**Executive Committee**

**Meeting Minutes**

Monday, April 26th, 2021 at 5:00 p.m.

**Members Present:** Dennis Duke, Nick Hockenberry, Mathew Nicol

Kirby Phillips**,** Jacob Nye, and Lori Bassow

**Members Absent:** Cindy Whalen

**CEOs Present:** Brad Quigley and Jack Willey

**Staff Present:** Miranda Swafford, Executive Director

**Service Provider Staff Present:** Cherisa Price-Wells and Kendra Schaapveld

**CALLED TO ORDER**

Duke called the meeting to order at 5:05 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 Phillips, motion carried.

**Standing Reports**

**OPERATIONS COMMITTEE**

Nicol reviewed the progress of the Adult/DW program since the last meeting.

Nicol presented a Priority of Service policy recommended by the Operations Committee. He discussed the definition of underemployed, the 4th priority of service category and the percentages to be allocated to each priority category. Nicol made a motion to approve the policy, seconded by Hockenberry, motion carried.

Nicol presented a list of support service amendments requested by Equus. A discussion was held on the necessity of some of the requested items such as ID’s and background checks. There was mixed feedback on including all of the requested services. Nicol made a motion to approve the request without the Financial Assistance category, seconded by Nye, motion carried.

**YOUTH COMMITTEE**

Nye reviewed the Youth program progress to date and discussed some of the committees focus areas for the Local Plan. Some of the committees’ thoughts are to hire an outreach coordinator, create a youth space at the Davenport center, increase the social media presence and increase strategies for outreach.

**FINANCE COMMITTEE**

Bassow reported that progress is being made and at the April meeting everything should be up to date. Checks are not being mailed until after the Finance Committee meetings. The committee requested that an email be sent to SEIRPC to inquire how many hours they thought they would be charging the board if the invoices were correct?

**EXECUTIVE DIRECTOR REPORT**

Swafford will write up a summary and email to the committee.

**New Business**

**JACKSON COUNTY INITIATIVE**

Hockenberry discussed a workforce initiative that Jackson County is currently participating in. The organization is evaluating skill gaps, ability gaps and local access. The organization will be working with employers, setting goals and providing technical assistance to employers. The project is anticipated to take six months.

**APPROVAL OF REVIEWED YOUTH BUDGET**

Tabled until the next meeting

**APPROVAL OF TRANSFER REQUEST**

Swafford and Schaapveld presented transfer request from DW to Adult in the amounts of $30,000, $64,500, $7116.29, and $6662.85. Phillips made a motion to approve the transfer from DW to Adult, seconded by Nye, motion carried.

**LOCAL MONITORING RESPONSE**

Swafford reported that IWD had conditionally accepted the MVWA’s monitoring response contingent on the completion of training of staff and review of files. If this is not completed by May 11th the board can request an extension.

**MOU**

Swafford reported that the process is moving slowly and that a more detailed report will be provided at the next meeting.

**LOCAL PLAN DEVELOPMENT**

Swafford reported that the process is moving slowly and that a more detailed report will be provided at the next meeting.

**WAIVER REQUEST**

Schaapveld reviewed the Financial Needs Determination (FND) and discussed the unmet need of the participant that the request was submitted for. The committee discussed the amount of the tool requested, the necessity of such tool, and the implications of not following the current policy. A roll call vote was taken Duke, Phillips, Bassow, Nye, Nicol and Hockenberry all voted “nay”, waiver request was not approved.

**HIRING ASSISTANT**

Duke presented a draft job description for an Executive assistant/Performance Monitor and stated that he thought that this position should be created to support the Executive Director. All committee members were in agreement that an assistant should be hired and the possibility of hiring this individual on contract was discussed. Nye made a motion to start the search process for this position, seconded by Hockenberry, motion carried. Duke will check into whether this role qualifies as a 1099 contractor position.

**EXECUTIVE DIRECTOR REVIEW**

Swafford provided her annual report in the meeting packet. Phillips will setup a meeting for Duke, Bassow and herself to meet to set the criteria for this annual review.

**OTHER BUSINESS**

Swafford will send Phillips more info about the upcoming job fair in Muscatine County. Swafford reported that there were no proposals received for the One Stop Operator RFP.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURN**

Nye made a motion to adjourn, seconded by Nicol, Duke adjourned the meeting at 6:30 p.m.