



## Mississippi Valley Workforce Development Board

---

### **Chief Elected Officials (CEO)**

**February 15, 2022**

### **Meeting Minutes**

The meeting of the Mississippi Valley Workforce Area CEO was held on February 15, 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, Brinson Kinzer, Chris Ball, and Shane McCampbell

**Absent:** Nathan Mather

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

**Guest:** Robert Ryan, One Stop Operator; Brad Quigley, and Susan Coffey & Lori Gilpin with SEIRPC

#### **QUORUM**

There was a quorum present to conduct business.

#### **APPROVAL OF AGENDA**

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

#### **APPROVAL OF MINUTES**

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

#### **NOMINATIONS**

Willey introduced nominations for Todd Earnest and Mandy Parchert. Earnest is owner of ServPro operating in multiple locations in several counties in the MVWA and was recommended by Brad Quigley. Parchert works at HON and the chair of the Manufacturing Sector Board in the MWVA. Irwin asked if we are voting between them, and Swafford clarified that there are two business positions available. Swafford added that if both are approved the metrics for the board would remain in balance. Kinzer made a motion to approve both nominations, seconded by Irwin, the motion carried.

#### **RISK ASSESSMENT REPORT**

Swafford reported the board is responsible for performing a risk assessment of all contracts within 60-days post award. Assessments had not been performed in the past because we were waiting on technical assistance from the state, which we have not received. In the interest of moving towards compliance Swafford developed the tool used for the assessment and would be used for future contract assessments. The assessment report is for the OSO contract. It determined there is low risk with that contract. Ball made a motion to approve the report, seconded by White, the motion carried.

#### **SEIRPC AUDIT**

Swafford informed the board that boards with budgets of more than \$750,000 must perform an annual audit and the report needs to be approved. SEIRPC audit letter stating no findings or concerns is included in the packet with a link to the full audit report. Irwin made a motion to approve the audit report, seconded by White, the motion carried.

### **ADMIN BUDGET MODIFICATIONS**

Swafford shared the budget with modification to cover the expenses of bringing on another fulltime position. Legal line item was decreased as there are no anticipated expenses with increases to equipment, technology, and travel. Irwin asked if carryover dollars were at risk, which Swafford stated none of the admin dollars are at risk of being lost. Irwin made a motion to approve the admin budget modifications, seconded by Ball, the motion carried.

### **FISCAL AGENT OPTIONS**

Swafford recapped previous discussion about requirement to follow a procurement process for all contracts over \$50,000 which was not performed with the FA contract. The board staff from across the state (IAWB) group had discussed and hadn't reached a conclusion. Swafford sought guidance from Michelle McNertney with IWD and had not received any response. At this point, the CEOs need to decide whether they want to do a formal RFP process, a request for bids, or continue as is. Irwin felt a procurement process should be followed and initially felt the formal RFP process would be appropriate to demonstrate the CEOs are performing their due diligence. Irwin thought a formal procurement was necessary as all services in the counties must go through a procurement and are not just appointed. Even if not required under law Irwin felt this was the responsible way for the CEOs to proceed. When asked, Swafford said her suggestion would be for a request for bid process as it provided the CEOs with the most control over services.

The internet connection was lost at the Musser Public Library site. Wood announced they needed to halt discussion to allow for the connection to be reestablished with virtual participants.

Upon reconnections, Irwin recapped he had initially suggested RFP, but Swafford had recommended a formal bidding process instead and as such he was in support of a formal bidding process. Swafford reiterated her recommendation for a bid process is that it would allow the Board to solicit for the services they wanted from a fiscal agent whereas the RFP would allow bidders to control what and how services were provided. The board is more experienced and has a better understanding of what they need and expect, and the bidding process is less time consuming for all involved. Kinzer made a clarifying statement that the bid process would be the Board stating what they wanted from a fiscal agent and all interested parties would be bidding on providing the same services, "apples to apples". Willey stated this would allow for the Board to spell out exactly their desired services. Irwin stated this isn't about our satisfaction level with current services but feels that these services should be bid for. Irwin made a motion to move forward with a bid process, seconded by Kinzer. Discussion by CEOs was held to understand the process moving forward would be for the board staff to draft a proposal and the CEOs will review and approve the criteria prior to sending out a request for bids. The motion carried with no objections.

### **COMMITTEE/PROGRAM/FINANCIAL UPDATES**

Swafford included the most recent quarterly reports from the service provider, committees, the most recent monthly report from SEIRPC, and her financial updates for their review. There was nothing specific she needed to point out but wanted them to have those to review. Swafford stated Jacob Nye, chair of the Youth Committee, requested the attendance be included in the committee reports.

### **ONE STOP OPERATOR UPDATE**

Ryan reported on hiring events in the centers, with Davenport having one nearly every workday. Many had only three or less attendees, but one event had 14 individuals come in to speak with the employer. Workshops are still being held virtually.

### **REVIEW OF VOS NUMBERS**

Ryan reviewed the center numbers which show an increase in foot traffic in the centers. Foot traffic went up with Burlington at 30.5 visitors/day and Davenport at 58/day.

### **OUTER COUNTY OFFICES UPDATE**

Foot traffic in the outer county offices is slow and the chart represents the total not an average per day. In January, there were five individuals seen at the Clinton office, five at the Fort Madison office, three in Maquoketa, one in Mount Pleasant, two in Muscatine, and one in Wapello. There was some discussion if the numbers represented both Title I and Title III for locations that had two days a week, Ryan will do some checking and confirm. The outreach efforts for the outer county offices are expiring within the next week or two. Discussions about our efforts and any opportunities to improve the reach. The employees covering the outer county offices may be more valuable not sitting in empty office spaces. Swafford suggested the CEOs could evaluate the return on investment now and determine whether to continue or not. White and Kinzer said they would like to give the outer centers more time. Irwin suggested to continue for two additional months, March and April, and then review numbers to make a decision. Swafford stated Equus had just completed the hiring for the Keokuk position.

### **FOLLOW-UP ON IWD TOWNHALL**

Swafford presented a list of specific areas within communication that are issues with local boards and IWD compiled from the MVWDB and South Central board members feedback. The hope is we can compile a comprehensive list of statewide concerns or issues to present and work on. Swafford met with McNertney last week about the Trade and ETPL letters the board sent. The feedback provided was the board was not being collaborative and our issues need to be brought to IWD instead of sending firm worded letters. The goal is to present a combined list to IWD to work on strategies to address the issues.

### **NAWB MEETING UPDATE**

Krista Tedrow, Heather Garcia, and Swafford are meeting with the president of NAWB next Tuesday to talk about where the boards are at, what are the roles of the board, and the roles of state workforce agencies. Then there will be a follow up call with NAWB president and their vice president with all the board members and CEOs in Iowa to have NAWB give a clear picture of what IWD is supposed to be doing and what the Boards should be doing, and which entity is ultimately responsible for different objectives. Willey thought a letter could be written to express their concerns with the current structure because the Governor needs to hear. McNertney wants to come to the next Executive Committee meeting to establish a collaborative relationship with Mississippi Valley. NAWB had previously offered to help in Iowa and IWD turned them down, but the boards want to move forward for some guidance.

### **OTHER BUSINESS**

Swafford shared Matthew Nicol was appointed to the State Workforce Development Board. In May the CEOs will need to vote on a new CLEO. White requested page numbers be added to the packet. Quigley talked about Ball being the CEO for Louisa County moving forward and appreciated his time with Mississippi Valley he will be around if we need anything.

### **PUBLIC COMMENT**

There were no public comments.

### **ADJOURN**

Willey adjourned the meeting at 3:23p.m.