



Mississippi Valley Workforce Development Board

Chief Elected Officials (CEO)

June 28, 2022

Meeting Minutes

The meeting of the Mississippi Valley Workforce Area CEOs was held on June 28, 2022, at 2:00 p.m. via Zoom only.

CALLED TO ORDER

Willey called the meeting to order at 2:04 p.m.

CEO PRESENT

Present: Jack Willey, Jim Irwin, Shane McCampbell, Nathan Mather, Chris Ball (late), and Chuck Holmes

Absent: Brinson Kinzer (Notified), and Chad White

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

QUORUM

There was a quorum present to conduct business.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

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

SEIRPC CONTRACT EXTENTION

Swafford presented the contract extension and scope of work for South East Iowa Regional Planning Commission (SEIRPC) to close out the program year noting there is a Iowa Workforce Development (IWD) initiated fiscal monitoring scheduled for July 12-13. The board had not been informed of the monitoring prior to seeing it in the SEIRPC scope of work document. Swafford has requested the monitoring notification email and spoke to McNertney at IWD about needing to be included in these communications. Irwin asked if the current fiscal agent should participate in the monitoring as an observer to become familiar with the process. Swafford stated the current fiscal agent will be part of the IWD initiated monitoring process of the other local workforce areas they provide service to and would not need to participate in the SEIRPC monitoring. Irwin made a motion to approve the contract extension through August 15th with a maximum amount of \$13,000, seconded by McCampbell, the motion carried.

PY22 BUDGETS

Swafford reviewed the budget narrative and draft budget for the administrative funds noting minor updates to the amounts of a few categories, but no new expense items added from when previously presented at the beginning of the month. Irwin asked if in the future the budgets could be presented with side-by-side comparisons to previous year. Swafford said that she would prepare the future budgets with the comparisons. Mather made a motion to approve the budgets as presented, seconded by Holmes, the motion carried.

OTHER BUSINESS

Wood reported several CEOs had not responded to the poll to determine the schedule for next year's CEO meetings. Discussion concluded with the 3rd Tuesday at 2:00 p.m. every other month starting in August would be the regular meeting schedule of the CEO.

PUBLIC COMMENT

There were no public comments.

ADJOURN

Holmes motioned to adjourn the meeting, seconded by Ball, the motion carried, and Willey adjourned the meeting at 2:32 p.m.