



## Mississippi Valley Workforce Development Board

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**Chief Elected Officials (CEO)  
January 5, 2022**

### **Meeting Minutes**

The meeting of the Mississippi Valley Workforce Area CEO was held on January 5, 2022 at Musser Public Library at 2:00 p.m. and via Zoom.

#### **CALLED TO ORDER**

Willey called the meeting to order at 2:03 p.m.

#### **CEO PRESENT**

**Present:** Jack Willey, Jim Irwin, Chad White, Rick Larkin, and Shane McCampbell

**Absent:** Nathan Mather, Brinson Kinzer, and Brad Quigley

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

**Guest:** Robert Ryan, One Stop Operator; Matthew Nicol and Kirby Phillips

#### **QUORUM**

There was a quorum present to conduct business.

#### **APPROVAL OF AGENDA**

Irwin made a motion to approve the agenda, seconded by White, motion carried.

#### **APPROVAL OF MINUTES**

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

#### **RESIGNATIONS**

Willey made note of the resignation communications in the packet for Joni Dittmer, Bob Bartles, and Jeremy Ritchie. Willey would like a letter of appreciation for their service sent. Larkin made a motion to accept the resignations of Dittmer, Bartles, and Ritchie, seconded by Irwin, motion carried.

#### **NOMINATIONS**

Willey noted the receipt of nomination of Carolyn Farley. Swafford advised Carolyn would fill the Title III required roll on the board. Irwin made a motion to appoint Carolyn Farley to the board, seconded by Larkin, motion carried. Chris Caves nomination was discussed but her form was not available at the time. CEOs were in favor of her filling one of the business vacancies.

#### **OUTER OFFICE OUTREACH**

Swafford referenced the summary information in the packet regarding outreach efforts and confirmed with Ryan that flyers for each location was being distributed. Swafford informed the CEOs the position in Keokuk has not been filled. Larkin and White suggested assigning a person to the Keokuk location a couple days a week or multiple people one day per week to get some coverage started. Ryan would check into whether this was an option and report back to Swafford.

### **IWD COMMITTEE MEMO**

Swafford shared the memo received from IWD and shared she has asked for clarification about which bylaws their referring to as each local area has their own. There has been no response from IWD.

### **CEO ATTENDANCE POLICY**

Swafford brought it up to see if the CEOs wanted to implement a policy. Willey had suggested if they were going to address attendance now would be the time as counties are appointing board members now. Swafford suggested the meetings that count would only be meeting in which the CEOs count toward quorum. Willey said he would work with Swafford on creating a letter to send to counties with attendance of meetings for the previous calendar year encouraging availability as a factor in appointments.

### **CEO SUCCESSION PLANNING**

Swafford noted that Willey and Larkin would be retiring. Quigley had asked her about having some kind of training or onboarding process for new CEOs. Willey suggested that his replacement from Jackson county could start attending CEO meetings in July to familiarize him. Willey said the topic could be revisited over the next couple of months.

### **FISCAL AGENT OPTIONS**

Swafford shared the yearly rates of all local workforce areas. The procurement guidelines require an RFP for any contract over \$50,000. Mississippi Valley is the only local area with a fiscal agent contract over \$50,000. Swafford shared that some areas are choosing to do an RFP for the fiscal agent contract even though their contract amount does not require it. Willey said for Swafford to send Michelle McNertney at IWD this question regarding the CEO appointment of the Fiscal Agent contract and the formal procurement process for clarification.

### **STRATEGIC GOALS DISCUSSION**

Ryan reviewed the center numbers which show an increase in foot traffic in the centers and touched on the Facebook numbers. Nicol described the social media plan he was working on for HNI and suggested that the OSO and board work together to develop a more robust and purposeful social media strategy. Swafford will organize a work session for Nicol, Ryan, and the Business Services staff to discuss a social media strategy. Willey expressed frustration about IWD 's lack of response, slow or no follow-up, and just not being at the table. Swafford stated that many items brought up on the statewide call the state will say have to be handled at the local level. Swafford has emailed the Governor's office about a timeline for ARP proposal responses but has received no reply. Irwin shared other board CEOs are upset that IWD waited until the very last day to reply to them about their local plans. The idea expressed of IWD not moving at the speed of business and Director Townsend's response to not understanding what that meant demonstrates the disconnectedness. Nicol provided feedback on how incomplete the state SWAT

analysis was and the abysmal feedback he received. Irwin suggested Nicol notify his representatives and let them know about the issues. Willey said but how do we actually let them know about our dissatisfaction? The letters written seem to fall on deaf ears. Swafford brought up an idea that one of the other local areas had been considering writing a white paper of the problems and corrective actions needed to send to Department of Labor (DOL). Ryan suggested DOL would be receptive but that perhaps working with NAWB would be a better approach. Swafford stated the State Workforce Development Board had an opening. Nicol expressed an interest in applying and Willey said he would send a letter of support.

### **OTHER BUSINESS**

Swafford shared that she applied for a state level disabilities board. There were two candidates for the Associate Director position with interviews on Monday.

### **PUBLIC COMMENT**

There were no public comments.

### **ADJOURN**

Willey adjourned the meeting at 3:42 p.m.