



Mississippi Valley Workforce Development Board

Chief Elected Officials (CEOs) Meeting Agenda

Tuesday, June 20, at 2 p.m. via Zoom

CALLED TO ORDER

Irwin called the meeting to order at 2:02 p.m.

CEO PRESENT

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

Absent: 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 Dickson, and the motion carried.

APPROVAL OF MINUTES

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

CEO TRAINING QUESTIONS

Swafford advised there are still two people that need to complete the training. If anyone has any questions, please reach out.

***REVISIONS TO THE CEO AGREEMENT**

Swafford presented the revisions to the CEO agreement, a motion to approve it as presented by Schwenker, seconded by Holmes and the motion carried.

***ANNUAL MONITORING REPORT**

Tripp presented the annual monitoring report, reviewing the findings and areas of concern. Swafford presented why it would be important for the fiscal agent to do time tracking. White asked if we can require a time tracking log and Swafford advised we can for our grant. Motion to approve the report by Dickson, seconded by Chick and the motion carried.

REVIEW ATTENDANCE

Taylor presented the CEO, Board, and Committee attendance. Irwin will reach out to the CEO and if unsuccessful, will send a letter regarding attendance. Chick asked what happens if they

don't attend, the policy was reviewed, but essentially the County Board Supervisor is contacted to be made aware and possibly assign a new supervisor.

***BOARD RE-APPOINTMENTS**

Irwin advised Quigley's board term will expire on June 30, 2023. His position needs to be filled within 60 days and must be from a small business with policy-making power, if anyone has suggestions or contacts send it to Tripp. Motion to accept re-appointments of Dennis Duke, Kirby Phillips, Jacob Nye, and Carol Reynolds by Holmes, seconded by Dickson and the motion carried.

***NEW BOARD MEMBER APPOINTMENTS**

Taylor presented Nick Fogel and Chris Caves as new board members, Caves is on the Business Committee and Nick will join the Operations Committee. Chick made a motion to appoint Caves and Fogel, seconded by Schwenker and the motion carried. Schwenker asked what committee he was assigned to, and Tripp advised the opening is on the Business Committee at this time.

***CONTRACT EXTENSIONS**

Swafford presented the contract extensions that the Executive Committee voted to extend. The extension is for all three contracts through June 30, 2024. RFPs are required every 4 years they are initially a one-year contract with the option of a 3- 1 year extension. Holmes made a motion to extend the contracts, seconded by Dickson and the motion carried.

***APPROVE FISCAL AGENT BUDGET**

Swafford presented the CIJDC Fiscal Agent budget for PY23, which only increased by a few hundred dollars. Holmes made a motion to approve the Fiscal Agent budget, seconded by Schwenker, and the motion carried.

***PY23 BUDGETS**

Swafford advised we do not have final allocations yet but presented the proposed budget and showed last year's expenditures/carryover. Holmes made a motion to approve the budgets as long as there was no more than a 10% variance, seconded by Dickson and the motion carried.

BUSINESS SERVICES UPDATE

Taylor presented what the business team has been working on and how they are coming on the strategic plan. White asked about the impact of Iowa Wesleyan's closure and Taylor advised the teaching staff seemed to have jobs lined up and it was mostly janitorial and administrative staff that would be looking for work. The Mount Pleasant Chamber hosted office hours with IowaWORKS staff to assist weekly through the month of May. Swafford asked what information Irwin wanted brought to the board and he expressed concern over duplication of services and employer contact fatigue. Swafford advised they are working with IWD to minimize employer fatigue from too many business contacts.

BOARD REPORT

Swafford presented the board report advising we were selected for the Job Quality Academy and Jobs for the Future Workforce Communities of Action. Tripp advised we were awarded the North Scott Rotary grant and gave a social media update. Swafford reviewed the updates from the Executive Committee and Full Board meetings. Swafford advised the local board training would be on November 30th, 2023, in Burlington, more information to come on that. She also

advised that at the August Full Board meeting, the in-demand industries for our local areas will be determined. July 1st the board staff will begin the process of working on the IFA that is required to be in place by July 1, 2024.

OTHER BUSINESS

Swafford brought up for discussion the change in the IowaWORKS hours that was emailed out by Linda Rouse on 6/19/23. The concern is they did not consult with the local areas or CEOs to determine what was best for the area, they just changed it statewide to open at 8:00 a.m. instead of 8:30 a.m. Monday, Tuesday, Thursday, and Friday. After extensive discussion of options, it was determined a letter from each of the boards affected sent to Director Townsend and copy the Region 5 DOL representative would be the best approach at this time. Holmes made a motion to support sending a letter to IWD, seconded by Chick and the motion carried.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

Irwin adjourned the meeting at 3:33 p.m.