



Mississippi Valley Workforce Development Board

Operations Committee Meeting Agenda

Friday, April 22, 2022, at 1:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/84393895410?pwd=a0Z0V3ZHSmFRc0w2S1JXL2N1ZzRjdz09>

Meeting ID: 843 9389 5410

Passcode: 234424

One tap mobile: [+13017158592,84393895410#](tel:+13017158592,84393895410)

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 2-3
Introductions	Matthew Nicol	none
*Transitional Jobs Policy Modification	Matthew Nicol	Pages 4-7
*Support Services Policy Modifications	Mathew Nicol	Pages 8-13
STANDING REPORTS		
Adult/DW/RR December Report	Kendra Schaapveld	Pages 14-21
Title III Reports	Carolyn Farley	none
One-Stop Operator Report	Bob Ryan	Pages 22-28
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 director@mississippivalleyworkforce.org or at 319-759-8980.



Mississippi Valley Workforce Development Board

Operations Committee Meeting

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

Members Present: Mathew Nicol, Kirby Phillips, Ryan Drew, Carolyn Farley, Scott Schneider, Mandy Parchert, Stephani Smith (late)

Members Absent: Tim Gobble

CEOs Present: Brinson Kinzer

Staff Present: Miranda Swafford, Executive Director, Liz Rodriguez, Associate Director, and Phyllis Wood, Executive Assistant

Service Provider Staff Present: Kendra Schaapveld, Project Director, Tabytha Seigfried, Quality Assurance Specialist, Shannon Weaver, Operations Supervisor Burlington, Taylor Longstreth, Operations Supervisor Davenport

One-Stop Operator: Robert Ryan

Guest: None

CALLED TO ORDER

Nicol called the meeting to order at 4:02 p.m.

EXCUSED ABSENCES

Drew made a motion to approve absences as excused, seconded by Parchert, the motion carried.

QUORUM

The committee had a quorum to conduct business.

APPROVAL OF AGENDA

Phillips made a motion to approve the agenda, seconded by Schneider, the motion carried.

APPROVAL OF PREVIOUS MINUTES

Parchert made a motion to approve the previous meeting minutes, seconded by Drew, the motion carried.

INTRODUCTIONS

Taylor Longstreth was introduced as the new Operations Supervisor for the Davenport center. Previously, starting in August of 2020, Longstreth served as an Adult career navigator, transitioning to Youth career navigator in July 2021 and then into the Operations Supervisor role in February 2022. Longstreth will be a regular attendee of the Operations committee meetings.

TRANSITIONAL JOBS MODIFICATION

Nicol shared the transitional jobs policy areas to review and modify include overtime and the wage limit. Discussion around wage limit focused on modifying language to state the limit as the current prevailing wage to allow for adjustments with the job market. A spending cap per placement was discussed and concluded with \$12,500 as the limit. Discussion regarding overtime (OT) resulted in the consensus OT be allowed. Discussion whether to make OT voluntary for participants, to allow mandatory OT with it restricted for the first 2-4 weeks of a placement, or to allow OT with no restrictions other than the employer must assign OT to regular employees first did not reach a conclusion before it was requested the modified language be presented to the committee for them to approve at their next meeting. Parchert made a motion to table discussion until the next meeting, seconded by Drew, the motion carried.

ADULT/DW/RR JANUARY REPORT

Nicol noted the report is in the packet for review and for the sake of time they could take questions now or at the next meeting.

TITLE III REPORT

Nicol noted the report is in the packet for review and for the sake of time they could take questions now or at the next meeting.

ONE-STOP OPERATOR REPORT

Nicol noted the report is in the packet for review and for the sake of time they could take questions now or at the next meeting.

GOVERNOR'S REQUEST

Swafford provided an overview of the Governor's request for a proposal to address unemployment in Lee County. Swafford highlighted rideshare, childcare, and training opportunities the board is looking to include in the proposal.

OTHER BUSINESS

Nicol reported the social media conversation went well and provided a summary. Swafford noted the next scheduled meeting in April will occur when several members will be out of state for a convention and asked about canceling or rescheduling.

PUBLIC COMMENT

There were no public comments.

ADJOURNED

Farley made a motion to adjourn the meeting, seconded by Smith, motion carried, Nicol adjourned the meeting at 5:00 p.m.



Mississippi Valley Workforce Development Board

Transitional Jobs Policy

Approved Date: December 28, 2020

Effective Date: July 1, 2020

Modification Date:

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 is subject to a maximum of \$12,500 per program participation. Participants enrolled in a TJB shall not be compensated at a rate that is higher than the employer’s entry-level wage for an equivalent position. TJB participants are authorized to work voluntary overtime up to 10 hours a week. Service providers will not knowingly place participants in TJB where mandatory overtime is required.

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;
- **The employer will provide the assurance that all overtime will be offered to current employees prior to being covered by a WEP**
- 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



Mississippi Valley Workforce Development Board

Mississippi Valley Workforce Development Board

Support Services Policy

Date Modified: July 26, 2021

Issue Date: September 28th, 2020

Effective Date July 1, 2020

This policy will be retroactive to July 1st, 2020 with all participant expenditure limits resetting to this date.

Purpose

To provide MVWA contractors of WIOA, Adult, Dislocated Worker and Youth with guidelines and restrictions on supportive services.

Background

Support services are available to WIOA Adult, Dislocated Workers, and Youth who meet WIOA eligibility requirements as described below. As WIOA programs are not an entitlement, supportive service payments are made on a case -by-case basis only when determined necessary and allowable. Due to funding limitations, WIOA supportive services are always the last resort. All other sources of funding must be sought first and documented to avoid duplication of services. All attempts to find other supportive service funding and the reasons for needing WIOA funding must be documented in the state case management system. Potential sources for other funding may include state-funded sources, Pell Grants, or Trade Adjustment Assistance (TAA).

Eligibility

Supportive services, including needs-related payments, may only be provided to participants who:

1. Are participating in Career services or Training services approved by WIOA Title I
2. Are unable to obtain supportive services via their support network or through other programs including community agencies that provide these services; and
3. Require those services to enable him/her to participate in WIOA Title I activities.

A review of the customer's budget shall be completed to determine need. Details of the budget will be provided into the state case management system. In all cases, staff must review service notes prior to making any supportive service payments to avoid duplicate payments from multiple sources and to ensure the participant has not exceeded any limits set forth in this policy.

The supportive service(s) must be necessary for the customer to achieve the goals outlined in their Employment Plan (EP).

The Comprehensive and Affiliate Job Centers must keep an up-to-date listing of available community resources (paper and/or electronic) and make available to participants prior to any WIOA payment for supportive services. Providing information about the availability of, and referrals to, alternate supportive services sources is required by 20 CRF 678.430 (a) (9).

Support Payments

The MVWA has a support cap maximum of \$6,000.00 per participant. The board has a 60-day limit for supportive services after a customer completes training or is no longer participating in an approved WIOA activity, excluding Youth participants. Youth participants are provided support services through follow-up. Following are the allowable types of Support Service Payments and a description of each. Payments may be made directly to vendors on behalf of a participant, or as a reimbursement to the individual unless otherwise noted below.

Clothing (CHG)

Payments for items such as clothes and shoes that are necessary for participation in WIOA Title 1 activities, including interviewing, employment or work experience are allowable. Items such as uniforms and safety equipment are generally allowable. Maximum expenditure is \$300.00 per activity.

Dependent Care (DPC)

The costs of dependent care from licensed daycare providers or from private sources agreed upon by the participant are an allowable expense. Dependent care assistance may be provided to eligible participants who require such assistance in order to participate in a WIOA activity and whose need has been linked to an activity. Dependent care includes child or adult care for which the participant would normally be responsible. If an unemployed parent of the child resides in the home, no childcare support will be provided. DPC payments are paid directly to the participant after verification by the case manager. The case manager will verify the child care provider form identifying the person(s) for whom they are providing care, verifying the provider is not being paid by other sources (or verification of participant co-pay), documentation of the days/hours the care is provided, and the attendance/progress form from the training provider verifying that the childcare is necessary. Dependent care support should only be used when the participant is not eligible for, or is pending approval of, child care assistance through DHS/Promise Jobs. A maximum of \$2.50/hour per person or the rate of the provider, whichever is less. \$20/day maximum per person or \$35/day maximum for family. Maximum expenditure is \$1000.00 per participant.

Educational Assistance (EST)

Assistance with books, fees, school supplies, laptops, internet access, and other necessary items for students enrolled in postsecondary education classes are allowable. In the event a program participant has been awarded a Pell Grant, the Pell Grant must be applied against the cost of allowable educational expenses before WIOA funds are utilized. Participants that need laptops, internet service, and other supportive services must provide written documentation from the

training site indicating the need for these services. The laptop may be retained by the participant after the completion of training and will only be provided one time per participant. Services for internet are limited to the time that the individual is in a training activity. Maximum expenditure is \$1500.00 per academic year.

Educational Testing (EDT)

Assistance with educational testing required for participation in WIOA Title 1 activities is allowable. Some examples of educational testing include, but are not limited to, high school equivalency testing and vocational testing. If required for employment, the costs for licenses and application fees are allowable, examples include nursing boards. Maximum expenditure is \$450.00 per participant.

Health Care (HLC)

Health care assistance can be made available to participants when lack of assistance will affect their ability to obtain or maintain employment, or if it is a requirement of an educational program. Allowable expenses include but are not limited to physical exams, drug tests, and co-pays for prescription drugs. This supportive service should be used only when there are no other resources available to the participant. Maximum expenditure is \$300.00 per participant.

Services for Individuals with Disabilities (SID)

The costs of special services, supplies, equipment, and tools necessary to enable a participant with a disability to participate in an education or employment related activity are allowable. It is not an allowable use of WIOA Title 1 funds to make capital improvements to a training or work site for general compliance with the Americans with Disabilities Act requirements. Maximum expenditure is \$1000.00 per participant.

Transportation (TRN)

The cost of transportation necessary to participate in WIOA Title 1 activities and services, including job searching and job interviews, is allowable. Assistance can consist of per mile reimbursement, fuel purchase orders, bus and/or taxi passes and bicycle purchases (capped at \$250). Bus passes must not be provided for more than 30 days in advance, 1-day bus passes are also allowable. Maximum mile reimbursement is \$0.23/mile. Daily travel reimbursements are limited to one round trip per day per activity, capped at \$23.00 per day. Maximum amount per participant is \$2880.00 paid directly to the individual. Transportation expenses must be supported with a map from a web mapping service.

Housing/Rent/Utilities

The participant must indicate a need and sign an applicant statement requesting the assistance. Deposits are not allowable since the amount may be reimbursed to a participant at a later date. Payment of late fees or interest charges are not allowable. Required documentation for payment includes a copy of a signed lease with the participant's signature; monthly amount due; and a notice of late payment from the landlord. If the lease is not in the participant's name, an applicant statement must be made explaining the relationship between the participant and person named in the lease. Payments will be based on actual rent expense minus any subsidies. Maximum for rent \$850, maximum for mortgage \$1,000. Rent assistance is limited to one time

per household per program year. Utilities are allowed up to \$500 per program year and must be supported by actual bills.

Car Repairs/Insurance

Vehicle repair costs may be provided but must be directly linked to an allowable activity. Required documentation includes: 1) copy of title or registration showing the client or their spouse, parent/guardian legally owns the vehicle; 2) proof of car insurance. No cosmetic repairs will be paid using WIOA funds. *VEHICLE INSURANCE premiums for up to 6 months are also an allowable expense, and is a one-time only payment.* Two quotes for repairs are required unless the vehicle has to be towed. Maximum per participant \$1,000. The participant cannot receive mileage reimbursement and vehicle repairs during the same week. If vehicle repairs are paid, no transportation will be paid

Tools or Equipment

The participant must submit proof that the employer or training provider requires the participant to have specific tools or equipment to perform job duties or complete training. The participant must submit documentation from the employer or training institute that the items are required. Maximum of \$500.

Employment Related Expenses

Employment related expenses include various fees not covered in other categories that are related to education and/or employment, including licensing, bonding, background checks for work-based learning, and application fees. The cost of required identification documents for education or employment is allowed. The cost of a laptop for a participant doing a remote work-based learning activity is allowed. The maximum amount per participant is \$500 per enrollment.

Supported Employment and Training (SET)

Supported Employment and Training payments are allowable to provide individuals requiring individualized assistance with the one-to-one instruction and with the support necessary to enable them to complete occupational skill training and/or obtain and retain competitive employment. SET may only be used in training situations that are designed to prepare the participant for continuing non-supported competitive employment. An example of SET use in conjunction with an occupational skills training would be hiring a tutor to assist with classes. SET may be conducted in conjunction with experiential learning activities. An example of SET use in this situation would be the hiring of a job coach to assist an individual who has been placed in competitive employment. The length of a Supported Employment and Training contract may not exceed six months per enrollment. The service provider must have an established rate for the service and charges must be in the same manner and at the same rate as other entities purchasing similar services.

Needs Related Payments

The maximum for a Need Related Payment is \$500 per participant. Needs-related supportive services must be approved by the WIOA **Project Director and paid directly to the participant.**

Needs Related Payments (NRP) are cash payments to WIOA participants for general living expenses to enable them to continue and succeed in the WIOA Program. NPR's are one of the supportive services authorized by WIOA. Unlike other supportive services, in order to qualify for needs-related payments a participant must be enrolled in training. NRPs are available for the following fund sources: Adult, Dislocated Worker, Out-of-School Youth, and In-School Youth.

Adult Eligibility

Participants enrolled in the **Adult program** must meet the following criteria to receive needs-related payments:

- Be unemployed
- Not qualify for, or have ceased qualifying for, unemployment compensation
- Be enrolled (applied and accepted) in training services under WIOA Title I that has already begun or will begin within 30 calendar days

Dislocated Worker Eligibility

Participants enrolled in the **Dislocated Worker** program must meet the following criteria to receive needs-related payments:

- Be unemployed, and
- Have ceased to qualify for unemployment compensation or *Trade Readjustment Allowance*, and;
- Be enrolled in a program of training services under WIOA Title I by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months; or
- Be unemployed and not qualify for unemployment compensation or Trade Readjustment Allowance (TRA) under TAA and be enrolled (applied and accepted) in training services under WIOA Title I that has already begun or will begin within 30 calendar days.

For dislocated workers, payments must not exceed the greater of either of the following levels:

- The applicable weekly level of the unemployment compensation benefit, for participants who were eligible for unemployment compensation as a result of the qualifying dislocation; or
- The poverty level for an equivalent period, for participants who did not qualify for unemployment compensation as a result of the qualifying layoff. The weekly payment level must be adjusted to reflect changes in total family income, as determined by Local WDB policies. At least quarterly, the amount of family income must be reviewed to determine if adjustments must be made in the amount of NRP payments.

Youth Eligibility

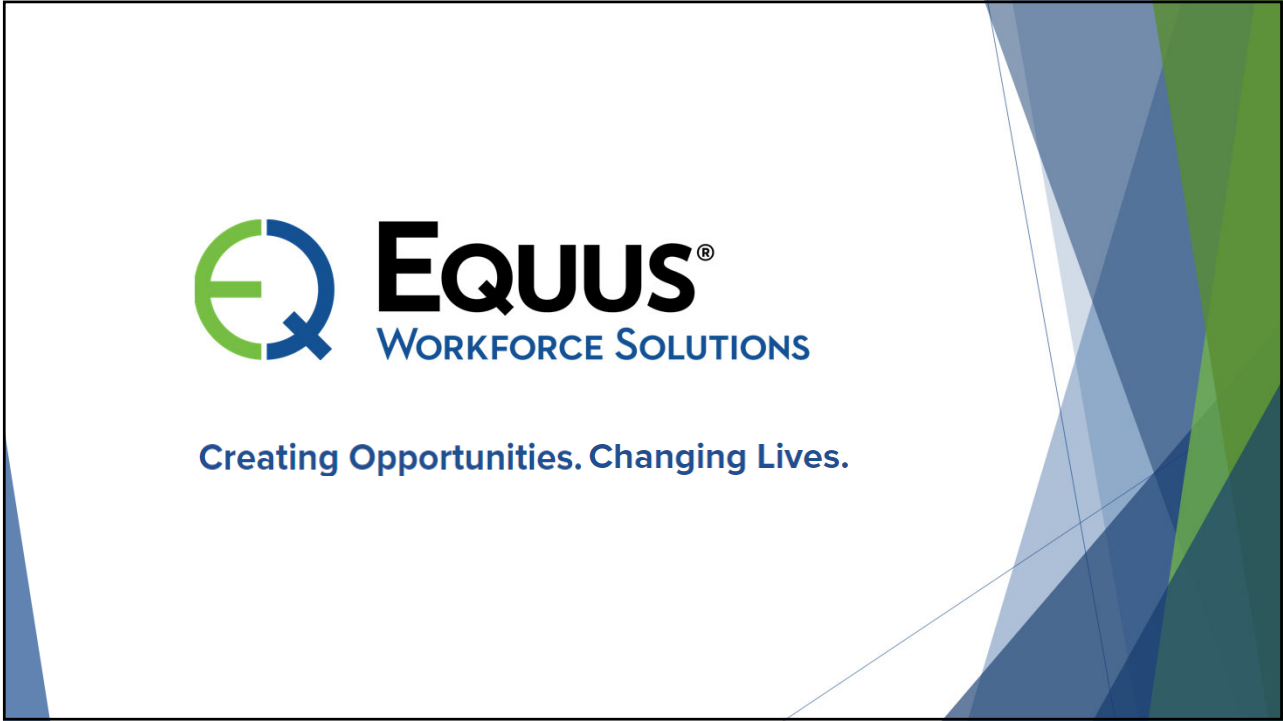
Participants enrolled in the **Youth program** must meet the following criteria to receive needs-related payments:

- Be unemployed
- Not qualify for, or have ceased qualifying for unemployment compensation

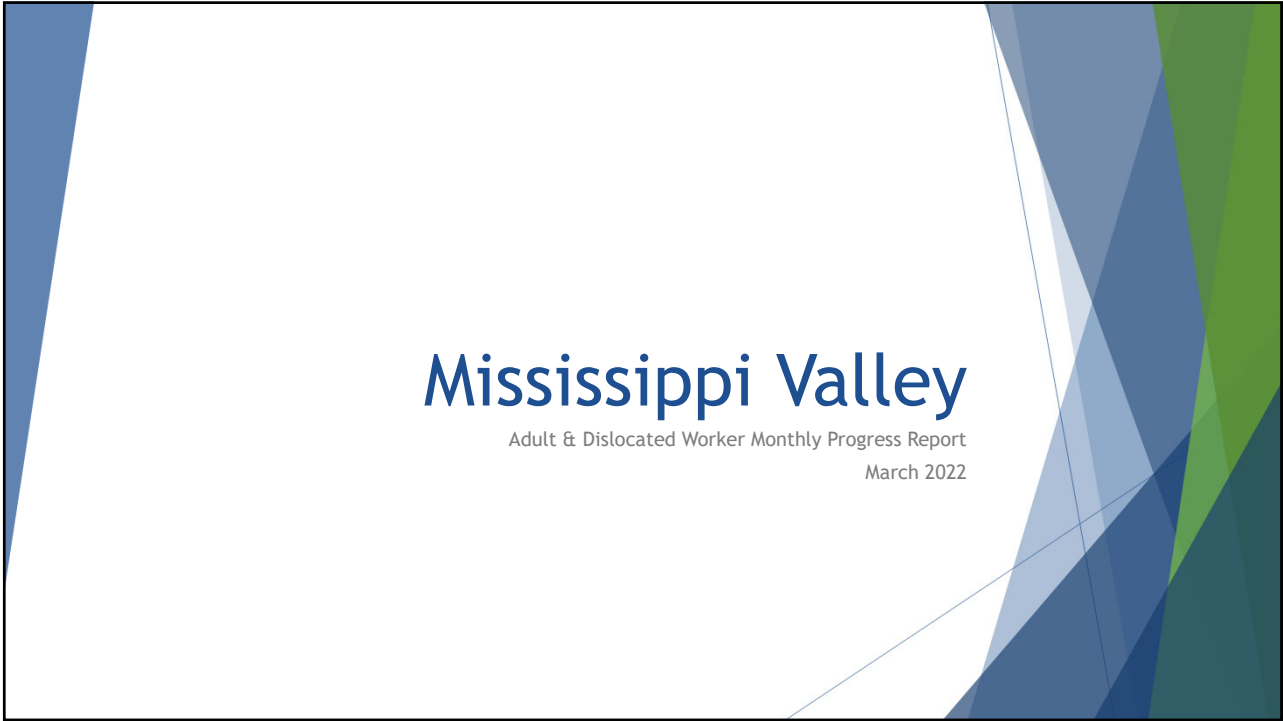
Approval of Support Payments

A WIOA Project Director and/or Operations Supervisor in each center will be responsible for reviewing and approving support payment request for WIOA Adults, Dislocated Workers, and Youth to ensure all WIOA requirements have been met, and the request is appropriate and to ensure sufficient funds are available.

In the event that any supportive service not previously outlined in this policy is requested or requires more than the allowable maximum amount or cap, as stated in policy a waiver may be submitted to the board Executive Director and authorization to exceed the maximum will be awarded on a case-by-case basis. Proper justification must be outlined on the waiver. Written justification from the customer is required prior to making the payment.



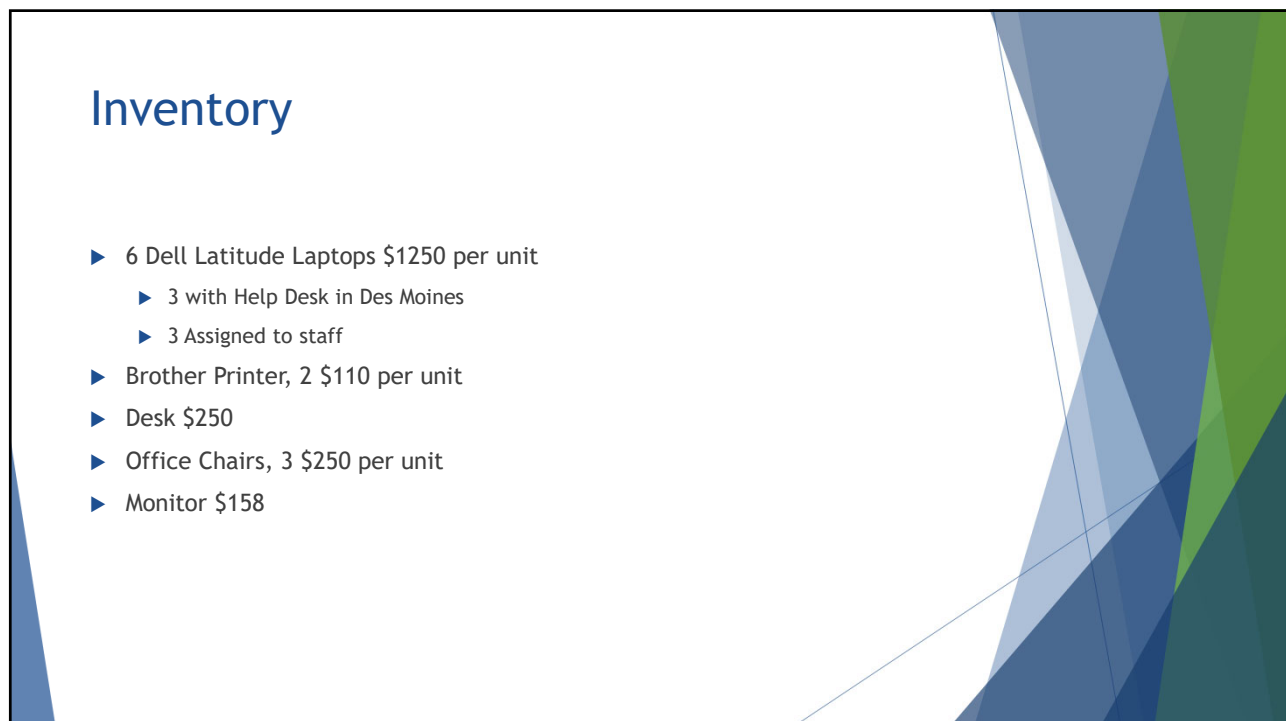
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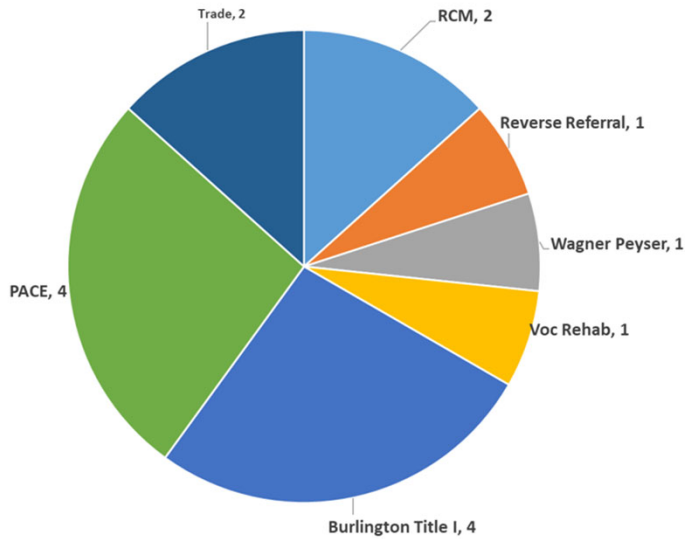
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Rapid Response

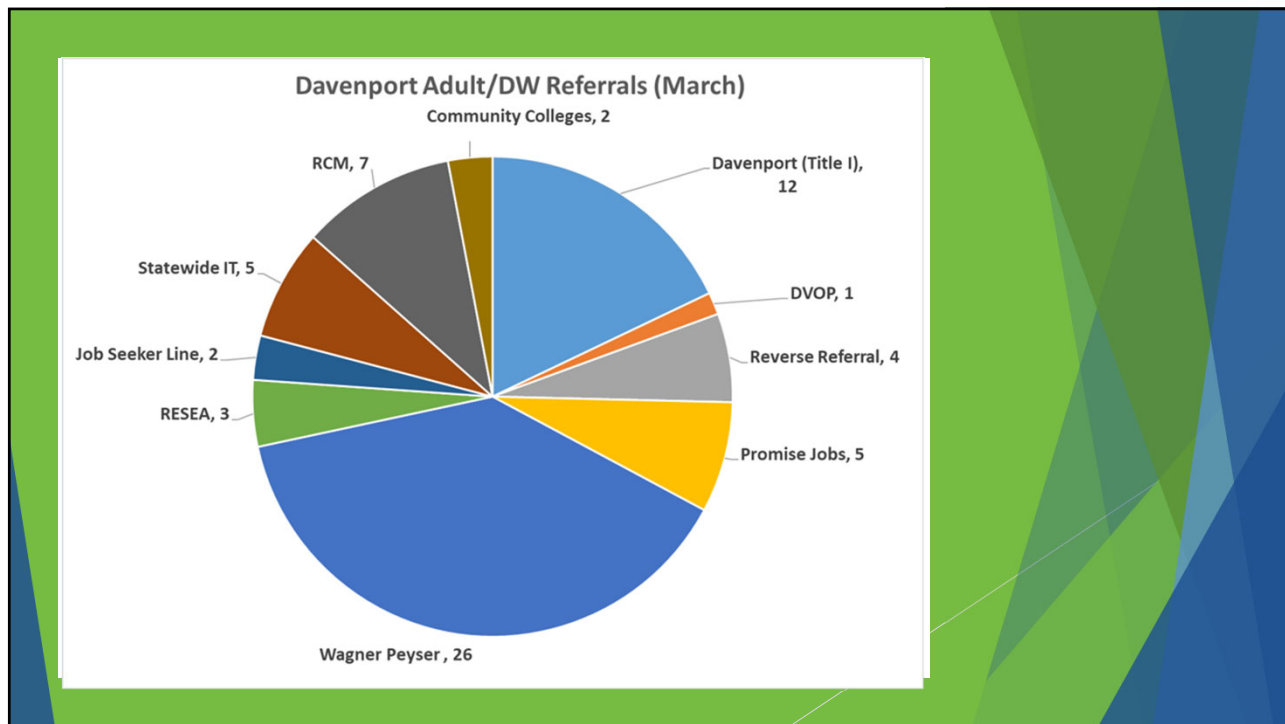
- ▶ Siemens Gimesa
 - ▶ TAA assistance overview

5

Burlington Adult/DW Referrals (March)



6



7

Enrollments

	March	YTD Actual
Adult	11	102
Dislocated Worker	5	53
NDWG	5	94

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Dislocated Worker Industries

- ▶ 1 Louisa County-Manufacturing
- ▶ 1 Lee County-Manufacturing
- ▶ 1 Henry County-Logistics
- ▶ 1 Scott County-Banking
- ▶ 1 Muscatine County-Government

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Caseload

- ▶ 115 Adult
 - ▶ 111 Adult Follow Up
- ▶ 93 Dislocated Worker
 - ▶ 38 Dislocated Worker Follow Up
 - ▶ 79 Co-Enrolled NDWG
- ▶ Average caseload: 38 adults
- ▶ Average caseload: 22 dislocated workers
- ▶ Exits
 - ▶ Adult: 9
 - ▶ 4 Employed; 4 Unknown; 1 Not employed
 - ▶ Dislocated worker: 6
 - ▶ 5 Employed; 1 Unknown

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Occupational Skills Training

	March	YTD Goal	YTD Actual	% of Goal
Occupational Skills Training	9	90	180	200%

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Work-Based Learning

	March	YTD Goal	YTD Actual	% of Goal
Work-Based Learning	2	30	22	73%
NDWG OJT	0	28	2	14%


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Legacy in Action

Ms. Sumita Amrik was key inspiration for my success in completing my class and motivated me along the way. I'm greatly appreciated by her professionalism and inspiration.
my case worker Jody is very nice and helpful.
N/A
Shayla Taeger was very helpful to me today! She was respectful and sensitive to my situation and needs. She took the time to review services that are available to me through Iowa Workforce and the community. She offered a variety of information on local resources to assist me.



90.32% Customer Satisfaction Rate



26 Surveys Completed

13

Outcomes

- 12 Unsubsidized employment
- 1 Internship Started
- 1 On-The-Job Training Started
- ▶ Credentials:
 - ▶ 3 CDL
 - ▶ 1 Phlebotomy Certificate

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Challenges


- ▶ Statewide IT project for NDWG and tight turnaround for start of class
- ▶ Being aware when a person is not ready to be enrolled

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Celebration


- ▶ AD Henry County Resident began Human Resources Assistant Internship at Burlington Trailways. Participant is excited to get back into the workforce and develop soft skills needed to be successful in their career.
- ▶ Dislocated Worker, Des Moines county, has been in the program 02/28/2021. He has a justice involved background. He completed an OJT with Riley Paint but after working at Riley Paint for around a year needed a job with benefits. He had come into the office many times for resume assistance and help applying for other jobs. After a couple upsets, he received a job at CASE. Participant has always wanted to work at CASE and recently stated "They like me, I got a raise already and a free hoodie. I went from \$19.38 to \$20.00 already in a week. They like how I work."
- ▶ Adult participant from Muscatine County was enrolled into the program March 1st and obtained an OJT while continuing her non-WIOA funded training courses. She received a Needs Related Payment prior to securing employment and her OJT begins at Unity Point Health Muscatine as a Lab Tech/Phlebotomist on Monday, 4/4/22!

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One-Stop Operator March 2022




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WORKFORCE DEVELOPMENT BOARD


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March Hiring Events

Date	Type	Location	Job Seekers
3/1/2022	Handicapped Development Center	Davenport IowaWORKS	4
3/2/2022	Lewis Machine & Tool Company	Davenport IowaWORKS	3
3/2/2022	MackayMitchell Envelope Hiring Event	Burlington IowaWORKS	7
3/3/2022	Aerotek Hiring Event	Davenport IowaWORKS	0
3/4/2022	Durham School (bus drivers) Hiring Event	Davenport IowaWORKS	1
3/7/2022	RJK Hiring Event	Davenport IowaWORKS	1
3/7/2022	Bally's Hiring Event	Davenport IowaWORKS	1
3/8/2022	LeClaire Manufacturing Hiring Event	Davenport IowaWORKS	6
3/9/2022	HNI Hiring Event	Davenport IowaWORKS	1
3/10/2022	Kraft Heinz Hiring Event	Davenport IowaWORKS	7
3/10/2022	Team Staffing Solutions, Inc Hiring Event	Davenport IowaWORKS	2
3/14/2022	Norfolk Iron and Metal Hiring Event	Davenport IowaWORKS	1
3/15/2022	TSI Enterprises Hiring Event	Burlington IowaWORKS	1
3/16/2022	Multiple (23) Employer Hiring Event	Davenport IowaWORKS	42
3/17/2022	HNI Hiring Event	Burlington IowaWORKS	1
3/22/2022	LeClaire Manufacturing Hiring Event	Davenport IowaWORKS	2
3/22/2022	TSA Hiring Event	Burlington IowaWORKS	8
3/23/2022	HNI Hiring Event	Davenport IowaWORKS	0
3/23/2022	Full Steam Staffing Hiring Event	Burlington IowaWORKS	2
3/24/2022	Kraft Heinz Hiring Event	Davenport IowaWORKS	10
3/28/2022	Norfolk Iron and Metal Hiring Event	Davenport IowaWORKS	2
3/29/2022	Elliott Aviation Hiring Event	Davenport IowaWORKS	1
3/29/2022	I-80 Hiring Event	Davenport IowaWORKS	4
3/30/2022	HNI Hiring Event	Davenport IowaWORKS	2
3/30/2022	Team Staffing (Burlington) Hiring Event	Burlington IowaWORKS	8
3/31/2022	Manatt's Inc Hiring Event	Davenport IowaWORKS	2
4/4/2022	West Liberty Foods Hiring Event	Burlington IowaWORKS	7



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* / 1 "35/ &34) *1 B *5) MISSISSIPPI VALLEY
WORKFORCE DEVELOPMENT BOARD

2

Upcoming April Hiring Events



Date	Type	Location
4/4/2022	West Liberty Foods Hiring Event	Burlington IowaWORKS
4/5/2022	Team Staffing (Ft. Madison) Hiring Event	Burlington IowaWORKS
4/5/2022	FedEx Hiring Event	Davenport IowaWORKS
4/6/2022	TSA Hiring Event	Burlington IowaWORKS
4/7/2022	Kraft Heinz Hiring Event	Davenport IowaWORKS
4/7/2022	Team Staffing Solutions, Inc. Hiring Event	Davenport IowaWORKS
4/11/2022	RJK Hiring Hiring Event	Davenport IowaWORKS
4/13/2022	Team Staffing Solutions, Inc. Hiring Event	Davenport IowaWORKS
4/14/2022	Per Mar Security Services Hiring Event	Davenport IowaWORKS
4/21/2022	Kraft Heinz Hiring Event	Davenport IowaWORKS
4/25/2022	Bally's Hiring Event	Davenport IowaWORKS
4/26/2022	FedEx Hiring Event	Davenport IowaWORKS



3

MVWA March Workshops



March		
Workshop	Burlington	Davenport
Resumes	1	46
Job Search	1	53
Interviewing	37	123
Career Interest	0	5
Personal Growth	0	27
Work Readiness	20	0
Labor Market Info	2	0
Job Finding Club	5	50
Other*	3	0

* CPR/First Aid; A-Game, Colors, Financial Literacy



4

March VOS Numbers Burlington



VOSGreeter® - by Office
 Report Date: 04/05/2022
 - Region/Lvia: Mississippi Valley LWDA
 - Office: Burlington
 - Start Date: 3/1/2022
 - End Date: 3/31/2022
 - Report Run Time: 4/5/2022 10:21:52 AM

Office	Individuals	%	Veterans	%	Language
Burlington	620	100.00%	27	4.36%	0
File Temporary Unemployment Claim	131	21.13%	6	0.97%	0
File UI Claim / Questions	245	39.52%	6	0.97%	0
I am here to see a specific staff member	97	15.65%	12	1.94%	0
Unsure / Other	57	9.19%	0	0.00%	0
RESEA Appointment	5	0.81%	0	0.00%	0
Find a Job	46	7.42%	3	0.48%	0
Hiring Event	20	3.23%	1	0.16%	0
AJC Workshops	14	2.26%	0	0.00%	0
RESEA - Angie	9	1.45%	0	0.00%	0
RCM - Kelly	4	0.65%	0	0.00%	0
AJC 101	1	0.16%	0	0.00%	0
1 on 1 Career Planner Virtual Appointment	1	0.16%	0	0.00%	0
RESEA-Amanda	1	0.16%	0	0.00%	0
Total:	620	100.00%			

23 business days in March
 620 Individuals = 27/day
(up from 26/day in February)



5

March VOS Numbers Davenport



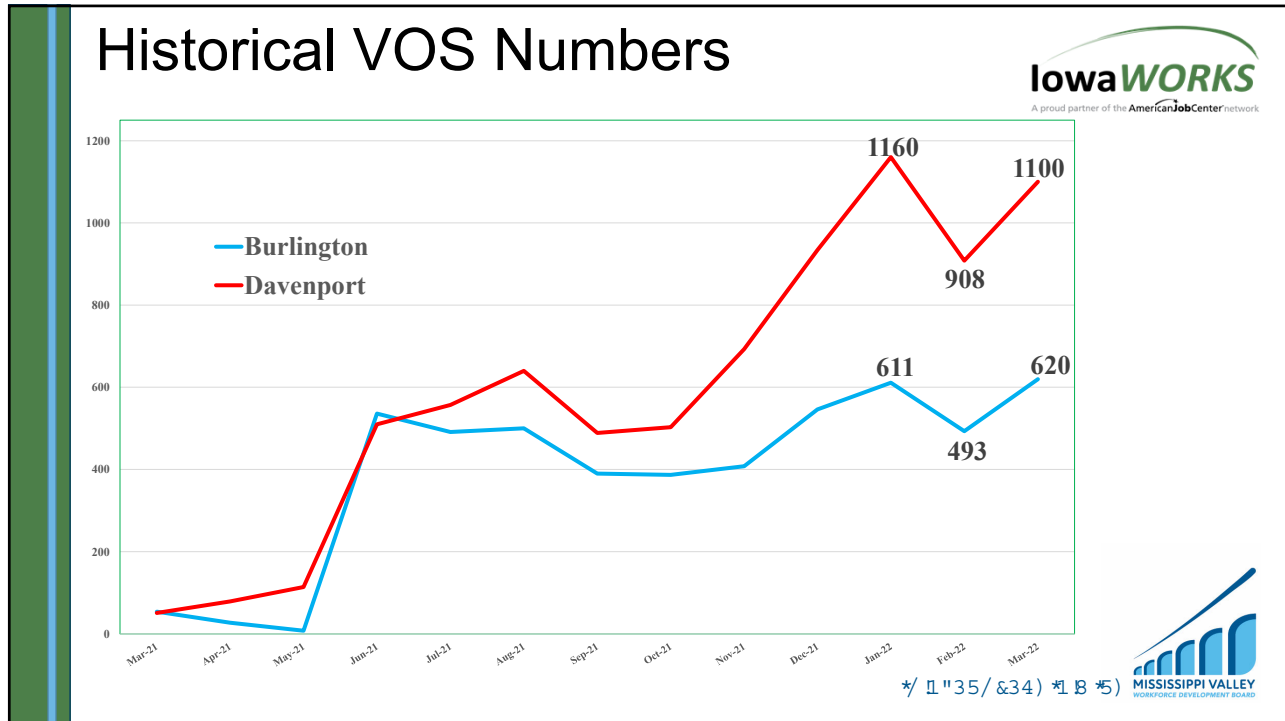
VOSGreeter® - by Office
 Report Date: 04/05/2022
 - Region/Lvia: Mississippi Valley LWDA
 - Office: Davenport
 - Start Date: 3/1/2022
 - End Date: 3/31/2022
 - Report Run Time: 4/5/2022 10:28:10 AM

Office	Individuals	%	Veterans	%	Language
Davenport	1,100	100.00%	73	6.64%	0
File UI Claim / Questions	866	54.18%	29	2.94%	0
I am here to see a specific staff member	92	8.36%	7	0.94%	0
RCM-Mechelle	4	0.36%	0	0.00%	0
Hiring Event	93	8.45%	14	1.27%	0
Find a Job	158	14.36%	5	0.45%	0
File Temporary Unemployment Claim	51	4.64%	3	0.27%	0
RESEA - Amy	18	1.64%	1	0.09%	0
Unsure / Other	72	6.55%	10	0.91%	0
RESEA Appointment	11	1.00%	2	0.18%	0
AJC Workshops	8	0.73%	1	0.09%	0
Sub RESEA - Amy	3	0.27%	0	0.00%	0
Essential Tools for Job Seekers	1	0.09%	1	0.09%	0
AJC Orientation	2	0.18%	0	0.00%	0
RESEA - Shara	1	0.09%	0	0.00%	0
RCM-Mandy	2	0.18%	1	0.09%	0
Bring Your A Game Pt. 1	1	0.09%	0	0.00%	0
RESEA-Bill	12	1.09%	0	0.00%	0
Mock Interview Workshop	1	0.09%	0	0.00%	0
Bring Your A Game Pt. 2	1	0.09%	0	0.00%	0
RESEA-Vivier	1	0.09%	0	0.00%	0
Create a Great Resume	2	0.18%	0	0.00%	0
Bring Your A Game Pt. 3	1	0.09%	0	0.00%	0
Total:	1,100	100.00%			

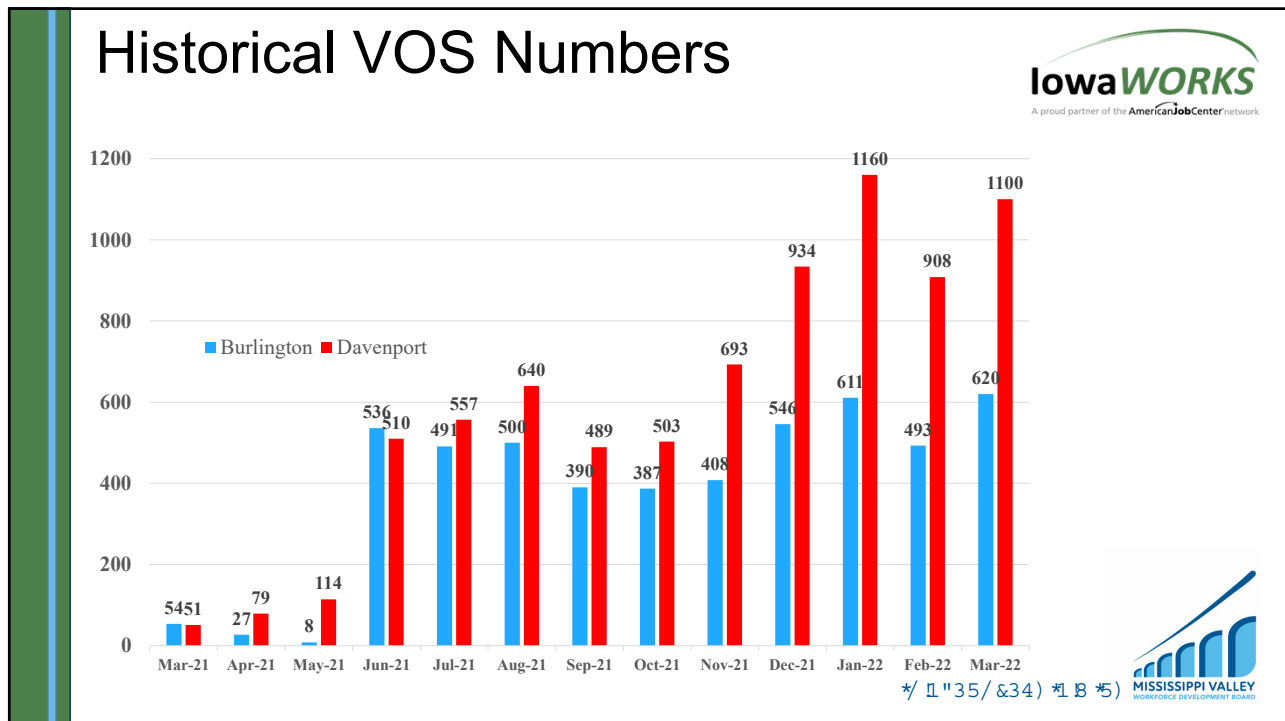
23 business days in March
 1,100 Individuals = 48/day
(no change from 48/day in February)



6



7



8

Outer County Foot Traffic



Office	January	February	March
Clinton	5	10	8
Fort Madison	5	0	0
Maquoketa	3	4	4
Mt. Pleasant	1	0	3
Muscatine	2	6	16
Wapello	1	0	0

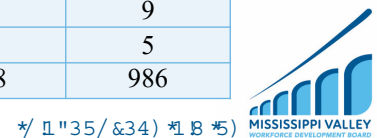


9

Services Provided Employers (March)



Service	Total Employers	Total Services
Assisted Employer with Accessing Untapped Labor Pools	27	28
Employers view internal resumes	32	819
Notification to Employer of Potential Applicant	4	4
Provided Employer Information and Support Services	46	48
Provided Job Fair Services	10	10
Provided Job Order Follow-up/Assistance	4	4
Provided Strategic Planning/Economic Development Activities	2	2
Provided Training Services	6	6
Provided Workforce Recruitment Assistance	16	18
Referred Qualified Applicants	31	33
Registered Apprenticeship - In-Depth Meeting	6	9
Registered Apprenticeship - Intro Meeting	4	5
TOTAL	188	986



10

Facebook March



Office Page	Total Reach*	Impressions**
Davenport	6,447	9,049
Burlington	5,757	8,559
Muscatine	44	150
Maquoketa	65	124
Clinton	40	104
Fort Madison	298	674
Keokuk	2	5

*Reach: The number of unique individuals who saw any of your content

**Impressions: The number of times content is seen (e.g., 1 person sees the same content 3 times = 3 impressions)



11

MVWA (March) Partner Referrals To



Referred to	Burlington	Davenport
Title I Adult/DW	6	37
Title I Youth	4	4
Title II (AEL/HiSED)	2	3
Title III (IWD)	1	3
Title IV (Voc Rehab)	2	3
Veterans	1	2



12

MVWA (March) Partner Referrals From



Referred From	# of Referrals
AEL/HiSED	1
DVOP	1
Promise Jobs	12
RCM/RESEA	27
Title III	19
Title I	2
Title IV	4
Trade	2

