



Mississippi Valley Workforce Development Board

Chief Elected Officials (CEOs)

August 4, 2021

Meeting Minutes

The meeting of the Mississippi Valley Workforce Area CEOs was held on August 4, 2021 at 2:00 p.m. via Zoom.

CALLED TO ORDER

Willey called the meeting to order at 2:01 p.m.

CEO PRESENT

Present: Jack Willey, Brad Quigley, Nathan Mather(late), Rick Larkin, Chad White, and Brinson Kinzer

Absent: Shane McCampbell and Jim Irwin

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

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 White, motion carried.

APPROVAL OF MINUTES

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

EQUUS BUDGET

Swafford explained the budget represented the Executive Committee approved amount of 80% of total program budget noting they provided a breakdown of employee salaries, clear budgets for each program, and included an organizational chart. Swafford also relayed the MVWA Executive Committee had reviewed and approved the budget as presented.

Motion to approve as presented offered by Quigley and seconded by Larkin, motion carried.

CEO VOTING ON COMMITTEES

Swafford informed the CEO board the MVWA Executive Committee had discussed CEO voting as part of their agenda at their most recent meeting. Swafford had attended a webinar with guest speakers from two other out of state local board directors. Swafford asked about whether their local boards allowed CEOs to vote on committee. Both replied yes, their CEOs were voting members on their respective committees. At which time Michelle McNertney expressed an

understanding that CEO voting on committees may be disallowed in Iowa. The MVWA Executive Committee opted to table the discussion until McNertney or someone from the state could provide clear guidance due to concern if CEO voting was approved and the state returned with statues or policy disallowing, could result in nullified votes. Larkin agreed with the logic making a motion to table action on CEO voting until such time as the state provides clear direction, motion seconded by Kinzer, motion carried.

IWD OUTREACH LOCATIONS

Swafford shared an email from the Davenport IowaWORKS Operations Manager Jeremy Ritchie stating their outreach staff would be returning to their pre-pandemic schedule of having a Title III staff providing services to the outer counties of Jackson, Clinton, and Muscatine. Ritchie was looking for board input on whether their services to their previous locations/ dates/ times would be acceptable or if serving from the same locations/ dates/times or same locations with different dates/ times as Title I providers would better serve the workforce mission. Quigley offered that different locations/ dates/ times would be preferred as this would provide more coverage. Swafford raised the concern that different locations could be confusing for job seekers and employers, but different days/ times would spread coverage. Discussion around State Government closing of centers due to COVID-19 variant and what can the board do to ensure services are still being provided was started by Quigley. Swafford noted that the recent IA Effectiveness Standards Draft document listed the Board being accountable for a lot of items they currently did not have control over and raised the question if the accountability was a precursor to the board having more authority in the comprehensive centers. Kinzer asked if the pre-pandemic locations worked well for the workforce prior to the pandemic. Swafford said she was not with the board at that time and would not be able to answer the question. Kinzer then asked if there was any baseline or data provided by IWD about the effectiveness of the locations, to which Swafford said none had been provided. Willey stated there should be some data on the numbers of visitors to the pre-pandemic outreach locations and asked if we could request it. Quigley added if we could get numbers related to how many of those individuals found employment. Swafford said she would ask about data from Ritchie. Willey wanted to know about the other counties and if they too are going to have outreach. Swafford stated Equus will have a full-time presence in Lee county and could ask Carolyn Farley if the Burlington IowaWORKS center had any plans to start up outreach for Louisa, Henry, and Lee counties. Chad questioned if we shouldn't strive to have a presence in both Fort Madison (Lee) and Keokuk (Lee) as there historically been a resistance in those communities to travel. Willey offered there should be presence in both cities as there exists a lack of opportunity to travel. Larkin offered that Fort Madison and Keokuk are two separate distinct communities both in need of workforce assistance. Willey felt the urgency should be placed on announcing the presence of these locations with multi-media outreach campaigns to ensure all the outreach communities are aware of where the locations are and what days/ hours the locations are open. Quigley agreed there needed to be a strong presence in Lee county to really attack their 15.3% unemployment rate. Kinzer stated at the Scott County Board meeting, when Swafford presented on MVWDB, he conveyed the eight counties are one region and if one county is struggling the others work together to address the issue. Kinzer agreed with Quigley's statement for a strong presence in Lee county. Kinzer asked if the decision regarding outreach locations needed to be made right away or if there was time to review the pre-pandemic data. Willey stated the board would need the data to make an informed decision about outreach locations/ dates/ times. Quigley offered

that CEOs should visit their local outreach center to get a feel and firsthand look at them; he would be willing to visit a Louisa county outreach location. Kinzer proposed an invitation to IWD to present their data to the CEOs in person to facilitate collaborative conversation. Swafford assured Kinzer they did not need to decide today regarding the outreach locations/ dates/ times; there would be time to gather data. A meeting could be organized with IWD Operations Managers from the Davenport and Burlington centers, Mike Witt, the CEOs, and members of the MVWDB. Kinzer stated he would like to see that with at least the Executive Committee invited. Willey asked Swafford to proceed with scheduling an in-person meeting with all parties. Kinzer suggested their next CEO meeting could be used to invite IWD and at least Dennis Duke. Swafford stated she could invite all parties to the next CEO meeting on August 24. Chad White announced he would be out of state August 20-24. Willey suggested the CEO meeting be moved to the week prior August 17 at 2pm which White would be able to attend. Quigley asked if the meeting could be moved up to 1pm but that conflicted with Swafford being in Davenport for a meeting. Willey then suggested August 18 which received consensus from Quigley, White, Mather and Larkin as acceptable. Willey stated the next CEO in-person meeting would be August 18th, at 1 P.M. at the Musser Public Library. Swafford would contact Ritchie, Farley, and Witt with a request for data and an invitation to attend.

INPUT ON TRAVEL POLICY

Swafford informed the CEOs she was looking for additional input on the Travel Policy before the policy is presented for a vote. She added the need to implement a policy and procedure for approval of travel. Quigley questioned if this was the topic which brought up the idea of having her travel approved by Dennis Duke which was affirmed by Swafford. Swafford then brought up the reasonable accommodation clause of the document which Mather stated was sufficiently detailed for the purposes of the board. Swafford explained a specific example for her travel would be providing a lunch for her driver. Willey, Kinzer, and Quigley approved the example. Swafford further explained during the Finance committee, Mather indicated that approved accommodations would become the basis for further travel and would not need approval each time.

OTHER BUSINESS

Willey stated he had been at the Rural Transit Authority board meeting where he asked about the bus wraps sought by Title I programs for outreach purposes. Willey was pleased to report the bus wraps are being designed now and will be on the road soon.

PUBLIC COMMENT

There were no public comments.

ADJOURN

Willey adjourned the meeting at 2:38 p.m.