



Mississippi Valley Workforce Development Board

Operations Committee Meeting

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

Members Present: Mathew Nicol, Kirby Phillips, Ryan Drew, Carolyn Farley, Scott Schneider, Mandy Parchert, Stephani Smith, and Jana Wittenberg

Members Absent: Tim Gobble

CEOs Present: None

Staff Present: 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

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

CALLED TO ORDER

Nicol called the meeting to order at 1:04 p.m.

EXCUSED ABSENCES

Drew made a motion to approve Gobble's absence as excused, seconded by Phillips, the motion carried.

QUORUM

The committee had a quorum to conduct business.

APPROVAL OF AGENDA

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

APPROVAL OF PREVIOUS MINUTES

Phillips made a motion to approve the previous meeting minutes, seconded by Smith, the motion carried.

INTRODUCTIONS

Jana Wittenberg was introduced as a new committee member. Wittenberg is the new Operations Manager for Title III in the Davenport center. Previously, she was the manager for Iowa's PROMISE Jobs for the eastern service area and before Iowa she was in Colorado as a DHS worker.

***TRANSITIONAL JOBS POLICY REVISIONS (Approved)**

Nicol described the policy changes to the wage limit from \$13 per hour to prevailing wage, the spending cap per placement to \$12,500, and the addition of overtime (OT) to be allowed. OT is voluntary for participants, limited to no more than 10 hours per week, and must be offered to regular employees first. **Farley made a motion to approve the revisions, seconded by Parchert, the motion carried.**

***SUPPORT SERVICES POLICY REVISIONS (Approved)**

Rodriguez explained there are three changes to the Support Services policy, but the Operations Committee was only looking at two of them: revisions #1 and #3. Revision #1 added language to specify Adult and Dislocated Worker participants to reduce administrative burden for Youth program participants. Revision #3 was clarification of original language to restate the intent for maximum amount of reimbursement for tools and equipment to be per participant, per enrollment. **Drew made a motion to approve the revisions, seconded by Farley, the motion carried.**

POLICY REVISION POLICY

Rodriguez shared the Policy Revision Policy as the documented process on how to implement a change to existing policy. The intent is to create a process that allows for equal access of all persons to recommend changes. Nicol asked if it was a change management policy which Rodriguez affirmed. Rodriguez asked members to review the policy and submit feedback to her and/or Swafford.

ADULT/DW/RR MARCH REPORT

Schaapveld did a quick review of the March numbers noting details were in the packet. For the Adult and Dislocated Worker programs, \$7,474 was spent on support services, \$7,994.47 on TJB wages, \$36,819 worth of ITA's were written. There were 425 contacts made with participants, with 115 adult cases and 93 dislocated worker cases. There was a 90% satisfaction rating received from participant surveys. Nicol asked about Rapid Response efforts for which Schaapveld replied that there are board, state, and federal policies that dictate what must be offered but the employees are not ready to hear about all the services, they are focused on unemployment.

TITLE III REPORT

Farley was traveling and requested everyone to review the unemployment and labor force numbers and she would take questions. Nicol asked if the unemployment was trending up or down? Farley said the unemployment rates have gone up just a smidge and the numbers are not seasonally adjusted. Farley said unemployment may continue to rise for another month or two in the southern region.

ONE-STOP OPERATOR REPORT

Ryan reviewed the OSO report and noted the multiple-employer hiring events had a lot more foot traffic than the single-employer hiring events. Centers will continue to offer individual events though by request of businesses. VOS greeter numbers reflected 48 people a day in March in the Davenport center which is the same as February but there were four more business days in March. For the Burlington center there was an increase to 27 people per day in March up from 26 per day in February. Ryan also shared outer county location foot traffic and services provided to employers. The Facebook social media reach for Davenport, Burlington, and Fort Madison had large increases. Nicol asked if there was anything being done new or different to drive the increase in social media numbers. Ryan speculated that Fort Madison was doing a lot more posting and there are a lot of events going on in Burlington and Davenport but had nothing definitive that would be driving the increase.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There were no public comments.

ADJOURNED

Parchert made a motion to adjourn the meeting, seconded by Phillips, motion carried, Nicol adjourned the meeting at 1:59 p.m.