



# Mississippi Valley Workforce Development Board

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## **Quarterly Board Meeting Minutes November 17, 2021**

The meeting of the Mississippi Valley Workforce Development Board (MVWDB) was held on November 17, 2021 at 5:00 p.m. via Zoom conferencing.

### **CALL TO ORDER**

Duke called the meeting to order at 5:00 p.m.

### **ATTENDEES**

**Board Members Present:** Dennis Duke, Kirby Phillips, Andy Sokolovich, Lori Bassow, Cory Bergfeld, Jeremy Ritchie, Martha Bell, Joyce Stimpson, Ryan Drew, Heather Halbrog, Regina Matheson, Cynthia Whalen, and Patrick Stock

**Board Members Absent:** Bob Bartles, Joni Dittmer, Matthew Nicol, Ron Schaefer, and Jacob Nye

**CEO Present:** Rick Larkin and Jim Irwin

**Staff:** Miranda Swafford, Executive Director and Phyllis Wood, Executive Assistant

**Contractor Staff:** Cherisa Price-Wells (Regional Project Director), Kendra Schaapveld, (Project Director), Shannon Weaver (Operations Supervisor), Tabytha Seigfried (Quality Assurance Specialist), and Robert Ryan (One-stop Operator)

**Guests:** Jennifer Schuster

### **QUORUM**

A quorum was established for the board.

### **EXCUSED ABSENCES**

Drew made a motion to approve Bartles, Schaefer, Dittmer and Nye absences, seconded by Sokolovich, motion carried. Nicol was an unexcused absence.

### **APPROVAL OF AGENDA**

Sokolovich made a motion to approve the agenda, seconded by Bergfeld, motion carried.

### **APPROVAL OF MINUTES**

Sokolovich made a motion to approve the previous meeting minutes, seconded by Bergfeld, motion carried.

### **SUCCESS STORY**

Due to the rescheduled meeting participants could not be present. Schaapveld read an email from Frank Klipsch thanking Title I for their services. Duke asked if we could get permission to post on the website.

### **MEMBER SPOTLIGHT**

Dittmer was to be our member spotlight but could not make the rescheduled meeting.

### **VACANCIES**

Mississippi Valley Workforce Area

Carrie Nudd had resigned her position on the board due to switching companies and her new position no longer meeting the requirements for board membership. Swafford reported the CEOs had reviewed and approved the nomination of Carol Reynolds with Kent Corporation. The nomination will be sent to the state for approval after getting Jack Willey's signature.

## **STANDING COMMITTEE REPORTS**

### **EXECUTIVE COMMITTEE**

Duke reviewed the report provided in the packet highlighting approvals of Credit Card, Travel, Objective Assessment, Rapid Response, and Firewall policies. Modified executive director job description to need approval for expenditures over \$2,000 not specifically identified in the annual admin budget. Voted to discard 20 laptop computers in storage with no operating system that were six to thirteen years old. Decided to have local MVWA inventory tags on all equipment purchased with Title I funds regardless of IWD tagging. Approved the One-stop Operator Agreement to be sent to CEOs for approval, the annual report for posting, the executive assistant 90-day review, and the Disability Access Committee as a board committee and Title I would not be voting members.

### **FINANCE COMMITTEE**

Bassow reviewed the report provided in the meeting packet. We currently have a \$4.4M budget. Invoices have settled down and have adjusted the agenda to have the fiscal agent report out first.

### **OPERATIONS COMMITTEE**

Nicol was not present. Swafford noted the report is in the packet and Kendra would be reporting on many of the items in her report

### **YOUTH COMMITTEE**

Nye was not present. Swafford noted the report is in the packet which is broken down by months and Kendra would be reporting the quarter.

### **DAC COMMITTEE**

Whalen summarized they are working on technology in the centers to inventory what is available and what is needed. The committee will be meeting in January and everyone is welcome to attend.

### **EXECUTIVE DIRECTOR REPORT**

Swafford highlighted that the IRS form 1023 has been filed for the 501c3 status for the board. The statewide committee for the One Stop Certification standards has been concluded. We are working on placing staff in the outer counties and there will be a review after four months to ensure there is a good return on investment. Sokolovich visited the Clinton County center and there were two participants working with Pam Bisby but was surprised their questions surrounded drug testing time frames.

## **CORE PARTNER REPORTS**

### **IOWAWORKS**

Ryan reported on July, August, September's activities covering job fairs, center hiring events, workshops, and upcoming events. The Facebook pages for Davenport had 853 followers, 820 likes, and the reach was 78,765. For Burlington there were 1631 followers, 1606 likes, and the reach was 29,318. Swafford pointed out the OSO reports will focus on the items all the partners are doing together and the individual partner reports will focus more on what they are doing individually. Irwin was disheartened by some of the numbers that were report and the CEOs request Ryan to try and report on how many people were hired from the job fairs. A discussion was held around the low traffic in the centers, amount of dollars being spent, outreach activities, and potential Mississippi Valley Workforce Area

reasons for the change in the workforce. The CEOs are planning on scheduling a planning session meeting for the middle of December and board members will be invited to discuss these issues more in-depth.

### **TITLE I EQUUS ADULT/DW/YOUTH**

Schaapveld provided first quarter report for all programs. ITA's were written for a total of \$123,842, \$18,751.97 was spent on work experience, and \$32,364.67 on support services. There were 71 Adult/DW enrollments and 12 Youth enrollments. There were 1280 contacts with potential contacts and 2902 contacts with participants. Caseload average for youth was 24, adult was 51, and 31 for dislocated worker. They are looking to start a Career Accelerate program starting in second quarter to help individuals keep their job with soft skills and supports.

### **TITLE II AEL**

Bell reported on the Title II AEL program for both SCC and EICC. She noted the EICC numbers don't total, and she will submit an updated report to Miranda. For Q1 PY2022 SCC has 180 participants and EICC has 258 participants. EICC 33 graduates so far and SCC has 10. SCC has tested 34 and EICC has tested 63 for individuals pursuing their high school equivalency diploma.

### **IOWAWORKS/TITLE III**

Ritchie provided a report included in the packet that had county unemployment rates, employment patterns, and average weekly wages. Ritchie shared Wagner Peyser enrollments for the last 30 days with 202 at Burlington and 195 at Davenport as well as the VOS greeter numbers. Asked people to read the success stories included. Ritchie then shared the governor's announcement to help get people back to employment sooner. The RESEA program is federal and starts at 6 weeks and the governor's program will help to re-employ individuals for the initial period not covered by the federal program.

### **TITLE IV VR**

Whalen reported on participant data and co-enrollments broken down by county. In total VR has 1132 participants served with 148 of those co-enrolled in partner programs. She had an applicant data chart reporting on where those referrals are coming from. The final chart shared successful closures for the year. Whalen asked if there was additional or different data that would be useful to the board.

## **NEW BUSINESS**

### **AIWP MEMBERSHIP**

AIWP has moved against the membership plan it initially imposed so the discussion is mute.

### **EXTRA STATE TIME OFF**

Swafford reported the governor had issued additional time off for state employee's and Equus contract states they will follow the state of Iowa holidays. Last year the board approved extra time off. Drew made a motion to approve the time off, seconded by Phillips, motion carried.

### **QUARTERLY VITUAL LUNCH AND LEARNS**

Swafford said that attendance has been slacking and asked if they should continue to provide the learning opportunities and if so if a different time or different day would work better. Duke and Bell both indicated they have difficulty making it to them and then don't find time to watch the recordings. Swafford will send a poll to the board on whether to continue.

### **OTHER BUSINESS**

Question was asked if we have any insight on why people are not returning. Ritchie offered that people learned to manage on less, many were close to retirement and the pandemic accelerated those timelines, there are a lot of different factors. Schaapveld offered that many layoffs had individuals taking advantage of TRADE resource Mississippi Valley Workforce Area

to go back to school and those individuals will not return to the workforce until they graduate. Ryan offered that 28,000 people statewide dropped out of the labor force in July, August, September, with 15% of those in the MVWA.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

Ritchie made a motion to adjourn the meeting, seconded by Bergfeld, motion carried. Duke adjourned the meeting at 6:28 p.m.