



Mississippi Valley Workforce Development Board

Executive Committee Meeting Minutes

Monday, December 20th, 2021 at 5:00 p.m.

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

Members Absent: None

CEOs Present: Brad Quigley

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

Service Provider Staff Present: None

CALLED TO ORDER

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

QUORUM

The committee had a quorum to conduct business.

APPROVAL OF AGENDA

Nicol made a motion to accept the agenda with no additions, seconded by Whalen, 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 spoke about the HNI representative experience in the Burlington and Davenport Iowa *WORKS* centers noting Burlington's best practice of having individuals introduce themselves to the HNI representative, being positioned where the representative is visible, and suggested Davenport could try to mirror that design to allow for more touchpoint opportunities with job seekers. Nicol summarized the SWAT response from the Governor's Roundtable as the team lacking involvement and innovation. There was no sustenance to the report provided. Nicol provided the committee had no recommended changes to the PII Policy and that it was well written. Swafford said there would be an additional acknowledgement form for the partner programs. Nye made a motion to approve the PII policy as presented, seconded by Phillips, motion carried.

FINANCE COMMITTEE

Bassow reported the finance committee struggles at times to attain quorum but they have moved the meeting time to 3pm. Bassow asked the executive committee members about getting enrollment numbers to consider along side the financial reports. Duke thought the numbers could be good but if it ends up being duplicative or not adding value then it could be stopped. Swafford offered the enrollment numbers should come from Equus and not SEIRPC which Bassow agreed.

New Business

MAY FINANCIAL MONITORING

No findings were reported from the SEIRPC monitoring of Equus April payroll. Swafford reported that the monitoring tools utilized by SEIRPC did not meet DOL standards and would need modifications. Nicol made a motion to approve the monitoring report, seconded by Nye, motion carried.

TICKET TO WORK FUNDS

Swafford presented the board with options to either develop policies and budget for TTW funds or continue to save the funding to use for future opportunities. Duke, Nye, Whalen, and Quigley spoke in support of using the funding where it would be most impactful and where other funding wouldn't cover the expenses. Nye asked how we could make the funds available to all partner participants. Swafford will work on a budget and programs based on the recommendations of the committee.

ASSISTANT DIRECTOR POSITION

Duke presented a job description with responsibilities and salary range of \$55,000-\$65,000. Swafford explained the position would focus on business and board recruitment as well as labor market reporting and external funding. Nicol made a motion to move ahead with posting the position for hire, seconded by Nye, motion carried.

CONTRACTING ADDITIONAL FUNDS

Swafford informed the committee about the additional funds for PY21 and proposal for contracting the additional funding at \$200,000 for Youth, \$100,000 for Adult, and \$50,000 for Dislocated Worker programs. Whalen made a motion to approve the proposed budget, seconded by Phillips, motion carried.

CDL LETTER

Swafford presented a letter to address the lack of candidate screening by a CDL training provider. 160 Driving Academy had responded in writing that they do not require students to provide background nor motor vehicle reports. The letter, from board chair Dennis Duke to the state, would request a review or monitoring of 160 Driving Academy's performance, practices, and program compliance. No objections to the letter were voiced, discussion was in support of sending the letter promptly.

IWD MONITORING REPORT

Swafford shared there were only three finding and two areas of concern. The findings are believed to relate to system errors created by implementation of modifications to the IWD software program. The corrective action plan to address the findings were submitted to IWD 12/20/2021. Swafford is working to develop monitoring tools to address one of the areas of concern.

PLAQUE FOR BUSINESSES

Swafford reported she was approached about providing plaques of recognition to business partners. The idea was supported, and Whalen offered that Hope Haven makes plaques for a reasonable fee.

BOARD OPERATIONS TRAINING SURVEY

Swafford presented the results of the post-training survey of the board operations training provided on December 2. All respondents were positive and future topics included work-based learning, youth required elements, and labor market information.

OUTREACH

Swafford reported there is now representation of Iowa*WORKS* services in every county of the MVWA. Swafford shared the radio, print, and social media outreach being conducted to promote the locations.

IWD COMMITTEE MEMO

Swafford reviewed a committee guidance memo received from IWD and that she had questioned the LWDB bylaws are unique to each local area and the applicability of the memo because of that. There has been no response as of yet.

MEETING TIME REVIEW

Swafford explained the CEOs had reviewed attendance and asked each committee to discuss their current meeting time to determine if any modifications might be more accommodating. Current meeting day and time working for members.

OTHER BUSINESS

Duke shared an interesting fact from Dr. Ash that in 2026 there will be a major drop off in high school enrollments creating an even tighter labor market.

PUBLIC COMMENT

There were no public comments.

ADJOURN

Nye made a motion to adjourn, seconded by Whalen, Duke adjourned the meeting at 6:18 p.m.