



Mississippi Valley Workforce Development Board

Quarterly Board Meeting Minutes August 15, 2022

The meeting of the Mississippi Valley Workforce Development Board (MVWDB) was held on Monday, August 15, 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, Joyce Stimpson, Lori Bassow, Heather Halbrook, Cory Bergfeld, Patrick Stock, Andy Sokolovich, Carolyn Farley, Martha Bell, Regina Matheson, Carol Reynolds, Mandy Parchert, Tim Brown, and Brad Quigley

Board Members Absent: Jacob Nye (excused), Cynthia Whalen (excused), Ryan Drew (excused)

CEO Present: Jim Irwin and Chuck Holmes

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

Contractor Staff: Cherisa Price-Wells, Regional Project Director, Kendra Schaapveld, Project Director, Tabytha Siegfried, Quality Assurance, Taylor Longstreth, Operations Supervisor, and Nicholas Clayton, Youth Career Navigator

Guest: Lonna Wheeler, Youth Program Participant and Krista Tedrow

QUORUM

A quorum was established for the board to conduct business.

EXCUSED ABSENCES

Brown made a motion to excuse absences for Nye, Whalen, and Drew, seconded by Nicol, the motion carried.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

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

SUCCESS STORY

Clayton introduced Wheeler, a 16-year-old high schooler and current Youth participant. Wheeler shared how the program has helped her stay motivated to stay in school, helped her get her first job, and when that wasn't a good fit, helped her get her next job, which she really likes. Due to personal circumstances, she was struggling with school and really wants to finish high school.

The program makes her feel like she can accomplish that goal and is now motivated to finish. Through her employment, and program assistance with financial literacy, Wheeler was able to

save for her first vehicle. Wheeler expressed gratitude for the program and will share her experience with peers. Schaapveld shared that Wheeler was one of the first participants to use the virtual reality headsets as part of her work experience. McCampbell asked Wheeler to share her experience. Wheeler said it was fun and better than actual work.

EXECUTIVE COMMITTEE REPORT

Duke summarized the accomplishments of the committees in the previous quarter, noting the implementation or modification of multiple policies to support service delivery and administration of programs. The PY22 committee officers were elected with the addition of vice-chair roles. The board's status as a 501(c)(3) non-profit with the IRS was approved. Board staff and membership changes included the departure of Liz Rodriguez and the addition of Brad Quigley and Tim Brown to the board.

PARTNER REPORTS

ONE-STOP OPERATOR

Robert Ryan was out on vacation, so Swafford reviewed the OSO report, noting the report covered activities for the previous program year. Swafford advised the board to ask any questions they may have about the report-out data and focused on the one-stop certification process. Swafford shared the preliminary self-assessment teams had done an initial scoring for one-stop certification with only continuous improvement measures currently meeting the standards for full certification. The slightly better scoring of the Burlington AJC was credited to improvements implemented as a result of the Davenport AJC evaluation. The areas of opportunity will be addressed prior to the Evaluation team conducting their review in January 2023.

TITLE I EQUUS ADULT/DW/YOUTH

Schaapveld provided the PY21 full-year report for all programs. One hundred fifty-two ITA's were written for a total of \$383,024, \$112,271 was spent on work experience with \$13,578.68 of that being OJT reimbursement and \$135,558.36 on support services. A total of 284 Adult or Dislocated Worker referrals were received for Burlington and 650 for Davenport. Youth referrals for both centers totaled 332 of which there were 70 enrollments for the year or 113% of that enrollment goal. Other deliverables for Adult/DW include 90% of work-based learning enrollments and 270% of the occupational skills training goal. The 20% required Youth work-based learning expenditures were met. Legacy in Action customer satisfaction survey for the year came in at a 95.38% satisfaction rate.

TITLE III WAGNER PEYSER

Farley shared the most recent unemployment and labor force numbers for the Mississippi Valley workforce area. For PY21 the Burlington AJC saw 837 Wagner-Peyser enrollments and the Davenport AJC had 1,561. Farley shared that Registered Apprenticeships (RA) had 27 initial meetings with businesses about the idea of what is an RA, 24 in-depth meetings about what implementation would look like, and 4 programs were fully developed, and some are still in the works. The re-entry program at Mt Pleasant Correctional Facility helped 936 different individuals with resume assistance, career guidance, and mock interviewing. The re-entry worker also connects individuals with the Iowa DOT to arrange for identification and licenses upon

release. A new concept the re-entry worker has initiated is getting individuals released to an area that is not their original area of incarceration if a participant has sustainable employment in a different area.

NEW BUSINESS

***PERFORMANCE NEGOTIATIONS**

Swafford shared this is not an actionable item due to a requirement for the CEO, Board Chair, and executive staff to meet and discuss before finalizing. The state has issued PY22 and PY23 performance rates based on US DOL negotiated rates. PY24 and beyond will incorporate a statistical adjustment model to account for actual economic conditions.

***SOCIAL MEDIA RFP**

Nicol reviewed the scope of work and deliverables of the request for proposal, highlighting the three campaigns of rebranding IowaWORKS, work-based learning, and business engagement. Parchert, from the Sector Board perspective, stated the business engagement campaign is a great opportunity to partner and she's excited about the process. Irwin thanked Nicol, Duke, and Swafford for their efforts to research and put together the RFP. Matheson made a motion to accept the RFP as presented, seconded by Reynolds, and the motion was carried.

***RFP SELECTION COMMITTEE**

Swafford reported Nicol, Matheson, and Angela Rheingans, a finance committee member had volunteered to serve on the selection committee. Duke asked if there were any additional volunteers and Farley said she would like to participate as well. Bell made a motion to appoint Nicol, Matheson, Rheingans, and Farley to the selection committee, seconded by Phillips, and the motion carried.

***OSO CONTRACT EXTENSION**

Swafford stated we were coming up on the end of the first year of the One-Stop Operator contract. The board had the option to end the contract and issue a new request for proposals, extend the contract for another year, or extend the contract through June 30, 2023, to align with the other program and service contracts. Quigley made a motion to extend the OSO contract through June 20, 2023, seconded by Bell, and the motion carried.

***PY22 OSO KPI'S**

Swafford reviewed the One-Stop Operator performance today and presented updated KPIs for the remainder of PY22. The proposed KPIs condensed some of the existing KPIs, removed completed items, and added several as related to completing One-Stop Certification. Matheson made a motion to approve the KPIs as presented, seconded by Nicol, and the motion carried.

***INCENTIVE AND STIPEND POLICY**

With Nye's absence, Swafford and Schaapveld summarized the changes approved by the Youth Committee. Nicol made a motion to approve the modifications, seconded by Matheson, and the motion carried.

***ACCESSIBILITY PLAN**

Swafford presented the Accessibility Plan as a new and required policy of the board. Parchert made a motion to approve the Accessibility Plan as presented, seconded by Quigley, the motion carried.

***LIMITED ENGLISH PROFICIENCY (LEP) PLAN**

Swafford presented the LEP Plan as a new and required policy noting the existing LEP process and the addition of the HandsUp Communication account to ensure ongoing access. Stimpson made a motion to approve the LEP Plan, seconded by Stock, and the motion carried.

***BOARD MEMBER QUALIFICATIONS POLICY**

Swafford shared the policy as presented at the previous board meeting but tabled it to allow time for additional input from members. Parchert made a motion to approve the Board Member Qualification plan as written, seconded by Matheson, and the motion carried.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There were no public comments.

***ADJOURNMENT**

Nicol made a motion to adjourn the meeting, seconded by Quigley, the motion carried. Duke adjourned the meeting at 6:05 p.m.