



## Mississippi Valley Workforce Development Board

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### Board Member and Committee Member Qualifications

**Approved Date:** November 9, 2020

**Effective Date:** November 9, 2020

**Amended Date:** September 5, 2023

#### **PURPOSE**

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The Mississippi Valley Workforce Development Board (MVWDB) exists to lead and expertise in local workforce development. We identify and address workforce challenges, unite resources, and drive solutions for regional prosperity. MVWDB members serve as system advocates, visionaries, advisors, and catalysts for change, as well as stewards of the local workforce development system. They hold full authority and responsibility within MVWDB, developing policies, overseeing financial and program performance, and linking the Local Area with vital resources to support businesses and job seekers.

#### **QUALIFICATIONS**

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Demonstrating a profound commitment to strengthening the economic well-being of the community and aligning with the objectives of the MVWDB is vital. This entails a desire to enact positive change within the Local Area's economy by actively shaping a workforce development system that effectively addresses the needs of both employers and individuals.

Dedication is essential, involving the investment of time and expertise in collaborative efforts with fellow board members, stakeholders, staff, businesses, public officials, and both public and private sector partner organizations. These efforts aim to enhance the caliber of the regional workforce pipeline.

Candidates should bring valuable experience or expertise in at least one of the following areas: resource development, evaluation, training and education, program development, policy administration, business operations, finance, human resource administration, talent acquisition, or public relations. Equally important is the ability to articulate the specific challenges and opportunities faced by their industry and the Local Area.

Candidates must hold the requisite policymaking or hiring authority within their respective organizations. While committee members may reside or work in Iowa or within a 20-mile radius of the Local Area, board members must maintain both residence and employment within the state of Iowa. Exceptions to this requirement will only be considered with the approval of the CEOs.

#### **COMMITTEE STRUCTURE**

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All committees will be public meetings and subject to the Open Meetings Act. The Mississippi Valley Workforce Development Board (MVWDB) carries out the majority of its work through

its committee structure, and it is expected that each board member will actively participate in at least one committee, and/or participate in the MVWDB industry collaboration in his/her field.

The MVWDB currently convenes the following standing committees:

- Executive Committee
- Finance Committee
- Operations Committee
- Youth Committee
- Business Committee
- Disability Access Committee
- Advanced Manufacturing Sector Board
- Other committees, Sector Partnerships, and initiatives as they are developed.

The full MVWDB meets in person quarterly and may review quarterly committee reports, financial reports, and core partner reports, and take any necessary action on agenda items. Committee reports will include a discussion of actions and decisions, recommendations for board action, and an assessment of progress toward accomplishing committee or team goals and outcomes.

Standing committees must be chaired by a member of the MVWDB, may include other members of the MVWDB, and must include other individuals appointed by the MVWDB board chair who are not members of the MVWDB (excluding the Executive Committee), and who have demonstrated experience and expertise in accordance with § 679.340(b) and as determined by the MVWDB.

Committees meet every month virtually unless otherwise stated, and meetings may be canceled when it is determined there is an insufficient number of agenda items. All committees will be supported by board staff to carry out their prospective roles and responsibilities.

## **EXPECTATIONS**

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- Regularly attend and actively participate in board and committee meetings.
- Notify the appropriate chair/MVWDB staff when you are unable to attend meetings.
- Participate in committees to which you are appointed (see list below).
- Prepare for board and/or committee meetings by staying informed about board matters; reviewing materials sent in advance of the meetings; and maintaining awareness of Local Area workforce development, education, and economic development challenges and opportunities.
- Analyze labor market information to identify employment trends, skill gaps, and education and training needs, and use it to prioritize Local Area resources and service delivery.
- Comply with the Board's policies and by-laws, including attendance requirements.
- Take advantage of opportunities to become more educated about the board and/or committee's duties and the Local Area's IowaWORKS centers and services.

- Foster a positive and fruitful relationship with all other Board and/or committee Members.
- Act as an ambassador of the Board and/or committee with community organizations and businesses.
- Act and vote on behalf of the long-term interests of the Board and/or committee and the community.
- Avoid conflicts of interest. If a conflict of interest on a particular issue is unavoidable, disclose the conflict and follow Board and/or committee policies for abstaining from discussion and/or vote on that issue.
- Understand and observe the respective roles of the MVWDB, board and/or committee staff, the One-Stop Operator, service providers, and the Chief Elected Officials.

### **VALUES AND PROFESSIONAL CONDUCT**

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Our Board and Committee Members have a huge impact on what we do in our workforce area as well as how we do it. Those involved with the MVWDB must understand the importance of adhering to MVWDB values and professional conduct during their time working with and for the MVWDB. We accomplish this by:

- Engaging in meaningful discussions with all MVWDB stakeholders.
- Fostering continuous improvement through collaboration and evaluation of relevant data and information.
- Nurturing strong partnerships through a respectful exchange of ideas and service-oriented, transparent, integrated policies and processes.
- Keeping the needs and success of our participants and customers as the primary focus of our work with the MVWDB.

### **TIME COMMITMENT**

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- Quarterly Board meetings normally last 1.5 hours and are held in person.
- Committee meetings time commitments vary, but normally last around 1-2 hours.
- Additional events and ad hoc meetings as requested may require 1 hour or less.
- Average total time commitment for board members is approximately 3-4 hours per month.
- Non-Board Committee Members.
- Average time commitment for committee meeting preparation and participation is approximately 1-2 hours a month.

### **BENEFITS OF BOARD AND/OR COMMITTEE MEMBERSHIP**

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- Network with other business owners, human resources professionals, and community leaders.
- Represent your industry's workforce needs.
- Learn about workforce trends at the local, regional, state, and national levels.
- Guide regional service delivery and impact local business and job seeker needs.
- Learn about new and/or pending legislation affecting businesses and communities.

## **EXECUTIVE COMMITTEE**

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The Executive Committee consists of the Board Chair, Vice Chair, Committee Chairs, the CLEO, and other members as necessary, and meets eight times a year. Committee Chairs will give progress reports at each meeting.

- The Executive Committee has the following responsibilities:
- Handles urgent issues and acts on behalf of the MVWA Board between meetings as needed and designated.
- Undertakes the transactional business of the board between meetings, such transactional business may include approval of contracts, budgets, and policies, communications with the CEOs, and other matters related to the administration of WIOA.
- Provide input on agendas for MVWA Board meetings.
- Reviews monthly reports and activities and recommendations of committees.
- Recommends the appointment and/or dissolution of regular and special committees.
- Review, develop, and approve policies and procedures for the MVWA Board and its committees.
- Review any studies, reports, or other documents submitted by regular or special committees before such studies, reports, or other documents are brought before the full MVWDB.
- Assists with the establishment and negotiations of performance standards and measures for the MVWA.
- Coordinates the review of the Strategic Plan. Convenes local workforce development system stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities.
- Conducts Public Hearings as necessary.
- Review board staff's performance/salary/raises and any issues regarding human resource management.
- Makes specific recommendations to the MVWDB regarding legislative issues.
- Performs such other duties or matters of business that are not explicitly vested in the other Standing Committees or that may be properly assigned to the Executive Committee from time to time by the MVWDB or the Chair of the MVWDB.

## **FINANCE COMMITTEE**

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The Fiscal Agent and contractors attend the Finance Committee meetings monthly to provide financial reports. The Finance Committee has the following responsibilities:

- Performs oversight and monitoring of the MVWA Board finances.
- Recommends operating and program-specific budgets and any required modifications.
- Recommends the disbursement and payment of funds as defined by established policy.
- Recommends, establishes, enforces, and reviews all financial policies and procedures.
- Approves the One Stop Operator, Fiscal Agent, and Service Provider invoices monthly.
- Review monthly reports from the service provider and Fiscal Agent.
- Tracks progress on percentages and amounts spent for specific programs.

- Review and if appropriate make comments on all federal, state, and independent monitoring reports as provided by those monitoring/auditing entities.
- Reviews annual local financial monitoring reports and makes recommendations to the executive committee for corrective actions if required.
- Works with the MVWA board staff to secure additional grants and funds for the workforce development area and Board.
- Assists the CEOs in the procurement process of Fiscal Agent services.
- Additional assignments as determined by the MVWDB Chair.

## **OPERATIONS COMMITTEE**

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The Operations Committee shall have members from all core partners and required partners as applicable in the area. Title I (Adult, Dislocated Worker, and Youth) may be represented by a member of the Board, not the contractor. The Operations Committee has the following responsibilities:

- Reviews quarterly performance reports and makes recommendations for areas of improvement.
- Reviews annual program monitoring reports and makes recommendations to the executive committee for corrective actions if required.
- Reviews monthly reports from the One Stop Operator, and Title I Adult/DW program.
- Recommends Title I Adult/DW policies and procedures, based on state and federal guidelines.
- Provides oversight and guidance of the One Stop Operator procurement process and Title I Adult/DW programs.
- Serves as the policy and oversight entity for issues relative to the operations of the One Stop System.
- Monitors quarterly continuous quality improvement activities.
- Establishes and maintains the One-Stop Certification System.
- Monitors and reviews customer satisfaction levels in the One-Stop Centers.
- Review initial complaints or appeals made by Training Providers.
- Reviews labor market information and trends; identifies area employment and training needs; recommends programs and activities to meet identified employment and training needs; and makes recommendations to the MVWDB on WIOA-funded and appropriate non-WIOA-funded employment and training programs.
- Additional assignments as determined by the MVWDB Chair.

## **BUSINESS COMMITTEE**

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The Business Committee is comprised of board members, chamber of commerce, and economic development partners. Roles of the Business Committee include but are not limited to:

- Evaluate, identify, and establish appropriate information technology solutions to assist in the effective delivery of business services.
- Encourage local workforce agencies to participate in the Business Services Teams.
- Convene sector partnerships.

- Oversee and manage the Incumbent Worker Training Grant Program and other work-based learning options in MVWA under WIOA.
- Evaluate promising practices in business services delivery across Iowa and the United States and communicate those practices to local business services teams.
- Analyze and address barriers to collaboration between state, regional, and local business services teams.
- Map business solution assets and provide training to business services staff on standardizing outreach and marketing materials and how to mobilize these resources including peer-to-peer learning opportunities.
- Develop a tool and process for evaluating business customer satisfaction.
- Seek additional funding opportunities to support Business Service delivery.

## **YOUTH COMMITTEE**

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The Title I Youth Service Provider will attend the Youth Committee meetings and provide reports and updates. The youth committee has the following responsibilities:

- Helps to identify gaps in services and develop a strategy to use competitive selections or community partnerships to address the unmet needs of youth.
- Ensures compliance with WIOA requirements to include 75% of resources allocated to out-of-school youth and a minimum of 20% of resources allocated to work experience.
- Oversees eligible youth providers, as well as other youth program oversight responsibilities.
- Serves as the RFP committee for the Youth program and oversees the procurement process.
- Develops the portion of the local and regional plan, and the Board strategic plan pertaining to youth.
- Recommends policy direction to the MVWDB for the design, development, and implementation of programs that benefit all youth.
- Assists with planning, operational, and other issues relating to the provision of services to youth.
- Proposes the design of a comprehensive community workforce development system to ensure a full range of services and opportunities for all youth, including disconnected youth.
- Suggests ways to leverage resources and coordinate services among schools, public programs, and community-based organizations (CBOs) serving youth
- Provides ongoing leadership and support for continuous quality improvement for local youth programs.
- Additional assignments as determined by the MVWDB Chair.

## **DISABILITY ACCESS COMMITTEE**

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The Disability Access Committee meets no less than quarterly and has the following responsibilities:

- Provides information and assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system.
- Provide appropriate training for staff on providing support for or accommodations to, and finding employment opportunities for, individuals with disabilities.
- Provide feedback and recommendations for minimum assistive technology requirements in the American Job Centers.
- Provide appropriate disability-related training to employers throughout the Local Area.
- Oversees Disability Awareness Campaign in the MVWA.
- Performs any other activities outlined in the MVWA MOU.
- Additional assignments as determined by the MVWDB.

### **ADVANCED MANUFACTURING SECTOR BOARD**

The advanced manufacturing sector Board is an industry-led collaborative effort that focuses on addressing the workforce needs of the advanced manufacturing industry. The board aims to align workforce development strategies with the needs of the industry to bridge the skills gap, promote career pathways, and enhance the competitiveness of the advanced manufacturing sector while creating quality jobs for our communities.

- **Workforce Alignment:** The board aims to align the region's workforce development efforts with the needs of the manufacturing industry. This involves understanding the current and future skill requirements of the industry and ensuring that training programs and services provided by the workforce system are responsive to those needs.
- **Quality Jobs:** The board strives to improve the perception of Manufacturing as a career, promote manufacturing jobs in the area as quality jobs, and set standards for the industry.
- **Industry Engagement:** The board seeks to actively engage manufacturing industry representatives and employers in workforce development activities. By fostering strong partnerships with industry stakeholders, the board can better understand industry trends, address skill gaps, and create career pathways that lead to quality employment opportunities.
- **Talent Pipeline Development:** One of the primary goals is to develop a robust talent pipeline for the manufacturing industry. This includes attracting individuals to careers in manufacturing, providing training and skill development opportunities, and promoting career advancement pathways within the industry.
- **Collaboration and Partnerships:** The board aims to foster collaboration among various stakeholders, including employers, workforce professionals, education and training providers, and community organizations. By bringing together these entities, the board can leverage collective resources, expertise, and networks to address workforce challenges effectively.
- **Data-Driven Decision Making:** A key goal is to utilize labor market data and industry insights to inform decision-making processes. By analyzing workforce trends, skill

demands, and economic indicators, the board can make informed decisions about workforce development strategies, resource allocation, and programmatic interventions.

- **Enhanced Employment Outcomes:** Ultimately, the board aims to improve employment outcomes for individuals seeking jobs in the manufacturing sector. This includes increasing the number of individuals employed in manufacturing, improving the quality of jobs, and reducing unemployment rates within the industry.
- **Continuous Improvement:** The board seeks to promote continuous improvement in the workforce development system. This involves evaluating the effectiveness of programs, identifying areas for enhancement, and implementing strategies to address emerging challenges and opportunities within the manufacturing sector.

*Equal Opportunity Programs/Employer*

*Auxiliary aids and services available upon request for individuals with disabilities*