



Mississippi Valley Workforce Development Board

Operations Committee Meeting

Wednesday, July 13, 2022, at 4:00 p.m. via Zoom

Members Present: Mathew Nicol, Kirby Phillips, Scott Schneider, Mandy Parchert, Tim Gobble, Ryan Drew (late), Carolyn Farley, and Jana Wittenberg

Members Absent: Stephani Smith

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

One-Stop Operator: Robert Ryan

**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

None as Smith had not requested an excused absence.

QUORUM

The committee had a quorum to conduct business.

***APPROVAL OF AGENDA**

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

***APPROVAL OF PREVIOUS MINUTES**

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

PY21 Q3 PERFORMANCE OUTCOMES

Swafford noted MVWA has now been established long enough to have performance data reports. This report will be presented every quarter. The youth programs are struggling to meet their performance goals. Swafford reported the youth committee has begun to adjust policy to help incentivize measures tied to these goals. Nicol asked about the performance goals. Swafford and Schaapveld explain what goes into these goals and how they are set. Swafford will provide Nicol with detailed information about how these goals are measured. Schneider noted these same measures are used for Title II. Swafford stated she would like to include the Title II numbers in the annual report.

PY22 MEETING SCHEDULE

Wood reviewed the schedule and reminded the committee that one of their meetings would be in-person. The committee would need to determine a month to have their in-person meeting and suggested they avoid months in which other committees are meeting. The committee would also need to determine a location for the in-person meeting. Nicol asked Wood to send a poll. Schneider asked if they could adjust the time for the in-person meeting, which Nicol said would be possible.

OJT MONITORING REPORT UPDATE

Rodriguez reviewed the OJT monitoring report with no findings but there are some areas of concern. The board staff is moving to align the contracts with the policy and to simplify progress checks and on-site reviews. One other area of concerns is ensuring the service provider is documenting in the Iowa*WORKS* system the progress of checks in.

STANDING REPORT

ONE-STOP OPERATOR REPORT

Ryan also had issue collecting his data due to the Iowa*WORKS* system being down. Hiring events in Burlington and Davenport show good participation and employers are reaching out to participate. Facebook boosting has increased traffic tremendously. Partner referrals continue to remain strong. Nicol added the social media strategy has been approved by the state and there will be some next steps to move forward with that plan.

ADULT/DW/RR REPORT

Schaapveld reported the Iowa*WORKS* system has been down since June 26 making it impossible for her to pull all the data she would normally provide. There were 632 contacts with participants, the program paid out \$5,610 in WBL wages, \$10,734.80 in support services, and \$21,230 ITA's. Inventory purchases included 10 monitors and 20 Transfr VR Headsets. Rapid response activities included a resume workshop and interviewing skills for Jabil and three worker information meetings with Siemens Gamesa. Enrollments in June were 23 for Adult, 6 Dislocated Worker, and 5 NDWG. Caseload numbers were unavailable. There were 12 occupational skills trainings and one WBL started. Legacy in Action reports 95.5% customer satisfaction rate. Outcomes included three measurable skills gains, 22 unsubsidized employment, and 11 credential attainment. Nicol asked about the headset program. Schaapveld stated they are just getting things up and going taking care not to violate the copyrights of the TRANSFR VR licensed products.

TITLE III REPORT

Farley reported on unemployment and labor force numbers due to the Iowa*WORKS* system being down. Swafford added that the Lee County Program requested by the Governor is expected to get funded.

OTHER BUSINESS

Nicol added the OJT policy changes the committee voted on last month were approved by the executive committee last night (July 12, 2022). Kinzer shared his certificate for training he completed while absent from the last CEO meeting. Rodriguez shared the Iowa *WORKS* Davenport office is hosting the Advance Manufacturing Sector Board meeting tomorrow, July 14, 2022.

PUBLIC COMMENT

There was no public comment.

ADJOURNED

Drew made a motion to adjourn the meeting, seconded by Phillips, motion carried, Nicol adjourned the meeting at 5:03 p.m.