



Mississippi Valley Workforce Development Board

Operations Committee Meeting

Wednesday, June 8, 2022, at 4:00 p.m. via Zoom

Members Present: Mathew Nicol, Kirby Phillips, Scott Schneider, Mandy Parchert, and Jana Wittenberg

Members Absent: Tim Gobble, Ryan Drew, Carolyn Farley, and Stephani Smith

CEOs Present: Brinson Kinzer and Chris Ball

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

Service Provider Staff Present: Kendra Schaapveld, Project Director, Tabytha Seigfried, Quality Assurance Specialist, 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 4:00 p.m.

EXCUSED ABSENCES

Phillips made a motion to approve Gobble, Drew, and Farley absences as excused, seconded by Parchert, the motion carried. Smith had an unexcused absence. Nicol reviewed the articles of removal for unexcused absences. Schneider stated the articles only cover unexcused absences and offered considering total absences in the future. Kinzer informed the committee that CEOs have the same attendance requirements.

QUORUM

The committee had a quorum to conduct business.

***APPROVAL OF AGENDA**

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

***APPROVAL OF PREVIOUS MINUTES**

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

***MODIFICATION OJT POLICY**

Rodriguez stated the reasons for the proposed changes would simplify and streamline the process for businesses and participants. The committee reviewed each revision as presented in the packet. Parchert made a motion to accept all the revisions, seconded by Schneider, the motion carried.

***CHAIR/VICE CHAIR ELECTION**

Rodriguez informed the committee the Vice Chair role is being added to committees so business can continue in the event the Chair is unavailable. Nicol nominated himself to continue as the operations chair. Parchert made a motion to keep Nicol as chair, seconded by Schneider. Nicol nominated Parchert to the Vice Chair role. Phillips made a motion to approve Parchert's nomination, seconded Schneider, the motion carried.

UPDATE ON SYSTEMWIDE OPPORTUNITIES

Rodriguez shared she is attending the Business Services Team meetings. Ryan is driving to Davenport every two weeks to attend in person as well. These changes are an effort to address the opportunities surrounding the Business Services identified during the monitoring. There will be an October in-service training day that will include a presentation of the board and one-stop operator roles. Ryan added the work with Business Services and core partners has to do with outreach plan covered in attachment F of the MOU agreement.

***ONE STOP CERTIFICATION STANDARDS & POLICY**

Ryan informed the standards are to ensure a consistent and minimum level of service across the state. This is a federal requirement. The Self-Assessment will take about 6 months. Local areas can request technical assistance from the state for any areas not met. Then an evaluation team will complete the assessment and submit for review. Ryan shared the proposed assessment and evaluation teams. There is still a need to appoint a board member to the evaluation teams which will start in January. Parchert made a motion to approve the proposed assessment and evaluation teams to the executive committee, seconded by Philips, the motion carried.

SOCIAL MEDIA STRATEGY

The idea is to re-educate the community through partnership with the sector board and changing the perception of Iowa *WORKS*.

PY21 Q3 PERFORMANCE OUTCOMES

Nicol stated the committee would push this agenda item to the next meeting.

ONE-STOP OPERATOR REPORT

Nicol stated the committee would push this agenda item to the next meeting but feel free to reach out to Ryan with questions.

ADULT/DW/RR REPORT

Nicol stated the committee would push this agenda item to the next meeting but feel free to reach out to Schaapveld with questions.

TITLE III REPORT

Nicol stated the committee would push this agenda item to the next meeting but feel free to reach out to Farley with questions.

PY22 MEETING SCHEDULE

Nicol stated the committee would push this agenda item to the next meeting.

OTHER BUSINESS

Wood noted for the upcoming year the packet materials will be attached to the committee meeting invites.

PUBLIC COMMENT

Ryan added the program reports generally have unemployment information and generally comes from Farley and Wittenberg. It is in his report because of a request of the CEOs.

ADJOURNED

Phillips made a motion to adjourn the meeting, seconded by Parchert, motion carried, Nicol adjourned the meeting at 5:05 p.m.