



Mississippi Valley Workforce Development Board

Operations Committee Meeting

Wednesday, September 14, 2022, at 4:00 p.m. via Zoom

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

Members Absent: Tim Gobble and Mandy Parchert

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

Schneider made a motion to excuse Parchert, seconded by Drew, the motion carried. Gobble was an unexcused absence.

QUORUM

The committee had a quorum to conduct business.

***APPROVAL OF AGENDA**

Request to modify the presented agenda to allow the one-stop operator to report out first. Farley made a motion to approve the modified agenda, seconded by Drew, the motion carried.

***APPROVAL OF PREVIOUS MINUTES**

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

***MONITORING POLICY MODIFICATIONS**

Nicol reviewed the modification to the monitoring policy presented in the packet. Swafford noted having the process separate from the procedure is a best practice reported by the state. The monitoring policy will allow the removal of specific monitoring references in individual policies and will point instead to this monitoring policy. Drew made a motion to approve the monitoring policy as presented, seconded by Farley, the motion carried.

***TRANSITIONAL JOB POLICY MODIFICATIONS**

Nicol reviewed the modification to the transitional jobs policy to reference the monitoring policy. Farley made a motion to approve the modifications as presented, seconded by Drew, the motion carried.

***WEP POLICY MODIFICATIONS**

Nicol reviewed the modifications to the Work Experience Policy. Schneider made a motion to approve the modifications as presented, seconded by Phillips, the motion carried.

SECTOR BOARDS

Parchert was absent from the meeting, so this topic was tabled until the next meeting.

LMI REPORTS

Nicol shared his vision for using labor market information reports related to advanced manufacturing, healthcare, and transportation to help drive decision making.

PERFORMANCE OUTCOME PY21 Q4

Swafford shared the performance data information and spoke to the negotiations for PY22 and PY23 performance rates.

STANDING REPORT

ONE-STOP OPERATOR REPORT

Ryan reviewed numbers in the July and August reports. Burlington averaged 29 visitors per day in July and averaged 31 visitors per day in August. Davenport had an average of 45 visitors per day in both July and August. Facebook total reach in Davenport went from 7,424 in July to 25,632 in August. Burlington's Facebook total reach was 16,082 in July and 11,945 in August. Referrals continue to heavily come from the RCM/RESEA and Title III programs with a majority directed to Title I programming. The One-Stop Certification initial assessment timeline and scoring rubric was shared noting areas of opportunity in physical and programmatic accessibility and effectiveness. Nicol noticed the improved foot traffic at hiring events and questioned the reasoning for it to which Ryan stated events are now scheduled during times that were historically high traffic and the regularity of the event helps drive traffic. Nicol asked if there is any indication if these are unique visitors. Wittenberg stated she could deeper into the VOS greeter information to determine how many new folds each week. She know s there are some repeat customers and the Davenport office has started following up with an email to participants to offer additional services, so far there hasn't been a lot of responsiveness.

ADULT/DW/RR REPORT

Schaapveld reported for July they had 45 enrollments, the program paid out \$1,456 in WBL wages, and 18 participants entered training. Inventory purchases included two locked cabinets for VR headsets and IT equipment. Rapid response activities included a KPI TRADE assistance

meeting and worker information meetings with Siemens Gamesa. Enrollments in August were 15 for Adult, 31 Dislocated Worker, and 3 NDWG. Caseload numbers reflect 137 active and 110 follow up participants in Adult and 153 active and 34 follow up participants in the Dislocated Worker program. There were 89 occupational skills trainings and four WBL started in August. Legacy in Action reports 96.1% customer satisfaction rate. Outcomes included one measurable skills gain, six unsubsidized employment, and one 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 for the MVWA. The Burlington office served 666 distinct users in August with Davenport serving 1,067. There were 169 enrollments in August for Burlington and 225 for Davenport.

OTHER BUSINESS

Ryan thanks everyone for the success of the workforce event.

PUBLIC COMMENT

There was no public comment.

ADJOURNED

Farley made a motion to adjourn the meeting, seconded by Drew, motion carried, Nicol adjourned the meeting at 4:52 p.m.