



# Mississippi Valley Workforce Development Board

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## **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.