



## Mississippi Valley Workforce Development Board

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### **Executive Committee Meeting Minutes**

Monday, March 28, 2022, 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:** Jack Willey (late)

**Staff Present:** Miranda Swafford, Executive Director, Liz Rodriguez, Associate Director, and Phyllis Wood, Executive Assistant

**Service Provider Staff Present:** Cherisa Price-Wells, Regional Project Director (late)

#### **CALLED TO ORDER**

Duke called the meeting to order at 5:02 p.m.

#### **QUORUM**

The committee had a quorum to conduct business.

#### **APPROVAL OF AGENDA**

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

#### **APPROVAL OF MINUTES**

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

### **Standing Reports**

#### **OPERATIONS COMMITTEE**

Nicol relayed the committee is looking to revise the language for the Transitional Jobs Policy to allow for some overtime and adjust wages to create buy-in from local companies and participants. The Governor's proposal was reviewed as well as social media roles and responsibilities among partner organizations.

#### **YOUTH COMMITTEE**

Nye feels attendance has improved, the committee is not having issues with meeting quorum and program spending has improved over the past few months. The committee also had voted to approve language changes to the Youth Work Experience Policy to allow for restricted overtime.

Nicol asked about 14 - 17 year old overtime which is not the intent of the changed language, it was decided, should OT in that age group become an issue then the policy could be modified in the future. Nicol suggested for future modifications with youth policies, include language that states students need to be in good standing with educational institution and goals. Nye made a motion to approve the Youth Work Experience Policy as presented, seconded by Kirby, the motion carried.

### **FINANCE COMMITTEE**

Bassow reported the fiscal agent memo covering the errors with Equus invoices did not get to committee prior to the meeting. There was an issue with the program invoices for which the fiscal agent was not concerned but measures that were put in place to avoid the committee receiving invoices with discrepancies were skipped this month. Bassow also brought up the number of hours billed by the fiscal agent being about 50% higher than any other month two pay period month. Swafford relayed the CEOs are asking for additional documentation to review the hours charged. Bassow also said she needs more members on the Finance Committee. Duke said he could join the committee while board staff looks at recruiting. Swafford added the ideal number of members would be seven to nine.

### **New Business**

#### **TICKET TO WORK FUNDS BUDGET**

The packet contained a budget outline for Ticket to Work (TTW) funds. Duke suggested a QuickBooks program to track spending may be necessary. Swafford felt the spending could be managed in a spreadsheet through the end of the program year. Swafford stated the committee would need to establish the process for requests and issuance of funding. Whalen suggested the OSO could be the point of contact. Nye made a motion to approve the TTW budget, seconded by Nicol, the motion carried. Discussion concluded that OSO could be the point of contact, Executive Director or Associate Director would approve expenses, Duke would sign checks for funds. Board staff would draft a TTW policy based on committee discussion to present next month.

#### **EQUAL OPPORTUNITY OFFICER**

Swafford stated IWD requires the local boards to have an Equal Opportunity Officer (EOO) appointed by July 1, 2022. The position could not be held by the highest-ranking staff. Discussion concluded with Liz Rodriguez, Associate Director, being the best fit for the role. Nye made a motion to appoint Rodriguez to the EOO role, seconded by Nicol, the motion carried.

#### **ASSISTIVE TECHNOLOGY UPDATE**

Swafford shared program funds could be used to purchase assistive technology and board staff had met with Iowa Workforce Development and Vocational Rehabilitation (VR) on cost sharing. VR will cover the cost of iPad for the virtual lobby. Whalen shared the Easter Seals foundation will loan equipment as a “try before you buy”. Easter Seals will send a brain box of commonly used assistive devices and provide staff training. VR will track the usage and the parties will

reconvene about purchasing technology for the centers. Because the devices provided by Easter Seals will contain alternatives to the MVWA list, voting will be postponed until the next meeting.

### **CONTRACT DELIVERABLES/ EXTENSIONS**

With contract cycle beginnings/endings approaching, committees will decide what required deliverables will be asked of contract providers. Swafford will email a deliverables report provided by Equus to the committee members.

### **CDL DISCUSSION**

Swafford reviewed packet materials regarding the status of the Commercial Driver's License (CDL) education placement. Discussion concluded with board staff drafting a policy for Title I staff to follow when screening participants for participation in CDL training based on the criteria reviewed by the committee.

### **EXECUTIVE DIRECTOR UPDATES**

Swafford provided an update that there has been no response or communication from IWD about the Governor's proposal that was submitted on March 18. The fiscal agent request for bid was released and will close on April 4<sup>th</sup>. Currently there is monitoring of program, fiscal agent, and financials happening. Clinton Regional Development Corporation has granted a \$1,000 donation request to help overcome barriers for job seekers in Clinton County. The NAWB presentation did not align with the discussions held prior to the presentation. Walter Simmons will be a featured presenter at the Statewide Training in June, reminder to save the date, June 9<sup>th</sup>. Discussion regarding in-person meeting of the committee concluded with piggybacking with the in-person training in November and moving forward, at full board meetings, only the executive committee will report out.

### **SOCIAL MEDIA DISCUSSION**

Nicol summarized his meeting with several partners to get an understanding of who, what, how each organization is using social media. Nicol, Rodriguez, and Swafford will meet to discuss a larger plan with strategy and metrics to present to Iowa Workforce Development management to gain their buy-in to take our social media beyond random outreach and target audiences and outcomes.

### **OTHER BUSINESS**

There was no other business discussed.

### **PUBLIC COMMENT**

There was no public comment.

### **ADJOURN**

Nicol made a motion to adjourn, seconded by Whalen, the motion carried, and Duke adjourned the meeting at 6:33 p.m.