



Mississippi Valley Workforce Development Board

Executive Committee Meeting Minutes

Tuesday, October 25th, 2021 at 5:00 p.m.

Members Present: Dennis Duke, Mathew Nicol, Lori Bassow, Kirby Phillips, and Jacob Nye

Members Absent: Cindy Whalen

CEOs Present: Jack Willey and Brad Quigley

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

Service Provider Staff Present: None

One-Stop Operator: Robert Ryan

CALLED TO ORDER

Duke called the meeting to order at 5:03 p.m.

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

Nye made a motion for Whalen to be excused, seconded by Nicol, motion carried.

APPROVAL OF AGENDA

Nicol made a motion to accept the agenda with no additions, seconded by Nye, motion carried.

APPROVAL OF MINUTES

Nicol made a motion to approve the previous meeting minutes, seconded by Nye, motion carried.

Standing Reports

OPERATIONS COMMITTEE

Nicol talked about seeking information from Title III staff about numbers for joblessness rate and how part-time employees are figured into the unemployment rates. The Rapid Response policy was approved by the Operations committee. Nicol had requested information about the feasibility studies discussed in the policy. Swafford was able to put him in touch with Lacie Westendorf with IWD. Westendorf reported feasibility studies have not been done in Iowa in the past but could be used to determine a business's viability before investing in aversion activities. Swafford also reached out to GLETA with regard to aversion strategies which summarized the federal guidelines for the rapid response policy is an effort to create proactive rather than reactive measures. Phillips made a motion to approve the Rapid Response policy as presented, seconded by Nye, motion carried.

YOUTH COMMITTEE

Nye reported Youth Services for September as reported by Equus included 206 contact with potential participants; \$890 spent through incentives; 1 ISY and 4 OSY enrollments in September; due to open staff positions, average caseload was 32. Nye reported the Youth committee had voted to approve the Objective Assessment policy. Nicol made a motion to approve the Objective Assessment policy as presented, seconded by Bassow, motion carried.

FINANCE COMMITTEE

The Finance committee has not had a meeting since the last Executive committee meeting but will be meeting October 27. Swafford reported she, Equus, and SEIRPC had met to discuss invoices and settled that they would meet after the invoices are submitted but before the committee meeting to ensure the committee is presented with accurate invoices and a memo of any corrections required. Nicol asked if a root cause had been determined. Swafford said there are issues on both sides; SEIRPC not understanding Equus's flexibility to move funds in line items within an aggregate category per their contract or the calculation of the indirect rate; Equus has had spreadsheet calculation errors and their previous accountant has been let go. The new project accountant is onboarding.

DAC COMMITTEE

Swafford reviewed the new responsibilities of the DAC as outlined in the MOU and reported there was no quorum at the last DAC meeting scheduled on October 18. Swafford and Whalen met to discuss the composition of the DAC committee. Previously the DACs in each area would conduct business without a quorum but if DAC is a standing committee then it would need to have quorum and follow Robert's Rules. Nye expressed reluctance to have Title I staff as members of the committee, and other members agreed this could potentially lead to a conflict of interest in the future. However, they still encourage Title I staff to participate in the meetings. Nye made a motion to approve the DAC Committee as a standing committee of the board, and the current membership roster minus Title I staff, seconded by Nicol, motion carried.

New Business

EXECUTIVE ASSISTANT 90-DAY REVIEW

Duke presented the 90-Day Review form completed by Swafford and Wood and reported overall he is pleased with Wood's performance and Wood is receptive to areas of concern. Willey added he thinks Wood is doing a good job and is an asset to Swafford. Nye made a motion to approve the review as presented, seconded by Nicol, motion carried.

NONPROFIT FILING FEE

Swafford reported a need to approve how to pay for the filing fee. IWD has previously stated it was not an allowable expense of WIOA Admin dollars and there are Ticket to Work funds available that have no restrictions. Duke stated it is a legal fee and the budgeted Admin should be used but if there was a reason not to then Ticket to Work funds could be used. Nye said it should be within the budget of the Admin Legal and the Admin budget seemed most appropriate. Nicol also concurred the expense belongs in the Admin budget. Nicol made a motion to use Admin Legal Fee budgeted money to pay for the 501c3 non-profit filing fee, seconded by Nye, motion carried.

MODIFIED ED JOB DESCRIPTION

Swafford presented a modified Executive Director job description to include language voted on to require board chair approval of expenses over \$2,000. Nye made a motion to approve the job description as presented, seconded by Nicol, motion carried.

OSO AGREEMENT

Swafford presented the One-stop Operator Agreement. Nye made a motion to approve the agreement as presented, seconded by Phillips, motion carried.

ANNUAL REPORT

Swafford presented the Annual Report and sought concerns or feedback. After hearing only affirmations of a well-produced document, Nye made a motion to approve the annual report, seconded by Nicol, motion carried.

BUSINESS NEEDS SURVEY REPORT

Swafford suggested in the interest of time the report could be reviewed at next months meeting. The committee members concurred to postpone review until next month.

ONE STOP OPERATOR REVIEW

Ryan summarized his role and responsibilities of the One-stop Operator and relayed his priorities are coordinating all partner meetings and referral process.

DRAFT MANUAL APPROVAL

Swafford presented the manual. Nye offered his role should be updated to Labor; Nicol has a new title of Senior Talent Acquisition Manager; and Phillips new title is HR Manager. Wood noted some other minor grammatical and formatting changes that had been corrected. Corrections will be made before publication is sent for printing.

OTHER BUSINESS

Swafford announced the registration for the December 2nd in-person training would be opening on November 1. Willey announced a new person had filled the vacancy left by Nic Hockenberry at the Jackson County Economic Alliance and that he would forward Swafford the contact information.

PUBLIC COMMENT

There were no public comments.

ADJOURN

Nicol made a motion to adjourn, seconded by Phillips, Duke adjourned the meeting at 6:05 p.m.