



Mississippi Valley Workforce Development Board

Chief Elected Officials (CEO) Meeting Minutes

February 21, 2023, at 2:00 p.m. via Zoom.

CALLED TO ORDER

Irwin called the meeting to order at 2:07 p.m.

CEO PRESENT

Present: Jim Irwin, Chuck Holmes, Jean Dickson, Don Schwenker, Danny Chick, and Shane McCampbell (Late)

Absent: Chad White (unexcused) and Shawn Maine (unexcused)

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

One-Stop Operator: Nick Clayton

QUORUM

There was a quorum present to conduct business.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

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

***CO-CLEO ELECTION**

Irwin advised a Co-Cleo is needed and is usually held by someone in the southern counties, Charles Holmes was initially the only southern county representative and graciously accepted the nomination. Dickson made a motion to accept Charles Holmes as the Co-Cleo, seconded by Schwenker and the motion carried.

SUB-RECIPIENT UPDATE

Irwin advised IWD had not given much further input on this topic. Irwin and Swafford met with Muscatine County to see if they will be the sub-recipient as they are currently the employer of record for the board staff. If they decide not to take on that role, Irwin advised he was going to approach Clinton County to take on the role. In the last three weeks, 3 local areas voted to disband their local workforce boards and IWD will be responsible for providing services for the 34 counties affected by the change.

FINANCIAL REPORTS

Swafford advised she always includes these reports for CEOs to stay in touch with the budget and funding for the local area, she offered to provide a condensed version moving forward and the group decided that would be the best option until they have more training.

NEW CEO TRAINING

The State will schedule this onboarding training, but so far no one has been contacted with any information on when it will take place after the training occurs Swafford will provide local onboarding training to assist the new CEOs with being more familiar with their roles in the local area as it pertains to the workforce area.

CEO ALTERNATIVES

Irwin brought this topic for discussion, it was decided that each CEO can select an alternate to vote by proxy for them, if necessary. The name of the chosen Alternate will be sent to Tripp to maintain in the CEO files and to copy them on meeting packets, minutes and meeting invites if they choose to attend. Irwin felt it was better to have the opportunity to have more people attend the meetings since it is hard enough to get a quorum.

REVIEW COMMITTEE ASSIGNMENTS

Swafford advised the newly appointed CEOs will need to choose a committee to sit on and suggested the committees with vacancies be filled first, which are the Operations Committee and the Business Committee. A description of the committees was emailed out on 1/12/2023 in the welcome email. The Youth Committee is currently full with Chad White and Shane McCampbell both sitting on that committee.

BOARD STAFF UPDATE

Swafford advised IWD finished our monitoring, which is like an audit, and found 6 findings, mostly related to case noting, but zero disallowed costs. The local monitoring will begin next week. Statewide training is being planned for the local workforce boards and CEOs across the state, it will be held on June 1, 2023, but the location is being revisited due to the western side of the state disbanding, it would make more sense to have it closer to a central location for those participating, possibly Cedar Rapids or Iowa City as suggested by Irwin, more information will be provided when it is available. The Business Committee recently launched, and a system-wide outreach strategy is being developed to try to remove the stigma of Iowa*WORKS* as only the unemployment office.

JOB QUALITY ACADEMY

Swafford advised this is a new opportunity being put on by the Department of Labor to develop a strategic plan for your local area, it is an application process and they are only accepting 16 teams nationwide. It was brought up in the full board meeting last night and there was some apprehension and questions that were emailed to the DOL last night after the meeting, they have already provided answers to those questions and Irwin advised after seeing the responses he suggests sending more than the 5 people that they cover to gain the knowledge and bring back a strategic plan to hopefully implement to improve job quality in the local workforce area.

OTHER BUSINESS

Tripp advised she has pulled the LMI data for each county and can do so at any time. She offered to send it to each CEO for the county and Irwin suggested also including one of the whole Mississippi Valley Workforce Area. Swafford advised the information will be sent to the economic development partners and offered quarterly if they want to have the data sent for their use in planning for their counties.

PUBLIC COMMENT

There were no public comments.

ADJOURN

Schwenker made a motion to adjourn, seconded by Charles Holmes and the motion carried. The meeting adjourned at 3:00 p.m.