



Mississippi Valley Workforce Development Board

Quarterly Board Meeting Minutes February 21, 2022

The meeting of the Mississippi Valley Workforce Development Board (MVWDB) was held on Monday, February 21, 2022, at 5:00 p.m. via Zoom conferencing.

CALL TO ORDER

Duke called the meeting to order at 5:01 p.m.

ATTENDEES

Board Members Present: Dennis Duke, Kirby Phillips, Matthew Nicol, Joyce Stimpson, Lori Bassow, Heather Halbrook, Ron Schaefer, Cory Bergfeld, Jacob Nye, Cynthia Whalen, Andy Sokolovich, Carolyn Farley, Martha Bell, Regina Matheson, and Carol Reynolds

Board Members Absent: Ryan Drew and Patrick Stock

CEO Present: Jack Willey, Rick Larkin, Nathan Mather, and Chad White (late)

Staff: Miranda Swafford, Executive Director, Liz Rodriguez, Associate Director, and Phyllis Wood, Executive Assistant

Contractor Staff: Cherisa Price-Wells, Regional Project Director, Kendra Schaapveld, Project Director, Shannon Weaver, Operations Supervisor, and Tabytha Seigfried, Quality Assurance Specialist

One-stop Operator: Robert Ryan

Guests: Dr Ashley Spannagel

QUORUM

A quorum was established for the board.

EXCUSED ABSENCES

There were no excused absences.

APPROVAL OF AGENDA

Nicol made a motion to approve the agenda, seconded by Nye, the motion carried.

APPROVAL OF MINUTES

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

CAREER AND TECHNICAL EDUCATION PRESENTATION

Dr. Spannagel provided an overview of the CTE services available at SCC and similarly at EICC. There are programs from certificates to degree opportunities which range in duration from a few months to two years. PACE was recently expanded to include Second Chance Pell for re-entry citizens, Ticket to Work for disabled individuals, and SNAP Education for individuals receiving SNAP benefits. Duke asked if the vaccine mandate created a challenge for filling their healthcare offerings. Dr. Spannagel stated the college had been proactive in

working with their clinical providers and the only challenge was the administrative portion of documenting and tracking vaccine status.

STANDING COMMITTEE REPORTS

EXECUTIVE COMMITTEE

Duke asked if there were any questions about the report provided in their packet and there were none.

FINANCE COMMITTEE

Bassow stated the invoices continue to come in without issue. Bassow asked if there were any questions about the report provided in the packet and there were none.

OPERATIONS COMMITTEE

Nicol reported their meetings have moved to the 2nd Wednesday. The committee had approved the PII and Individual Career Services policies and sent to the Executive Committee. Nicol relayed barriers reported by service providers that TRADE continues to be a barrier to spending NDWG funding. Additionally, a meeting to discuss TRADE case management with IWD had been scheduled for later this week but canceled by IWD so they could review our questions, but Nicol expects the meeting to be reschedule soon. There is a marketing and branding strategy meeting scheduled for March 2. Nicol relayed Siemens layoff in Lee County and the efforts of Farley and the business teams to coordinate an offering of services.

Willey prompted Nicol to share: Nicol was appointed to the State Workforce Development Board which will start in May. Nicol is looking forward to and honored to represent our area.

YOUTH COMMITTEE

Nye relayed the service provider is still struggling to spend funding, but recent outreach efforts appear to be having positive returns. Nye asked if there were any question about the report included in the packet and there were none.

DAC COMMITTEE

Whalen reviewed the AT list of the minimum required assistive technology needs for each center. Whalen asked if there were any question about the report included in the packet and there were none.

CORE PARTNER REPORTS

ONE STOP OPERATOR

Ryan reported on center hiring events and participation numbers with more frequent and better attendance in Davenport. The centers are hosting virtual workshops with the Job Club having the highest attendance. Burlington VOS greeter numbers show continued growth in foot traffic averaging about 30 people per day. Davenport VOS greeter numbers also showing growth, averaging about 58 people per day. Ryan had numbers for foot traffic to the outer county locations with totals being low. Ryan had shared the numbers with CEOs who would like to continue the services to see if the foot traffic will also increase. The Facebook pages for Davenport had a total reach of 1,740 for the month of January and Burlington had 1,485.

TITLE I EQUUS ADULT/DW/YOUTH

Schaapveld provided their second quarter report for all programs. ITA's were written for a total of \$85,450.30, \$40,954.51 was spent on work experience, and \$27,753 on support services. New equipment purchased during the quarter includes a smart board, a laminator, six laptops, and six docking stations. There are a total of 73 Adult/DW enrollments and 24 Youth for the program year. Caseload average for youth was 24, adult was 73, and 43 for dislocated worker.

TITLE II AEL

Bell reported on the Title II AEL program for both SCC and EICC. For AEL Q2 PY2022 SCC has 243 participants and EICC has 402 participants. EICC had 74 Q2 graduates and SCC had 23. Bell reported the AEL program must meet a minimum of 90% of the previous years enrollment and they are on track to do so.

TITLE III WAGNER-PEYSER

Farley provided a report included in the packet that had county unemployment rates as of December 2021 and workforce numbers and historical charts. Farley shared the RCM program rolled out successfully at the beginning of January and supplements the efforts of RESEA to return UI claimants to work. The Burlington and Davenport offices both added a HBI Career Planner to their teams. Farley suggested the committee members read the success stories included in the packet.

TITLE IV VOCATIONAL REHABILITATION

Whalen reported on participant data and co-enrollments broken down by county. In total VR has 1178 participants served with 163 of those co-enrolled in other WIOA programs.

NEW BUSINESS

TRANSFER REQUEST

A transfer request of \$60,000 to move funding from dislocated worker to adult programming was presented by Schaapveld to cover increased ITA requests from RCM participants who do not qualify as dislocated worker participants. Schaefer made a motion to approve the transfer, seconded by Bergfeld, the motion carried.

NEW ADULT/DW BUDGET

Schaapveld presented new budgets AD1 and DW1 to reflect the previously approved \$100,000 transfer and the newly approved \$60,000 transfer for a total of \$160,000 in adjustments added to the Adult budget and \$160,000 removed from the DW budget. Bergfeld made a motion to approve the new budgets, seconded by Nicol, the motion carried.

ADMIN BUDGET MODIFICATIONS

Duke presented the modified admin budget that had been approved by the CEOs to the full board. The budget reflected modifications to cover the expenses associated with hiring the Associate Director position. Nye made a motion to approve the admin budget as presented, seconded by Phillips, the motion carried.

SEIRPC AUDIT

Swafford informed the board an annual audit is required by WIOA and had included the auditors letter summarizing no findings or concerns. Schaefer made a motion to approve the audit, seconded by Reynolds, the motion carried.

RISK ASSESSMENT REPORT

Swafford stated the board is required to perform a risk assessment of new contracts. Up to this, the state has not provided guidance. Swafford researched and created a tool to evaluate contracts and conducted a review of the OSO contract. The tool resulted in a score of low risk. Nye made a motion to approve the risk assessment report, seconded by Schaefer, the motion carried.

IN-PERSON MEETINGS

Discussion about conducting some meetings of the board and committees in person was held resulting in Bell making a motion for the full board to meet in person once per year and each committee to meet in person once per year, seconded by Reynolds, the motion carried.

OTHER BUSINESS

Mississippi Valley Workforce Area

Swafford reported she had met with McNertney and Director Townsend. The board is to draft a program proposal to address unemployment in Lee County. The Governor's office is requesting a quick fix, short-term program. Board staff will be meeting with Lee County community partners to brainstorm. Nye asked if Lee County unemployed individuals would be consulted. Swafford will work with Schaapveld and Farley to see if they can identify individuals to contribute to the conversation.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

Nye made a motion to adjourn the meeting, seconded by Schaefer, the motion carried. Duke adjourned the meeting at 6:16 p.m.