



Mississippi Valley Workforce Development Board

Operations Committee Meeting

Wednesday, June 14, 2023, at 4:00 p.m. via Zoom

Members Present: Mathew Nicol, Kirby Phillips, and Ryan Drew

Members Absent: Scott Schneider (excused) and Tim Gobble (unexcused)

CEOs Present: none

Staff Present: Miranda Swafford, Executive Director, Andrea Taylor, Associate Director, and Mandy Tripp, Executive Assistant

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

One-Stop Operator: Nick Clayton

Guest: Tim Snyder

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

CALLED TO ORDER

Nicol called the meeting to order at 4:06 p.m.

EXCUSED ABSENCES

Drew made the motion to excuse Scott Schneider's absence, Phillips seconded, motion carried. Tim Gobble had an unexcused absence.

QUORUM

The committee had a quorum to conduct business.

***APPROVAL OF AGENDA**

Phillips made a motion to approve the agenda, seconded by Drew, and the motion carried.

***APPROVAL OF PREVIOUS MINUTES**

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

STANDING REPORTS

ONE-STOP OPERATOR REPORT

Clayton reviewed the numbers for May. Facebook's total reach in Davenport was 6,787 and Burlington's Facebook total reach was 7,170 which may be due to a change on Facebook to force business pages to use Meta Suite. Customer Satisfaction was 82%, however, only 17 surveys were completed. Davenport and Burlington have both started providing in-person basic computer skills workshops in June.

ADULT/DW/RR REPORT

Schaapveld reported they received a WARN notice for Lutheran Services in Iowa for a contract ending for family center services which will impact 64 employees. Services are to be provided in June. There have been 3 Adult enrollments with the caseload currently at 73 active and 102 follow-ups Dislocated Worker currently has 97 active with 62 follow-up. There was 0 OST, 4 WBL and there was a 93.96% customer satisfaction rate. Outcomes- 11 credentials, 25 unsubsidized employment, 37 measurable skills gains, 3 internships started and one adult transitional job started. Schaapveld stated these numbers are pretty standard for the end of a semester. Swafford asked if Nicol preferred this format, and he advised it was easier to put a narrative with the PowerPoint, so he did like this format.

TITLE III

Data was included in the packet.

***PY23 GOALS**

Swafford presented the PY23 goals that she had worked on with Price-Wells. Weaver expressed concern about the trade act being phased out and how it will have a big impact on enrollments. Schaapveld gave some insight into how difficult it is to sell our services in a time of very low unemployment. Swafford advised they would like to see some sector strategy events quarterly based on our in-demand industries. Drew made a motion to accept the PY23 goals as written with only a change to specific quarter industries being removed to allow them the flexibility to hold them when it may better suit a specific industry., seconded by Phillips and the motion carried.

PY23 FUNDING PRIORITIES

Swafford advised we have not received our budget allocations yet, so if anyone has any specific projects or initiatives, they would like to see the board pursue, send her an email with any ideas.

COMMITTEE MEMBERSHIP REVIEW

Taylor reviewed the current membership and reviewed the changes that are happening with Drew moving to the finance committee and a new board member on the committee after approval.

***COMMITTEE CHAIR/VICE ELECTIONS**

Drew made a motion to keep Nicol as the chairman of the operations committee and Phillips as the vice chair, Phillips seconded the motion, and the motion carried.

Q3 PERFORMANCE

Swafford presented the Q3 data. After some discussion on what the data means, Swafford advised we can provide the dates for the specific data to understand how old the information is and the only real-time data is the measurable skill gains.

STYLE GUIDE

Tripp presented an overview of the style guide for outreach. Swafford added the state has reviewed it and Nicol added he liked the way it is put together with structure but allows for creativity.

OTHER BUSINESS

Swafford advised we are still looking for a small business owner to fill an immediate board vacancy, if anyone has any suggestions, please get them to Taylor.

PUBLIC COMMENT

There was no public comment.

ADJOURNED

Nicol adjourned the meeting at 5:09 p.m.