



## Mississippi Valley Workforce Development Board

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### **Operations Committee Meeting**

Wednesday, April 12, 2023, at 4:00 p.m. via Zoom

**Members Present:** Mathew Nicol, Kirby Phillips, Jana Wittenberg, Tim Gobble, and Scott Schneider

**Members Absent:** Ryan Drew

**CEOs Present:** none

**Staff Present:** Andrea Taylor, Associate Director

**Service Provider Staff Present:** Kendra Schaapveld, Project Director; Tabytha Seigfried, Quality Assurance Specialist; Taylor Longstreth, Operations Manager; Shannon Weaver,

**One-Stop Operator:** Nick Clayton

*\*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**

Gobble made the motion to excuse Ryan Drew's absence, Phillips seconded, motion carried.

### **QUORUM**

The committee had a quorum to conduct business.

### **\*APPROVAL OF AGENDA**

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

### **\*APPROVAL OF PREVIOUS MINUTES**

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

## **STANDING REPORTS**

### **ONE-STOP OPERATOR REPORT**

Clayton reviewed the numbers for March. Reported that the system is not allowing to pull data past mid-March at this time and that this is a known issue that is being worked on. Facebook's total reach in Davenport was 20,313, a significant increase likely due to the frequent "women in the workforce" spotlight, and Burlington's Facebook total reach was 13,091. March events reported are 3/9 Refugee Workforce Employer, 3/13 Steamwheeler Reverse Job Fair, 3/21 First Responders Recruiting Fair, 3/23 Navigating Ageism Workshop, 3/28 Resume Workshop for Women's History Month, 3/30 Jackson County Hiring Fair. Upcoming events reported are

4/18/2023 National Guard/ IowaWORKS career fair at Davenport Armory, 4/20/2023 OWDS breakfast for customers 7<sup>th</sup> District, 4/21/2023 Youth Expo Muscatine, 4/24/2023 Mock Interview for Justice-Involved Citizens, 4/25/2023 Job Fair for Justice-Involved Citizens, 4/26/2023 Scott Community College Job Fair, 4/27/2023 Re-Entry Simulation presented by SAFER Foundation, and the Refugee Job Fair schedule in May. Upcoming and ongoing projects reported are EICC Title II late spring 4-week sessions to help last-minute completers get testing done. Promise Jobs is in the initial stages of a project with 2 other states to build on and implement employment coaching strategies.

### **ADULT/DW/RR REPORT**

Schaapveld reported several Rapid Response events. West Liberty Foods, Iowa Wesleyan College, Durham School Services, Bed Bath and Beyond, and Tuesday Morning are all receiving services. There have been 6 Adult referrals with the caseload currently at 78 active and 111 follow-up Dislocated Worker currently has 103 active with 63 follow-up. There was 1 OST, 3 WBL and there was a 93.63% customer satisfaction rate. Outcomes- 1 credential, 14 unsubsidized employment, 1 measurable skills gain, 1 internship started and two adult transitional jobs started. Schaapveld stated there had been an increase in referrals and Wittenberg asked if she knew what had caused this. Schaapveld stated that outreach efforts are starting to pay off and they are thankful to all partners for the help that has been given.

### **TITLE III**

Wittenberg reported on unemployment and labor force numbers for the MVWA. The Burlington office served 603 distinct users in March with Davenport serving 975. There were 97 enrollments in March for Burlington and 176 for Davenport.

### **\*NEW BUSINESS**

Outreach Expense Policy. Nicol discussed the primary reason for this policy is because there was not one currently in place relating to specificities for outreach items or advertising. These needed to be clarified to follow the federal or state funding. Taylor stated that there needed to be a line added to the Definitions section stating that Youth Brand Accelerate Iowa would be included in youth outreach. Motion made by Phillips to approve the Outreach Expense Policy with the inclusion of youth accelerate Iowa, seconded by Schneider, motion carried.

### **OTHER BUSINESS**

Nicol brought up looking at having more of a one-page executive summary around the standing reports. They are required and helpful, but is the story behind the data understood? Does it reflect recent policy changes? Going back to see how changes have helped if they have. Try to take away from the mundaneness of the slides but use the slides as more of a support to the data. Would like to continue this discussion to determine what the best plan would be for the committee moving forward to have meetings be more productive.

Nicol is interested in having HNI sponsor at the job fair in Muscatine and potentially having

some OJT due to an increase in hiring needs during the summer months. Longstreth and Schaapveld will follow up with Nicol as well as the Muscatine Chamber to see what steps would need to be taken for this.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNED**

Gobble made a motion to adjourn the meeting, seconded by Wittenberg, motion carried, Nicol adjourned the meeting at 4:42 p.m.