



Mississippi Valley Workforce Development Board

**Chief Elected Officials (CEO)
November 16, 2021**

Meeting Minutes

The meeting of the Mississippi Valley Workforce Area CEO was held on November 16, 2021 at Musser Public Library at 2:00 p.m. and via Zoom.

CALLED TO ORDER

Willey called the meeting to order at 2:08 p.m.

CEO PRESENT

Present: Jack Willey, Jim Irwin, Brinson Kinzer, Brad Quigley, Chad White, Rick Larkin (late 2:25), and Shane McCampbell late (2:30)

Absent: Nathan Mather,

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

Guest: Robert Ryan, One Stop Operator

QUORUM

There was a quorum present to conduct business.

APPROVAL OF AGENDA

Quigley made a motion to approve the agenda with no additions, seconded by Kinzer, motion carried.

APPROVAL OF MINUTES

Irwin made a motion to approve the previous meeting minutes, seconded by Kinzer, motion carried.

ACCEPTANCE OF RESIGNATIONS

Swafford introduced Carrie Nudd has changed positions and her new role does not meet the requirements for board membership. Quigley made a motion to accept Carrie Nudd's resignation with regret, seconded by White, motion carried. Bob Bartels will be retiring so there will be another resignation within the next several weeks. Quigley stated an interest in serving on the board has been expressed by business leadership at ServPro covering Davenport and Burlington.

NEW MEMBER NOMINATIONS

Swafford introduced Carrie Reynolds with Kent Cooperation as interested in joining the board. Irwin made a motion to approve Carrie Reynolds' nomination to the board, seconded by Quigley, motion carried.

ONE-STOP OPERATOR AGREEMENT

Swafford presented the One-stop Operator agreement which includes the measures of the firewall policy as well as Equus's delineation of duties. The Executive committee voted to approve at their last meeting. Quigley made a motion to approve the One-stop Operator Agreement, seconded by Irwin, motion carried.

ONE-STOP OPERATOR REVIEW

Ryan outlined the rules and responsibilities of the one-stop operator role. Ryan has been in workforce for about twenty years including time as the Title I financial coordinator and as Title I director, He had retired but returned to Title I as the Quality Assurance Specialist just over a year ago. Irwin asked to clarify if he was with Southeastern Community College when he was director which Ryan affirmed. Ryan aligns and coordinates the partners within WIOA to minimize duplication of efforts. Swafford added that she meets weekly with Ryan to stay on top of what Ryan is working on and the progress he is making. Ryan will be reporting to the board and CEO on center activities. Ryan reported on numbers from the VOS greeter report which summarizes how many individuals visit the center and why they are there. There was lengthy discussion amongst all CEOs present related to their concerns regarding the low staffing center turn outs. Ryan is going to investigate whether data is available about the ratio of visits to the center and actual hiring from that visit.

REVIEW OF ATTENDANCE

Swafford presented the CEOs with the attendance sheet of the prior twelve months and said she would be sending notification emails to Angela Rheingans and Joni Dittmer reminding them of the importance of meeting quorum and consistent attendance to stay informed of the issues. Quigley offered that perhaps moving the meeting time would help with attendance. Willey agreed Swafford should talk to the committees about meeting time.

COUNTY OFFICE LOCATIONS

Swafford relayed that we have secured locations in each of the outer counties. The Title I and III directors are still working to find staff for all the locations, but several have started. Outreach started in Jackson County for the Clinton and Maquoketa locations. There will be outreach in the other areas as they get going.

Quigley asked about incentives to bring people to the job centers. Swafford said there are ticket to work funds that could be used for such an initiative. Quigley would like to see it used to incentivize people to come to the Lee County access point center to look for work.

FINANCIAL REPORT/REVIEW

Swafford reviewed the spending through the end of September 2021 which included a percentage of expenditures. Adult is on track at 26% with the other programs behind. Admin is on-track however we need to spend those dollars. Swafford suggested the hiring of an Associate Director, Business Services Coordinator, or Outreach Specialist. Swafford shared the fiscal agent billing. Quigley asked if there were documentation provided with the invoice that summarized and explained the variances. There is not currently, and Swafford is to request fiscal agent to provide a summary of the hours and explain use of hours.

IWD ACTIVITIES

Swafford shared the Rouse email sent to Title III regarding casual Friday dress code. Willey stated he feels the title I staff should remain business casual.

BUSINESS NEEDS SURVEY

Swafford shared the Business Needs Survey Report and focused on the reporting of lack of knowledge of IowaWORKS services and utilization.

ANNUAL REPORT

Swafford shared the annual report is now on the website and it is a summary of the year's activities, events, and services provided.

MANUAL/BOARD TRAINING

Swafford reported the manual is being published and will be distributed at the board training. There were registration forms in the CEO packet for CEOs who have not registered yet.

PARTNER QUARTERLY REPORTS

Swafford stated the partner reports were included for the CEO to review. Ryan shared his numbers and added he would be reporting on social media numbers.

OTHER BUSINESS

Based on discussion related to the numbers reported by the OSO the CEOs would like to schedule a strategic planning meeting in December. Swafford will send a doodle and discuss with other areas their interest in participating in these conversations.

PUBLIC COMMENT

There were no public comments.

ADJOURN

Willey adjourned the meeting at 3:54 p.m.