Mississippi Valley Workforce Development Board

Business Committee Meeting Minutes

Thursday, June 8, 2023, at 11:00 a.m., via Zoom

Members Present: Mandy Parchert, Kelley Brown, Hannah Howard, Stephanie Torrance, Stacy Borgeson, and Chris Caves
Members Absent: Dennis Fraise (excused) and Brad Quigley (unexcused)
Staff Present: Miranda Swafford, Executive Director, Andrea Taylor, Associate Director, and Mandy Tripp, Executive Assistant
One-Stop Operator: Nick Clayton

CALLED TO ORDER
Parchert called the meeting to order at 11:02 a.m.

QUORUM
There was a quorum to conduct business.

EXCUSED ABSENCES
Howard made a motion to excuse Fraise's absence, Caves seconded, and the motion carried. Quigley had an unexcused absence.

*APPROVAL OF AGENDA
Howard made a motion to accept the agenda, seconded by Torrance, and the motion carried.

*APPROVAL OF PREVIOUS MINUTES
Brown made a motion to accept the previous minutes, seconded by Caves, and the motion carried.

RETRAIN & RETAIN GRANT INTEREST UPDATES
Taylor went through the recent interest forms that were filled out and reviewed those for the committee on why they were or were not eligible to apply.

*BLACK CAT BLADES
Taylor presented the application summary. The committee worked through the scoring rubric and the application scored 19/20. Caves made a motion to approve the full grant amount requested $5820, seconded by Howard, and the motion carried.

*RETRAIN AND RETAIN POLICY MODIFICATION
Taylor advised the request is to remove the deadlines from the policy until funds are spent, wording changes to reflect the use of the interest form, and that the application is the contract. Swafford added removing deadlines from the policy and moving to an open rolling process until the funds are expended. Caves asked if the funding rolls over, Swafford explained we have 2 years to spend funding. So, we

have until June 30, 2024, to expend the funds. Caves suggested using some testimonials after the pieces of training already approved would be helpful in marketing it. Caves made a motion to remove the deadlines until funds are spent, seconded by Torrance. Caves made a motion to update the policy to reflect the use of the interest form and that the application is the contract, seconded by Brown and the motion carried. Caves made a motion to adjust the budget request to $25,000 for Program Year 2023 knowing we will have $38,000 in carry-over grant funds, seconded by Torrance and the motion carried.

COMMITTEE MEMBERSHIP REVIEW
Taylor reviewed the list advising Quigley will be allowing his term to expire on 6/30/23.

*COMMITTEE CHAIR/VICE ELECTIONS
Howard made a motion to re-elect Parchert as the Chairman of the committee and Caves as the vice chair, seconded by Brown, and the motion carried.

MINI LMI DEMO
Tripp gave a brief overview of some of the capabilities that Lightcast can do from a data perspective. Reach out to Tripp for any individualized requests.

BUSINESS TEAM UPDATES
Taylor gave an update on the business services teams.

STRATEGIC PLAN REVIEW
Taylor gave an overview of the strategic plan and how the meeting went with the business services teams when this was discussed and worked on as a group. This will be reviewed at each quarterly meeting. Caves advised the chamber always goes to IWD first and then they are referred to the appropriate person. Swafford advised we are working on a referral form and requested feedback on if the business committee would use that form, Caves advised she did not think she would use it due to already filling out a lot of paperwork that gets filled out.

PY23 FUNDING PRIORITIES
The topic was tabled due to time constraints.

OTHER BUSINESS
Taylor advised we are seeking a new board member that is a small business owner that may be interested in serving on the board, if you know someone that would be a good candidate please contact Taylor with that information.

PUBLIC COMMENT
There was no public comment.

ADJOURN
Caves made a motion to adjourn, seconded by Howard, and the motion carried. Parchert adjourned the meeting at 12:06 p.m.