



Mississippi Valley Workforce Development Board

Chief Elected Officials (CEO) Meeting Minutes

December 1, 2022, at 11:00 a.m. at the Musser Public Library in Muscatine and via Zoom.

CALLED TO ORDER

Willey called the meeting to order at 11:06 a.m.

CEO PRESENT

Present: Jack Willey, Brinson Kinzer, Jim Irwin, Chad White, Chuck Holmes, and Shane McCampbell (late)

Absent: Chris Ball and Nathan Mather

Staff Present: Miranda Swafford, Executive Director; Andrea Taylor, Associate Director; Mandy Tripp, Executive Assistant

One-Stop Operator: Robert Ryan

QUORUM

There was a quorum present to conduct business.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

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

SUB-RECIPIENT DISCUSSION

Irwin discussed the meeting in Des Moines on 11/16/22 with IWD. A decision must be made by the CEOs and submitted to the state on their choice of a sub-recipient by 2/28/23 or default is the CLEO's county. The sub-recipient chosen must be in place by 7/1/2023. Swafford advised the subrecipient serves as an administrative backbone to the board providing services for HR, IT, and legal services if needed. The subrecipient must also be the employer of record for the board staff. Currently, Muscatine County is the board staff employer of record. The Fiscal Agent and Employer of Record would have access to an indirect rate of 10% if they do not have a federally negotiated indirect rate to provide those services. The state outlined 3 options for the sub-recipient: 1) Default is CLEO County, which could change with each election 2) third party designated 3) CLEO designates a different county but cannot subcontract out the fiscal agent responsibilities. Swafford advised the fiscal agent's job is a complex role and that it would be wise to contract it out to an agency that does that specific work with federal funds. Kinzer suggested the first choice would be to speak with Muscatine County to see if they would take on the role to maintain the employer of record for staff and take on the extra responsibilities of the subrecipient. Irwin advised he also thought that was best and would start those conversations including Swafford in those meetings.

IWD REALIGNMENT

Swafford advised there are other workforce areas in the state looking to realign. Northwest and North Central have already voted and will be realigning. South Central and East Central are also discussing realignment. Willey advised he did not believe there was any need for MVWA to merge with any other workforce areas, Irwin agreed with Willey, and the decision was made not to merge with any other workforce areas voluntarily at this time.

FUTURE MEETINGS

Swafford discussed the change in meetings to being virtual, she advised it is costing 6 hours of travel time for board staff and only a couple of CEOs come in person. The decision was made after January 1st, 2023, to move the CEO's bi-monthly meetings to Zoom and once per year have an in-person meeting.

BOARD REPORT AND FINANCIALS.

Swafford advised due to time constraints the board report and financials were in the packet to be reviewed by the CEOs.

OTHER BUSINESS

Willey suggested a CLEO be chosen at the next meeting, even though he is with the board until January, he did not think it was a good idea to wait to choose the next CLEO. Willey did advise he will be joining the Finance Committee, so he would still be active in the MVWDB in a different capacity.

PUBLIC COMMENT

There were no public comments.

ADJOURN

Willey adjourned the meeting at 12:04 p.m.