



# Mississippi Valley Workforce Development Board

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## **Executive Committee Meeting Minutes**

Tuesday, September 28<sup>th</sup>, 2021 at 5:00 p.m.

**Members Present:** Dennis Duke, Cindy Whalen, Mathew Nicol, Lori Bassow (late), and Jacob Nye

**Members Absent:** Kirby Phillips

**CEOs Present:** Jack Willey

**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 5:01 p.m.

### **QUORUM**

The committee had a quorum to conduct business.

### **EXCUSED ABSENCES**

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

### **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 Whalen, motion carried.

## **Standing Reports**

### **OPERATIONS COMMITTEE**

Nicol explained there was no report due to lack of quorum; the next meeting is Oct 14, 2021.

### **YOUTH COMMITTEE**

Nye reported the need for a mentoring policy as one of the fourteen required elements of Youth Services and the committee requested Swafford reach out to Cassie Gerst for information and guidance. Youth Services for August as reported by Equus included 11 contact with potential participants; \$3,831 spent on WEX; \$1,527 spent on Support Services; 3 OSY enrollments in August; due to open staff positions, average caseload was 31.7; two participants entered WBL, six gained unsubsidized employment, and three earned credentials.

### **FINANCE COMMITTEE**

Swafford presented the Finance Committee is presenting the Travel Policy and Credit Card Policy and a need to discuss an approval of expenses policy. Nye questioned the exclusion of alcohol which Swafford said is a federal requirement. Nye asked about no gasoline reimbursement which Swafford explained is because there is

mileage reimbursement to cover fuel expenses. Nye moved to approve the Travel Policy as presented, seconded by Bassow. Nicol led a discussion about benefits of using a third-party software for travel approval and reimbursement such as SAP Concur which concluded with the ROI may not make it appropriate for the board. Nicol also asked about having the travel form be digital which Swafford stated the form would be fillable and could be signed via DocuSign. The motion was voted on and carried. Whalen made a motion to approve the Credit Card Policy as presented, seconded by Nicol, motion carried. Discussion about approval of spending from the Admin Budget approved money pools centered around whether there should be a threshold amount that required approval concluding with a \$2,000 spending threshold over which would require approval. Bassow questioned the Executive Director job description language regarding entering into contracts. Swafford explained the piece is referring to non-service provider/partner contracts such as to reserve a banquet hall. There is language in the job description that references these contracts are approved by the MVWDB/committee.

### **DAC COMMITTEE**

Whalen reported on the all-partner staff training on October 11 to include recognition of four businesses, Bob Ryan presenting on his role and responsibilities as One-stop Operator, motivational interviewing, and assistive technology. DAC meets again October 18 @ 3pm. There is an upcoming job fair September 30 at Heartland Harley Davidson in Burlington, tentatively October 22 in Henry County, and November 9 in Lee County.

### **New Business**

#### **FIREWALL POLICY**

Swafford presented the requirement to have a firewall policy that distinctly outlines the responsibilities of all parties and ensure an entity is not performing oversight of themselves. All members acknowledged reviewing the policy. Nicol made a motion to approve the Firewall Policy as presented, seconded by Bassow, motion carried.

#### **INVENTORY/ TAGS**

Swafford reported there are 20 laptop computers in storage with no operating system. Wood relayed the units were six to thirteen years old. Discussion among committee members concluded with a decision to junk the computers. Whalen made a motion to discard the laptops, seconded by Nicol, motion carried. Swafford stated the board needed to retag their inventory items with tags that were more durable and questioned whether all board inventory items needed board tags or just items not inventoried by IWD. Consensus was that all items should be tagged and if there was a need/ benefit to using a third-party software to manage inventory that would be supported. Wood felt the physical inventory checks with the spreadsheet was fine for now but as inventory grows it may become necessary.

#### **FORMAT OF FINANCIAL SUMMARIES**

Swafford reviewed three options for financial summary reporting. The board consensus was for a hybrid of the information to include Monthly Expense, Total Available, Remaining Balance, Percent Spent, and Amount to be Spent by Specific Date and to include all programs in one table.

#### **COUNTY OFFICE HOURS**

Swafford intended to report on the locations available but due to changes asked to table this topic until the next meeting. Willey provided the New View Center has been renamed the HACAP Center.

#### **PERFORMANCE DATA**

Swafford reported the performance data in the packets was out of date. The state has now more accurate numbers and are still making changes through October 1st. The performance data will be presented at a future meeting.

### **MONITORING**

Swafford presented the breadth of data requested for the state monitoring and the monitoring schedule for the onsite visit of the Burlington center October 5-6.

### **DECEMBER 2<sup>ND</sup> PARTICIPANTS**

Discussion about who could be invited to the December 2<sup>nd</sup> Board Training session with the consensus being all required partners, Economic Development and Chamber staff within the MVWA as well as South Central Workforce Development Board members and staff. Whalen made a motion to include the required partners, Economic Development, Chamber, and South Central staff, seconded by Nicol, motion carried.

### **MANUAL CONTENTS**

Swafford presented a list of topics to include in the board manual and asked the board if they wanted to include a list of individuals serving on the various committees and current year financials even if that meant the manual would have to be reproduced each year with updated information. The consensus was to include the additional information.

### **OTHER BUSINESS**

Willey celebrating his 53<sup>rd</sup> wedding anniversary by being present at the executive committee meeting.

### **PUBLIC COMMENT**

There were no public comments.

### **ADJOURN**

Nicol made a motion to adjourn, seconded by Whalen, Duke adjourned the meeting at 6:12 p.m.