



Mississippi Valley Workforce Development Board

Chief Elected Officials (CEO)

April 7, 2022

Meeting Minutes

The meeting of the Mississippi Valley Workforce Area CEO was held on April 7, 2022, in-person at the Musser Public Library and virtually via Zoom at 10:00 a.m.

CALLED TO ORDER

Willey called the meeting to order at 10:05 a.m.

CEO PRESENT

Present: Jack Willey, Jim Irwin, Brinson Kinzer, Nathan Mather, Shane McCampbell, and Chris Ball

Absent: Chad White (Notified Out of State) and Rick Larkin (Notified Out on Medical)

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

One Stop Operator: Robert Ryan

Fiscal Agent Staff: Brittini Rhamus, Southeast Iowa Regional Planning Commission, Mike Norris (late), Southeast Iowa Regional Planning Commission

Guests: Tony Reed, Central Iowa Juvenile Detention Center

QUORUM

There was a quorum present to conduct business.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Irwin made a motion to approve the previous meeting minutes, seconded by Ball. Mather requested the minutes be modified to include that he had tried to join the meeting via Zoom but was unable to. Willey modified the motion and the modified motion carried.

REVIEW & SELECTION OF FISCAL AGENT BIDS

Swafford reviewed the deficiencies of each submission. The bid from Southern Iowa Resource Conservation & Development did not meet the standards to be a responsive bidder. Bids from Central Iowa Juvenile Detention Center (CIJDC) and Pathfinders meet all requirements. Swafford relayed an objective area of concern with each and added the Fiscal Agent Agreement could be modified to include requirements to address them. Both bidders have experience with WIOA dollars. Swafford reiterated the process was to evaluate bidders for minimum requirements, which both CIJDC and Pathfinders did, and then evaluate on cost. Irwin made a motion to accept the CIJDC bid, seconded by Ball. Kinzer offered that with the deficiencies reported he felt all three bidders had missed the mark. A roll call vote resulted

in 2 for and 4 against, the motion failed. Mather made a motion to accept the Pathfinders bid, seconded by Kinzer. Reed requested permission to comment, which Willey granted. Reed offered CIJDC, that although not a requirement per the request for bid packet, could provide specific hours and salary breakdown. Reed stated the bid process legally requires the lowest cost bid from the responsive bidders to be awarded the contract. Mather shared he found the Pathfinder proposal was more detailed. Mather asked if each bidder could present their proposal addressing the area of concern noted. Consensus around hearing proposals prompted a roll call vote resulting in 0 for and 6 against, the motion failed. Willey proposed meeting April 19th, in-person, at the Musser Public Library at 4:30pm and the two responsive bidders could be invited to speak briefly to their proposal to address the areas of concern. Ball made a motion to meet as proposed, seconded by Irwin, the motion carried.

FISCAL AGENT AGREEMENT

Swafford presented the final version of the fiscal agent agreement without fiscal agent information. Irwin motioned to approve fiscal agent agreement, seconded by Kinzer, the motion carried.

FISCAL AGENT PAYMENT

Swafford shared the Finance Committee was concerned with the fiscal agent paying themselves for time spent discussing whether to bid on the request for bid for fiscal agent services. Discussion concluded that while inappropriate, it would not be worth the effort to try and recoup what was initially provided as a reason for why there were more than forty hours of additional time spent on WIOA financials for the month, was ultimately clarified to be just ten minutes of those additional hours. No action will be taken.

ONE STOP OPERATOR REPORT

Ryan shared job seeker numbers for hiring events in the Burlington and Davenport centers. Davenport held a mini-job fair with 23 employers on site with 42 job seekers visiting the center for the hiring event. Willey requested the OSO reports be two slides per page for readability. VOS (Virtual One Stop) numbers showed an increase to 27/day from 26/day in Burlington and Davenport held steady at 48/day, but because of the increased business days in the month the total visits for March were up 127 for Burlington and 192 for Davenport. Business Services sees continued growth in numbers of business provided services up 15% to 188 and the total number of services 986 offered up from 649. Facebook Davenport, Burlington, and Fort Madison seeing large increases in reach with 6,447/ 5,757/ 674 respectively equaling about 15%, 35%, and 600% gains over last month's reach. There were 68 referrals in the month of march using the referral form developed for MVWDB.

OUTER COUNTY OFFICE HOURS

Ryan shared foot traffic numbers for the outer county offices: Clinton 8, Fort Madison 0, Maquoketa 4, Mount Pleasant 3, Muscatine 16, and Wapello 1. Irwin asked how long they were going to be trialing the outer county offices. Swafford said through the end of April, but if the CEOs wanted to vote on whether to continue the locations, she could add it to the April 19th agenda.

CEO STATEWIDE MEETING

Swafford stated the IAWB group is working to coordinate the CLEO statewide meeting. A suggestion was proposed to host the CLEO statewide meeting in conjunction with the June 9th training. Willey stated his preference would be to have the meeting separate from the training day. Ball accepted the role to replace Quigley as Co-CLEO. The new shared liability agreement will modify the role to Vice CLEO.

CEO SHARED LIABILITY AGREEMENT

Swafford asked the CEOs how they would like to handle Lee County with Rick Larkin being out on medical leave. Willey suggested we ask Lee County to temporarily assign a supervisor to fill his spot. Willey asked if there was an update on how Rick is doing and there is none at this time.

EXECUTIVE DIRECTOR REPORT

Swafford and Rodriguez will be meeting with IWD on Friday to discuss the Lee County Governor's proposal to clarify questions about the projects. The executive committee elected Rodriguez to serve in the Equal Opportunity Officer role. Matthew Nicol is working on an in-depth social media strategy and plan to present it to IWD in order to collaborate and create partner buy-in. Nicol's first State Workforce Development Board meeting will be May 13. The Youth and Operations committees are looking at contract deliverables and performance of the past two years to plan service provider goals and expectation. Met with IWD financial department to review where spending was at and previewed funding levels for next year with most being about the same with a slightly smaller amount of Youth funding. Adult and Dislocated Working spending appears to be on track, but youth is concernedly lagging. By June 30, 2023, we have approximately 1.8M to spend otherwise we risk losing funds back to the state. Clinton County Regional Development Corporation awarded MVWDB \$1,000 to help Clinton County residence with barriers to seeking employment who have not completed enrollment in a Title I program, such as transportation to the center or assessment testing location. Rodriguez completed a request of \$3,000 from the North Scott Rotary Club to address barriers similar to the Clinton County funds but for Scott County residence. The statewide training is June 9th. The registration will open May 1st and close May 27th. We do not want Board members who do not live and work in Iowa but would like to clarify that committee members within a certain range of the workforce area could participate. Willey felt individuals living across the border from our communities could be eligible. Kinzer also agreed and added that Illinois residents do visit our centers. Rodriguez will be presenting the suggested changes to criteria to the executive committee.

OTHER BUSINESS

There was no other business discussed.

PUBLIC COMMENT

There were no public comments.

ADJOURN

Kinzer made a motion to adjourn, seconded by Ball, the motion carried. Willey adjourned the meeting at 11:54 a.m.