



Mississippi Valley Workforce Development Board

Executive Committee Meeting Minutes

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

Members Present: Dennis Duke, Cindy Whalen, Mathew Nicol, and Kirby Phillips

Members Absent: Nick Hockenberry, Jacob Nye, and Lori Bassow

CEOs Present: Jack Willey

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

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

Nicol made a motion for Nye to be excused, seconded by Phillips, motion carried. Hockenberry and Bassow had an unexcused absence.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

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

EQUUS BUDGET

Schaapveld reviewed Equus budget which included additional youth staff, a career navigator, outreach specialist, and talent agent in Burlington. Project accountant hiring process almost complete. Travel for NAWB and youth conference. Motivational interviewing training. Hello sign for electronic capture of signatures. Language line for interpretation services. Insurance, Duke asked about the deductible and limits. Price-Wells stated the limits were minimum to the board requirements. Swafford said she could pull the language from the contract for Duke. Nicol made a motion to approve the Equus budget, seconded by Phillips, motion carried.

Standing Reports

OPERATIONS COMMITTEE

Nicol reviewed the correction to DW policy eligibility to align with federal language. Phillips motioned to approve correction, Whalen seconded, motion carried.

Nicol explained the Economic Self-Sufficiency wage and criteria used to determine a minimum hourly wage for self-sufficiency of \$13.14 per hour for Adults, \$14.79 for Adults without access to health coverage and \$16.43 for DWs. Phillips motioned to approve, seconded by Whalen, motion carried.

Nicol presented the language for support service policy covering MMS, FAS, and Supported Employment and Training. Phillips stated if the goal is to remove barriers than approval of the recommended support services was necessary. Adding Supported Employment, adding utilities to housing category and modifying MSS category to be called Employment Related Expenses. Phillips made a motion to approve the recommendations, seconded by Whalen, motion carried.

YOUTH COMMITTEE

Swafford presented the laptop checkout policy which would allow for laptops to be issued to participants to remove technology barrier for job seekers. Policy has fees for lost or damaged items. Phillips motioned to approve, seconded by Nicol, motion carried. Facebook and Instagram platforms were not accessible platforms for social media campaigns because of restrictions placed by IWD. The Board could develop a Facebook page which would open both platforms to social media campaigns and create an online presence for the Board. Nicol stated the Board would need the platform to reach target audience. Whalen made motion to allow Board to develop a Facebook page, seconded by Nicol, motion carried.

FINANCE COMMITTEE

Swafford provided an update on the previous discussion of Equus transferring of funds. The CEOs met with Equus and it was determined to move forward as the current contract states and re-evaluate in a few months if necessary.

Swafford reported PY21 MVWA Budget with expected variance with One-Stop Operator and Sub-Lease line items as they are not yet determined but expected to be finalized by October.

New Business

ADMIN BUDGET

Swafford presented the Admin Budget with approximately \$153,000 in carryover funding the total budget was \$473,726.54. Reviewed narrative of categories and anticipated expenses. Nicol made motion to approve as presented, seconded by Whalen, motion carried.

CREDIT CARD

Swafford has made purchases from her personal accounts and waits 2-3 weeks for reimbursement. Duke believes a Board credit card would be appropriate. Nicol suggested Wood should have a card as well and there should be two cards. Willey felt it was a good idea. Nicol made motion to approve the Board obtaining two credit cards, one for Swafford and Wood, Phillips seconded, motion carried.

CEO VOTING ON COMMITTEES

Willey not in favor but acknowledges that some CEOs feel like they should be voting members. It was brought up that Nye felt the issues with obtaining quorum would be made worse with more voting members. During a meeting Swafford asked panelist about whether their CEOs voted on committees and the majority reported their CEOs vote. McNertney was present and suggested CEO voting on committees may not be allowable under Iowa law. Whalen motioned to table the topic until clarification is received from state, Phillips seconded adding

she wouldn't want to implement and risk legality of voted items if state returns with CEO voting being disallowable, motion carried.

ANNUAL INVENTORY

Wood reported that she physically verified MVWDB inventory at the Burlington and Davenport centers. Swafford stated Equus lists new purchases on their monthly slide reports and also sends a list quarterly to Swafford. Swafford verifies new purchases with inventory list.

LOCAL PLAN UPDATE

Swafford reported the document contents are done and just working on formatting. Once formatted the Local Plan will be distributed to board members and then put up for public comment.

AMERICAN RELIEF FUND PROPOSALS

Swafford presented the Board proposals for state departmental funding from the American Relief Plan funding to include Rural Workforce Solutions, Increasing Mental Health to Iowans in Rural Areas, Incentives for Adults with Barriers to Employment, COVID Recovery Small Business Grant Program, Up-Skilling Iowa's Workforce, ARP Grant Coordinator, Senior Citizens Grant Program, and Rural Transportation Solutions. Nicol provided a summary of the Recruitment and Retention Program.

OTHER BUSINESS

Swafford reported that the December 2 in person training will be held in the Quad Cities, tentatively with Isle Conference Center. There will be tour of the Davenport Office prior to training with social hour to follow.

PUBLIC COMMENT

There were no public comments.

ADJOURN

Nicol made a motion to adjourn, seconded by Phillips, Duke adjourned the meeting at 6:16 p.m.