staff Present: Kendra Schaapveld, Project Director, Cherisa Price-Wells, Regional Project Director, Tabytha Seigfried, Quality Assurance Specialist, and Shannon
Weaver, Operations Supervisor
One-Stop Operator: Robert Ryan
Guest: None

CALLED TO ORDER

Nicol called the meeting to order at 4:03 p.m.

EXCUSED ABSENCES

No absences.

QUORUM

The committee had a quorum to conduct business.

APPROVAL OF AGENDA

Drew made a motion to approve the agenda, seconded by Gobble, the motion carried.

APPROVAL OF PREVIOUS MINUTES

Schneider made a motion to approve the previous meeting minutes, seconded by Farley, the motion carried.

INTRODUCTIONS

New committee members Mandy Parchert and Stephani Smith. Parchert is with HNI overseeing their campus to industry programs working with K-12 and the community to create workforce pipelines. Parchert also is the chair of the regional manufacturing sector board. Smith is a professor at the local community college as well as an entrepreneur operating two business: a consulting firm and a digital media production studio.

ADULT/DW/RR JANUARY REPORTS

Schaapveld reported that during the month of January there were 324 participants served. There was \$5,575 spent on support services, \$10,722 spent on TJB wages, and \$35,017 was written for ITA school tuition. Inventory purchased includes a RICOH network printer at \$1,009 to be put on the IWD network for youth center devices to print to. There were no WARN notices this month. There were 43 referrals made with enrollments for January at 12 Adults, 3 DW and 3 NDWG. The average caseload in January was 57 for Adult and 32 for DW. Of the fourteen exits, nine individuals were employed, four are unknown, and one is unemployed. Additional participant outcomes included four participants obtained unsubsidized employment, five earned credentials, and one completed an internship. Legacy in Action customer satisfaction rate was 91.82%. Drew asked about WARN notices as a company in West Burlington is closing. Farley stated there are only eight employees affected so a WARN would not be issued. Farley, Schaapveld, and the business services team could reach out to offer Rapid Response services. Larkin stated Siemens in Lee County announced a layoff of 125 individuals today (February 9, 2022) effective immediately. Gobble stated the employees will be paid their current wages for 60 days as well as the company continuing their health insurance benefits for that timeframe. Farley added Rapid Response is the first step in connecting individuals with workforce services. Nicol asked if any events are planned. Farley said it is usually something that is organized by the business services team as part of the response to a WARN notice but would take a few weeks to put together.

TITLE III REPORTS

Farley reviewed the Title III January report which listed December unemployment rates for the counties in MVWA with Des Moines County highest at 4.5% with slight uptick overall. The report also listed the numbers in the labor force and unemployed for the MVWA. Farley shared additional charts of what the numbers look like over the past few decades with every county except Scott losing 10-20%. Farley went on to report the Wagner-Peyser program enrolled 140 individuals for Davenport and 55 for Burlington. Farley shared the state Employee Council of Iowa (ECI) session on diversity and inclusion in the workplace was attended by 185 individuals and was well received. ECI will be offering another session with the Department of Labor's Wages and Hours Division on February 24, 2022. A flyer and registration information will go out early next week. Farley shared a success story from their corrections program of an individual wanting to complete barber training and how IWD staff worked with a mentor to setup an apprenticeship and employment upon release.

ONE-STOP OPERATOR REPORT

Ryan reported activity for January. The hiring events at the centers included 15 in Davenport with 41 visitors and 2 in Burlington with zero attendees. There are 21 planned for February in Davenport and 3 planned in Burlington. Burlington hosted workshops serving 21 participants and Davenport hosted workshops serving 171 participants. Burlington has served 611 individuals (~30.55/workday up from ~27/workday) and Davenport has served 1160 individuals (~58/workday up from ~47/workday). The business services teams assisted 146 employers providing 746 total services. Ryan reported on metrics for the Iowa*WORKS* Facebook pages within the MVWA with Burlington having a total reach for the month of 1,485 unique

individuals, Davenport with 1,740, Muscatine with 75, Maquoketa with 66, Clinton with 37, Fort Madison with 34, and Keokuk with 1.

CITIBUS

Schaapveld presented two options for continuing the bus shelter and interior card outreach campaigns. Option one would be to remain with the current three shelters and 20 interior cards at a cost of \$9,995. Option two would be to add a shelter which would increase the overall impressions by over 2.3 million for a total cost of \$12,440. Nicol asked about metrics for the campaign and Schaapveld said there was no data gathered and they would be unable with the current design. Discussion by committee members addressed redesigning the poster/flyer and updating the QR code to something trackable/reportable. Farley made a motion to approve the option two with redesign to track metrics, seconded by Phillips, the motion carried.

TRANSITIONAL JOBS MODIFICATION

Nicol stated due to time this topic would be tabled until the next meeting.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There were no public comments.

ADJOURNED

Gobble made a motion to adjourn the meeting, seconded by Drew, motion carried, Nicol adjourned the meeting at 4:49 p.m.



Transitional Jobs Policy

Approved Date: December 28, 2020

Effective Date: July 1, 2020

Purpose

The purpose of this policy is to detail the requirements and eligibility for the WIOA Adult and Dislocated Worker Transitional Job (TJB) work-based learning program to serve the untapped labor pool in the Mississippi Valley Workforce Area. The goal of TJB are to help eligible Adults and Dislocated Workers from the untapped labor pool to gain practical work experience and sharpen their workplace skills while getting paid and working to improve their chances of achieving suitable long-term employment.

Policy

Mississippi Valley Workforce Development Board's (MVWDB) Service Providers shall adopt this Transitional Job (TJB) Policy and develop written procedures and forms to be approved by the MVWDB.

Transitional jobs (TJB) are a type of work-based learning and are considered an individualized career service. TJB are time-limited and wage-paid work-based learning that are subsidized up to 100%. Transitional Jobs (TJB) target populations with multiple employment barriers or limited work experience. These programs provide a participant with work experience and an opportunity to develop critical workplace skills. TJB must be combined with other career and supportive services, including any of the supportive services currently identified by the Board are allowed with documentation on need by the Service Provider. Where possible, TJB will be combined with job readiness training. These jobs must be designed to establish a work history with the program participant showing success in the workplace and developing the skills that lead to entry into and retention in unsubsidized employment.

TJB may be used to assist individuals to:

- Learn the expectations of the workplace;
- Address barriers to work;
- Establish a work history and references;
- Demonstrate success in a work environment;
- Develop skills and experience that lead to entry into and retention in unsubsidized employment;

• Create linkages to further education and training opportunities

General Provision

All TJB participants must meet program eligibility requirements, be enrolled in the respective WIOA program, and have received an assessment resulting in the development of an Individual Employment Plan (IEP) that documents the participant's need for and benefit from a TJB. A TJB opportunity may be provided as work-based learning to enrolled adults and dislocated workers who have met the priority of service requirements.

Guidelines

Under Section 134 (d)(5) of WIOA and 20 CFR 680.195 of the Final Rule, Local Workforce Development Boards (LWDB) may use up to 10 percent of their combined total of adult and dislocated workers funds to provide TJB to individuals with one (1) federally defined barrier to employment or chronic unemployment or inconsistent work history (as defined below). A TJB agreement at one worksite can be written for a maximum of 13 calendar weeks unless the agreement is for a part-time TJB of less than 520 hours, then the TJB activity period can be extended to a maximum of 26 weeks. No overtime is allowed. The wage rate will not exceed \$13.00 per hour.

TJB placements should contribute to the occupational development and upward mobility of the participant. Unlike on-the-job training (OJT), there is no requirement that the employer retains the individual upon completion of the TJB; however, employment opportunities where appropriate, is preferred for the benefit of the worker and employer.

Federally Defined Barrier to Employment

- Displaced homemakers
- Low income individuals
- American Indians, Alaska Natives, and Native Hawaiians
- Individuals with disabilities
- Older individuals (age 55 or older)
- Ex-offenders
- Homeless individuals
- Individuals who are English language learners, individuals who have low levels of literacy and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farmworkers
- Single parents (including single pregnant women)
- Long-term unemployed individuals (unemployed up to 27 or more weeks)
- Recipients of public assistance

Individuals with "chronic unemployment" or an "inconsistent work history" are those who:

- Have been unemployed for 13 weeks or longer; or
- Were unemployed for at least 26 of the past 52 weeks; or

• Have held three or more jobs in the past 52 weeks.

Employer Eligibility

For an employer to qualify for Transitional Jobs under the program guidelines, they must:

- Be a private-for-profit business, private non-profit organization, or public sector employer;
- Provide a quality work experience for participants to gain valuable skills; and,
- Provide a safe environment for participants to gain skills.

An Employer will not be eligible to participate as a Host Employer site if:

- The employer has any other individuals on layoff from the same or substantially equivalent position;
- The TJB would infringe upon the promotion or lead to the displacement of any currently employed worker or result in a reduction in their hours;
- The same or a substantially equivalent position is open due to a hiring freeze; or

Transitional Jobs Agreement Requirements

- WIOA TJB is provided based on a formal, written agreement with a private, non-profit, or public sector employer that is completed and signed by all parties prior to the initiation of training with a copy given to the employer.
- In determining an employer's viability for TJB contracts, local areas should consider the employer's past history with on-the-job training (OJT), customized training (CT), or other TJB agreements, financial stability, layoffs, and labor disputes, as well as the occupational and industry outlook.

A TJB work-based learning agreement must address:

- The TJB agreement must identify the length and wages to be paid. In TJB situations, the WIOA Title I service provider is the employer of record. TJB participants must always be paid for time worked and must not be paid for any scheduled hours they failed to attend without good cause;
- Each participant in TJB must be covered either by Workers' Compensation in accordance with state law or by adequate on-site medical and accident insurance. Participants in TJB are exempt from unemployment compensation insurance. Therefore, unemployment compensation costs are not allowable. In addition to the guidelines listed here, other State and federal regulations governing employment situations apply to TJB as well;
- A job description, skills(s) and competencies to be provided and learned;
- Performance outcome requirements;
- A training plan (with a rating scale for skills at hire and at completion of the TJB) that defines successful completion of training;
- A provision addressing termination for lack of funds or recapture of funds, lack of participant attendance or failure of employer to comply with initial or upgraded work-based learning requirements;
- A provision for maintaining and providing records for the MVWDB, Iowa Workforce Development (IWD), and federal monitoring and review. Monitoring may include on-site

visits and phone/email communication with participant to review the participant's progress in meeting work-based learning plan objectives and adherence to WIOA and applicable regulations;

• Service providers must ensure all proper documentation is scanned into the IowaWORKS case management system.

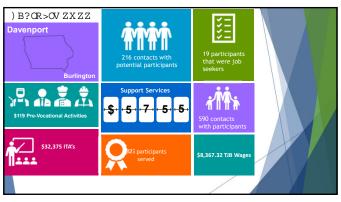
Payroll Requirements/Payments

Pay periods will be indicated on the WIOA Trainee Time Sheet forms provided to the worksites. WIOA service provider staff processes all payments after receiving appropriate documents from the WIOA case manager. WIOA service provider also maintains a Payment Tracking Sheet on each participant enrolled in TJB to record payments made and to track durational hour limits per participant. This record is available for the WIOA case manager's review at any time. At the end of the activity, the WIOA case manager is provided a copy of the finalized form.

Equal Opportunity Programs/Employer – Auxiliary aids and services available upon request for individuals with disabilities







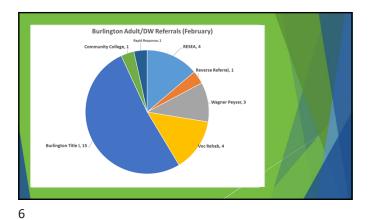




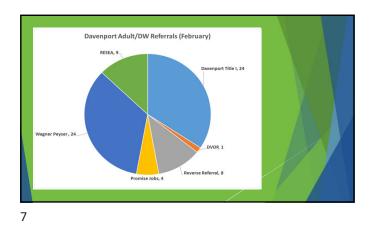




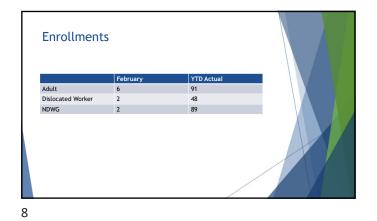








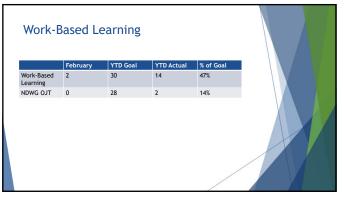


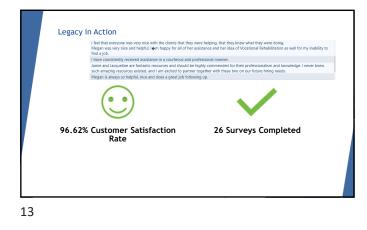


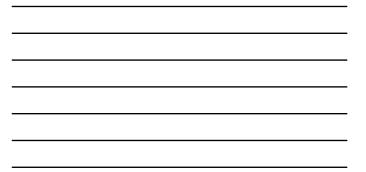














Challenges

- Reaching out to companies interested in work-based learning, completing hiring process and then calling us about WBL, too late to enter into OJT at that point
- Finding employers interested in OJTs

Celebration

 Scott County adult obtained employment with Decker Truck Line. She went to school at 160 Driving Academy.
 Scott County adult obtained employment with trucking company in Eldridge lowa, to begin in March.

16



A proud partner of the AmericanJobCenter network

MVWA Title III Operations Committee Report March 2022

MVWA 2021 Unemployment Rate (Not Seasonally Adjusted)

	December 2021
United States	
Iowa	3.5%
Des Moines Co.	4.5%
Henry Co.	2.6%
Lee Co.	4.1%
Louisa Co.	3.2%
Muscatine	3.4%
Jackson	3.5%
Clinton	3.9%
Scott	3.6%

MVWA 2021 Labor Force (# In Labor Force/Unemployed)

Dec	cember 2021
United States	
Iowa	1,662,700/57,900
Des Moines Co.	17,830/800
Henry Co.	9,730/260
Lee Co.	15,120/630
Louisa Co.	5,940/190
Muscatine	20,000/680
Jackson	10,460/360
Clinton	21,340/820
Scott	86,400/3,100

**January 2022 Unemployment data will be released on March 14, 2022.

Enrolled Individuals - By Office

Report Type: Title III - Wagner-Peyser (WP)
 Region/LWIA Name: Mississippi Valley LWDA
 One Stop Location: Burlington
 Date Filter: Participation Date
 Start Date: 2/1/2022
 End Date: 2/28/2022
 Report Run Time: 3/7/2022 1:33:01 PM

	- Report Run nine, 3/12	\$ ¢	÷
	Office	Total	% Total
Burlington		78	100.00 %
	Office	Total	% Total
		\$ \$	\$
			Total Rows: 1

Enrolled Individuals - By Office

- Report Type: Title III Wagner-Peyser (WP)
- Region/LWIA Name: Mississippi Valley LWDA
 - One Stop Location: Davenport
 - Date Filter: Participation Date - Start Date: 2/1/2022

- Start Date: 2/1/2022 - End Date: 2/28/2022

- Report Run Time: 3/7/2022 1:34:36 PM

\$	\$	0
Office	Total	% Total
Davenport	196	100.00 %
Office	Total	% Total
\$	\$	\$
		Total Rows: 1

Updates/Successes:

Email from Angie Hill, RESEA Career Planner regarding Title III staff, Kelly Brousseau:

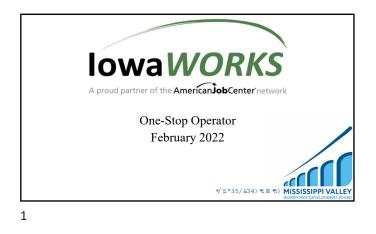
I met with Carl (last name withheld) this morning for RESEA. RESEA appointments review job search records, resumes and schedule customers for workshops. During my meeting with Carl, he shared several times how much he appreciates Kelly's assistance over the course of his unemployment. When we reviewed his resume, I mentioned how well done it was and that it was ready for job searching! He credited Kelly for helping him with his resume and gave her complete credit for helping his resume look so good. We discussed the changes in weekly reporting and again, he mentioned how helpful Kelly had been for him each week and how grateful he is for her assistance.

I wanted to share his gratitude for all of Kelly's help and her ability to help him as he struggles with comprehension and understanding complex and multi-step processes. He mentioned numerous times that she has been patient and kind to him during all interactions and he felt she has been someone he can reach out to that understands his struggles and the additional attention he can require. Again, he was very grateful for Kelly's help and her positive attitude.

At the end of our appointment, I mentioned that I would email Kelly his workshop schedule so she would know what workshops he was required to attend and can assist him in getting set up.

Thank you Kelly for assisting customers in a positive and uplifting way.

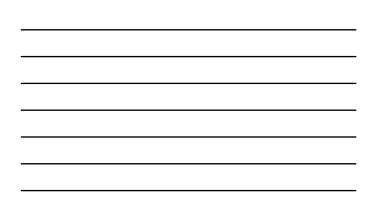
We have two upcoming ECI events. The first is on March 29th from 11:30 – 12:30. The presenter will be Michelle Krefft, Director of Business Relations with Iowa Vocational Rehabilitation Services. Michelle will present on the topic, "Keys to an Untapped Labor Pool". The second ECI session is titled, "Unemployment for Business Professionals". Presenters Scott Perkins and Abdullah Muhammad will talk about the history of unemployment benefits, unemployment trust fund, changes to work search requirements, alternatives to seasonal layoffs and notices of claim.







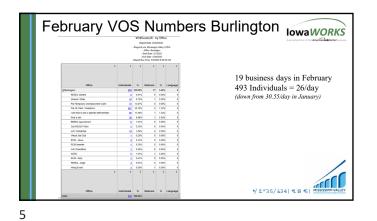




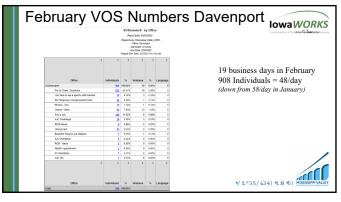
	Feb	ruary		
Work	cshop	Burlington	Davenport	
Resumes		0	19	
Job Search	L	0	8	
Interviewin	ng	4	76	
Career Inte	erest	0	8	
Personal G	rowth	0	9	
Job Findin	g Club	11	56	
Other*		0	6	



4

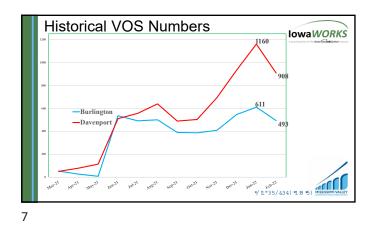


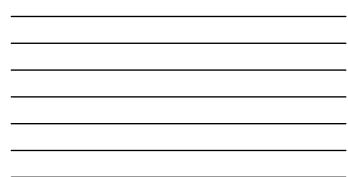


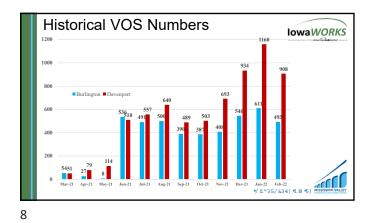




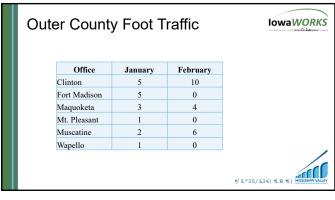
6













		lowa
ervices Provided Employe	ers (F	ebruar
Service	Total Employers	Total Services
Assisted Employer with Accessing Untapped Labor Pools	4	4
Employers view internal resumes	31	507
Notification to Employer of Potential Applicant	1	1
Provided Employer Information and Support Services	40	40
Provided Job Fair Services	19	20
Provided Job Order Follow-up/Assistance	24	24
Provided Rapid Response / Business Downsizing Assistance	3	3
Provided Strategic Planning / Economic Development Activities	4	4
Provided Training Services	3	3
Provided Workforce Recruitment Assistance	17	19
Referred Qualified Applicants	10	16
Registered Apprenticeship - In-Depth Meeting	2	2
Registered Apprenticeship - Intro Meeting	6	6
TOTAL	164	649



10

Office Page	Total Reach*	Impressions**
Davenport	4,684	4,866
Burlington	4,230	6,551
Muscatine	46	163
Maquoketa	39	66
Clinton	34	94
Fort Madison	47	170
Keokuk	4	. 9