



Mississippi Valley Workforce Development Board

Operations Committee Meeting

Thursday, December 9th, at 4:00 p.m., via Zoom

Members Present: Matthew Nicol, Ryan Drew, Carolyn Farley, and Scott Schneider

Members Absent: Tim Gobble, Kirby Phillips, and Jeremy Ritchie

CEOs Present: Brinson Kinzer

Staff Present: Phyllis Wood, Executive Assistant

Service Provider Staff Present: Kendra Schaapveld – Project Director, Cherisa Price-Wells – Regional Project Director (late), Tabytha Seigfried – Quality Assurance Specialist, Shannon Weaver – Operations Supervisor

One-Stop Operator: Robert Ryan

Guest: None

CALLED TO ORDER

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

EXCUSED ABSENCES

Gobble, Phillips, and Ritchie absences excused through motion by Drew, seconded by Schneider, motion carried.

QUORUM

The committee had a quorum to conduct business.

APPROVAL OF AGENDA

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

APPROVAL OF PREVIOUS MINUTES

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

ADULT/DW/RR SEPTEMBER REPORTS

Schaapveld reported that during the month of November there were 250 participant contacts. There was \$9,324 spent on transitional job wages (TJB) and \$38,686 was written for ITA school tuition. Inventory includes the purchase of a Laminator for \$110. There were no WARN notices this month. Enrollments for November included 11 Adults, 9 DW and 9 NDWG. The average case load was 44 for Adult and 27 for DW. Five participants started OJTs and one started WBL. Outcomes include three participants entered unsubsidized employment, four earned their CDL, and five start OST. Legacy in Action customer satisfaction rate was 92.91%.

TITLE III REPORTS

Farley reviewed the Title III October and November reports which listed August and October unemployment rates for the counties in MVWA with Des Moines County highest at 4.7% with the overall trend moving lower. The report also listed the numbers in the labor force and unemployed for the MVWA as well as data broken down by age for each county. Farley went on to report the Wagner-Peyser program enrolled 100 individuals for Davenport and a total of 42 for Burlington. Farley shared success stories of two incarcerated individuals who worked with Terry Zmolek. A.G. wanted to continue his education and Zmolek assisted with FASFA and A.G. is scheduled to take the PCAT in February 2022. P.B. worked with Zmolek to conduct job search, resume writing, and attended a career fair at the Mount Pleasant Correctional Facility and upon release started at Hy-Vee Distribution in Des Moines on 6/27/21. P.B. is still working there and enrolled at DMACC working on high school completion and has obtained his driver's license. Farley shared information about The Employer's Council of Iowa (ECI), an advisory group to guide IWD's business focus. These events can be attended by anyone but are geared toward human resource professionals. Nicol asked Farley if she was able to find any metrics or numbers on individuals who have chosen to leave the labor force. Farley has not found any numbers or ways to accurately compute how many people who left the workforce. Farley has investigated how individuals are counted into the unemployment rate. In addition to individuals collecting unemployment, IWD does a monthly survey and if a household reports there is a person looking for employment, they are included in the unemployment rate. However, if an individual collecting UI benefits reports income, they are not included in the unemployment rate.

ONE-STOP OPERATOR REPORT

Ryan reported activity for October and November with three job fairs serving 79 job seekers. Ryan asked the business services team to start reaching back out to employers at these job fairs to get feedback on actual hires. Burlington center hosted 8 hiring events and Davenport hosted 14 hiring events. Burlington has hosted 8 different workshops serving 93 participants and Davenport hosted 7 different workshops serving 100 participants. Burlington has served 795 individuals (~20/workday) and Davenport has served 1,196(~30/workday). Nicol shared the difference experiences his onsite person has at each center suggesting the Davenport center to maximize the touchpoints and visibility of the businesses onsite. Nicol expressed Burlington has been really helpful in directing everyone to introduce themselves to his onsite representative and would like to see Davenport replicate the Burlington model and give onsite businesses more visibility.

PII POLICY

Nicol stated the policy is a required policy and it deals with storage and access to personally identifiable information. Nicol did question who administers the form and who stores that and where? Nicol was concerned that when offsite if our devices have VPN or encryption to access the data. Farley shared that anyone accessing the IowaWORKS.gov data must sign in through a virtual machine using credentials. Schneider said the same is true for the college. Farley made a motion to approve the policy as written to send to the Executive Committee for review, seconded by Schneider, motion carried.

MONITORING

Schaapveld reviewed the monitoring report received from IWD. The review resulted in three findings and two areas of concern. None are super serious and overall, the monitoring went really well. Nicol asked about how a participant raises a complaint. Schaapveld responded that Title I has a grievance process. Farley explained the Title III complaint procedure is similar to Title I's but once a formal complaint is established there is a log to track the complaint and it is forwarded to Jamie Bullock, Equality and Diversity Officer to be investigated. Schaapveld is working with Swafford to put together our responses and action plans.

MEETING TIME

Nicol explained the CEOs wanted committees to discuss if the days and times best meet their members. Wood will send a survey if there is a preference for Wednesdays at 4pm or Thursdays at 4pm is the best time.

OTHER BUSINESS

Nicol shared TPI Composites in Newton is laying off 700 people and there was 70 business in the 7am -11am timeslot lined up to meet with employees at DMACC with IowaWORKS. The company called the employees into work and only about 50 people showed up and it was mostly spouses. Advised members that we need to ensure we have commitment from the employer when hosting these events and keep the TPI event in the back of their mind so not to repeat bad practices.

PUBLIC COMMENT

There were no public comments.

ADJOURNED

Drew made a motion to adjourn the meeting, seconded by Farley, motion carried, Nicol adjourned the meeting at 5:08 p.m.