



Mississippi Valley Workforce Development Board

Chief Elected Officials (CEOs) Meeting Agenda

Tuesday, April 18, at 2 p.m. via Zoom

CALLED TO ORDER

Irwin called the meeting to order at 2:03 p.m.

CEO PRESENT

Present: Jim Irwin, Chuck Holmes, Jean Dickson, Don Schwenker, Danny Chick, and Chad White

Absent: Shawn Maine, Shane McCampbell

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

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

APPROVAL OF MINUTES

Schwenker made a motion to approve the previous meeting minutes, seconded by Dickson, and the motion carried.

FINANCIAL REPORTS

Irwin asked if anyone had any questions regarding the financial reports that were included in the packet. There were no questions.

BOARD REPORT

The annual Statewide Board Training that was to be held in Ankeny on June 1st has been postponed at this time. Taylor reported that there has been a revision to the Retrain and Retain grant to allow for those in retail to be eligible to apply due to leadership and IT training having been requested from businesses considered retail which had been ineligible. There have been several businesses that have expressed interest, three that have applied, and one approved last week.

LOCAL GRANT RECIPIENT

Irwin reported that the Mississippi Valley Workforce Board has been chosen to be the grant recipient. Discussion about the employer of record, grant recipient, and fiscal agent. Holmes asked if a summary of how all of this work could be sent out to everyone to help make it clearer, Swafford advised she could send something out.



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NEW CEO TRAINING

New local area CEO training has been created. Swafford asked if they wanted to have this in person or virtual. Discussion about the length of time the training will take, it should be approximately 1-1.5 hours. Swafford stated that a PowerPoint has been created, it just needs the voiceover. This will be completed and sent out next week for CEOs to watch and a follow-up meeting will be scheduled to review and ask questions.

ANNUAL AUDIT

Swafford reported the annual audit was completed, there were no findings that required any reimbursements to be owed back.

IWD MONITORING

Swafford reported that IWD monitoring concluded and there were six findings with no disallowed costs. The corrective action plan has been submitted and accepted. Local monitoring was also completed with two findings, the report will be presented when the corrective action is submitted and approved.

IN-PERSON MAY FULL BOARD MEETING

Swafford stated the in-person full board meeting is scheduled for May 15th and that CEOs are not required to attend but are welcome to do so. This will be held at Hon Headquarters in Muscatine from 1:00 p.m.-2:30 p.m.

NEW YEAR BUDGET

Swafford stated there is nothing to report at this time. The state has not received any allocations from the feds therefore we do not have a PY23 budget at this time to report on.

OTHER BUSINESS

Swafford suggested keeping people in mind that would be an asset as members of the board/committees as there are terms that will be expiring and need to be filled. And also, if there are any new CEOs that have not been assigned to a committee to please let the board staff know which one is preferred. Irwin stated there will be some discussion regarding IWD and LWDB in August at the ISAC meeting.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

Schwenker made a motion to adjourn. No second requested Irwin adjourned the meeting at 3:00 p.m.