



DRAFT

Mississippi Valley Workforce Development Board

Quarterly Board Meeting Minutes May 16, 2022

The meeting of the Mississippi Valley Workforce Development Board (MVWDB) was held on Monday, May 16, 2022, 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, Matthew Nicol, Lori Bassow, Ron Schaefer, Cory Bergfeld, Jacob Nye, Cynthia Whalen, Carolyn Farley, Martha Bell, Regina Matheson, Ryan Drew, and Carol Reynolds

Board Members Absent: Joyce Stimpson, Heather Halbrook, Andy Sokolovich, Patrick Stock, and Todd Earnest

CEO Present: Nathan Mather, Shane McCampbell, and Jim Irwin (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 Taylor Longstreth, Operations Supervisor

One-stop Operator: Robert Ryan

QUORUM

A quorum was established for the board to conduct business.

EXCUSED ABSENCES

Nicol made a motion to excuse absences for Stimpson, Halbrook, Sokolovich, and Stock but Earnest would be unexcused, seconded by Phillips, the motion carried

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Nicol made a motion to approve the previous meeting minutes, seconded by Nye, the motion carried.

SUCCESS STORY

Schaapveld shared a dislocated worker, veteran who completed his CDL credential and was able to obtain gainful employment in that field. Schaapveld will ask participant to write a summary to share with the board.

EXECUTIVE COMMITTEE REPORT

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Duke reviewed the packet information regarding Executive approvals of language changes to the Youth Work Experience, Transitional Jobs, and Support Services policies. There was an approval of a transfer of \$85,000 between aggregate categories in the dislocated worker budget from participant to admin expenses. Additional approvals included One Stop Operator 2nd quarter report, new Electronic Resources policy, \$60 monthly cell phone stipend for board staff, a revision of the Committee Description and Appointment policy, and approval of a Ticket to Work budget. Rodriguez was appointed the Local Equal Opportunity Officer for the MVWA. In process are the CDL Screening policy, Ticket to Work Funding Request policy, social media strategy, purchase of assistive technology for the centers, and the ADA evaluations of the centers are scheduled. Highlights include the Clinton Regional Development Corporation donation of \$1000 to MVWDB for Clinton County residents. The Central Iowa Juvenile Detention Center won the request for bid for fiscal agent services. June 9th is the Statewide Workforce Board Training in Marshalltown from 10AM to 5PM. Swafford added the financial summary is in the packet and if anyone has question, direct them to her.

PARTNER REPORTS

ONE STOP OPERATOR

Ryan reported on January, February, and March of 2022. The center hiring events are more frequent and participation numbers reflect better attendance. The centers are still hosting virtual only workshops. Burlington VOS greeter numbers show continued growth in foot traffic averaging about 28 people per day. Davenport VOS greeter numbers averaging about 51 people per day. Ryan had numbers for foot traffic to the outer county locations through April. Between both centers, 509 businesses received 2,435 services. The Facebook pages for Davenport had a total reach of 12,871 and Burlington had 11,472. The partner referral form started the second week of February and has been well received. Through March 31, 2022, eight different partner programs have received at least one referral with the majority going to the Title I Adult & Dislocated Worker and Youth programs. The majority of referrals are coming from the RCM/RESEA and Title III programs.

TITLE I EQUUS ADULT/DW/YOUTH

Schaapveld provided their third quarter for PY21 report for all programs. ITA's were written for a total of \$106,450.30, \$38,359 was spent on work experience, and \$24,423 on support services. New equipment purchased during the quarter includes a RICOH Network printer, 6 Dell Latitude Laptops, 2 Brother Printers, a desk, 3 office chairs, and a monitor. There are a total of 39 Adult/DW enrollments and 18 Youth for the program year. Caseload average for Youth was 34, Adult was 38, and 22 for Dislocated Worker. Occupational Skills Training is the most popular service with 65 Adult/DW enrollments in the quarter and 10 Youth enrollments; the deliverable for the year have been met. Work Based Learning (WBL) challenges with TRADE covering education for NDWG participants limits availability for WBL enrollments. The Youth WBL deliverable for the year is at 20% of goal and Adult/DW is at 73% of goal. Equus continues to offer iLegacy for Youth participants but due to utilization reduced the class offerings to once a week in the afternoons. Equus started offering a Career Accelerate course to provide skills about how to keep employment which is seeing 2-3 participants attend each week. Legacy in Action customer satisfaction survey for the quarter reflects a 92.98% satisfaction rate.

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NEW BUSINESS

***CONTRACT EXTENSIONS**

Duke stated we need to vote to continue our Adult/DW and Youth contracts with Equus. Nicol made a motion to extend Equus contracts for another program year, seconded by Nye, the motion carried.

***YOUTH CONTRACT DELIVERABLES**

Youth committee voted to keep deliverables the same as previous program year at 60 program enrollments, 20% Work Based Learning expenditures, and 15 Occupational Skills Training enrollments. Matheson made a motion to approve Youth deliverables, seconded by Reynolds, the motion carried.

***ADULT/DW CONTRACT DELIVERABLES**

Nicol reviewed the new program year deliverables would see Work Based Learning enrollment stay at 30, an increase to the Occupational Skills Training enrollments raised that deliverable to 125, and added a program enrollment goal of 125. Matheson made a motion to approve the Adult/DW deliverables, seconded by Phillips, the motion carried.

***ELECTIONS**

Duke listed the current officers as Chair, Dennis Duke, Vice Chair, Kirby Phillips, Secretary, Matthew Nicol, and Treasurer, Lori Bassow and then asked if there was any discussion about nominating alternatives or keeping the same roster. Matheson made a motion to keep the same officers, seconded by Schaefer, the motion carried.

***MONITORING REPORTS**

Rodriguez reported there were no findings in the program monitoring. The areas of concern identified about labeling and consistency in the IowaWORKS system are being addressed through conversations with IWD leadership. There were some opportunities around OSO and Board roles and responsibilities that Nicol asked board staff to bring action items to the next operations committee meeting to help address those opportunities. Swafford reported on fiscal monitoring in which there was one finding for misrepresentation of hours billed but the charges were for the correct number of hours. Swafford said the fiscal agent is conducting the fiscal monitoring of the service provider, but those reports have not been received. Once available the report will be shared with the board and voted on separately. Nicol made a motion to approve the presented monitoring reports, seconded by Nye, the motion carried.

***FEO MODIFICATIONS TO YOUTH POLICY**

Nye spoke about the specific modifications to the Future Economic Opportunity section of the Youth Incentive and Stipend policy approved by the Youth committee. Matheson made a motion to approve the modifications as presented, seconded by Drew, the motion carried.

***POLICY REVISION PROCESS**

Rodriguez presented her proposal for a policy revision process to ensure when modifications are considered the changes are laid out clearly and the process is accessible to anyone who wants to suggest a modification. Nicol made a motion to approve the Policy Revision Process, seconded by Nye, the motion carried.

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***BOARD MEMBER QUALIFICATIONS POLICY**

Rodriguez presented the modifications to include criteria for committee members. Additionally, a section on values was created based on the board manual. Rodriguez would like the board to look and discuss the added section. Duke asked how to proceed with discussion. Rodriguez will email the added values section to the board members and have them respond with feedback. Rodriguez will compile the feedback for the next board meeting. Discussion concluded with tabling the vote on the policy until the next meeting to allow for review and additional discussion.

PY22 ESTIMATED BUDGETS

Swafford reviewed the estimated PY22 numbers provided by IWD. IWD said these estimates were on the low side so changes to actual numbers would be increases. The only concern is the amount of Youth dollars which Schaapveld will be presenting some program ideas to the Youth and Finance committees to try and increase spending to our communities and participants and not allow funds to be recaptured by the state. The draft admin budget details a tentative budget and Swafford would like to hear input or ideas from any board member for the admin or program budgets. Swafford stated the program budgets do not have to exclusively go to Equus and gave the example of procuring a third party to manage outreach campaigns which could come from program dollars. Swafford encouraged members to send ideas to her over the next month.

NAWB UPDATES

Several members attended the National Association of Workforce Board conference which include promising practices and innovative service ideas. Schaapveld, Nicol, Swafford, Phillips, and Farley spoke on their top takeaways. The goal is to look at which practices and ideas the board can incorporate to improve service delivery. Schaapveld and Farley both had ideas about how they could incorporate ideas into their current service delivery.

OTHER BUSINESS

Swafford encouraged board members who had not registered for the June 9th training to do so as soon as possible.

PUBLIC COMMENT

There were no public comments.

***ADJOURNMENT**

Schaefer made a motion to adjourn the meeting, seconded by Nicol, the motion carried. Duke adjourned the meeting at 6:26 p.m.