



Mississippi Valley Workforce Development Board

Executive Committee Meeting Minutes

Monday, April 25, 2022, at 5:00 p.m.

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

Members Absent: Dennis Duke

CEOs Present: Jack Willey (late)

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

Service Provider Staff Present: Kendra Schaapveld, Project Director

One Stop Operator: Robert Ryan

CALLED TO ORDER

Phillips 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 to approve Duke's absence, seconded by Nicol, the motion carried.

APPROVAL OF AGENDA

Nicol made a motion to accept the agenda as presented, seconded by Nye, the motion carried.

APPROVAL OF MINUTES

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

Standing Reports

OPERATIONS COMMITTEE

Nicol relayed the committee voted 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. They also reviewed the Support Services Policy and voted to approve some language changes to remove duplication of effort from youth participants and clarify maximum benefit for tools and equipment. Nye made a motion for the Executive committee to approve the Transitional Jobs Policy revisions, seconded by Nicol, the motion carried. Nicol made a motion for the Executive committee to approve the Support Services Policy revisions, seconded by Whalen, the motion carried.

YOUTH COMMITTEE

Nye noted the April meeting was canceled due to NAWB and their next meeting would be May 2nd, which is a week earlier than usual due to his schedule.

FINANCE COMMITTEE

Bassow reported the April meeting is not until Wednesday, April 27th and she was pleased to report the addition of two new committee members with financial backgrounds.

DISABILITY ACCESS COMMITTEE

Whalen reported the ADA evaluations of the centers are scheduled, the iPads for the virtual lobby will be purchased and services by IVRS and loaded by Brian Dennis with IWD, and the lending library items needed to be returned as they are only checked out for short periods of time. The committee is reviewing different devices to finalize the assistive technology device to get for each center.

New Business

BUDGET MODIFICATIONS

Schaapveld presented a request to transfer \$85,000 from the aggregate category of participant expenses to the aggregate category of admin expenses. The request would move unobligated funds in the ITA and Re-Vocational activity lines to admin to cover worker wages. Schaapveld stated the transfer would not negatively impact their ability to provide services to participants through the end of the fiscal year. Rodriguez stated the transfer was low risk, there was no misappropriation, and no red flags associated with it. Schaapveld explained because most of the dislocated worker participants are co-enrolled in at least one other program that pays participant expenses first, the case management and services such as soft skill training and mock interviewing generates employee expenses. The services are vital to participant success and the transfer would ensure staffing levels remain sufficient to continue to effectively serve participants. Nye questioned the proposed budget that reflected a decrease in payroll taxes if the funds were going to salaries. When Schaapveld was unsure about the specific reasoning between the other line-item adjustments, Bassow expressed the project accountant should have been in attendance. Schaapveld reached out to their project accountant to get an answer and reported that the line items are estimates created at the beginning of the year and the payroll taxes line item was over allowing for the reduction to that line item to cover adjustments to indirect cost and management fee line items. Bassow said she understood the explanation. Nye made a motion to approve the budget modifications as presented, seconded by Bassow, the motion carried.

OSO QUARTERLY KEY PERFORMANCE INDICATORS(KPI) REPORT

Ryan reviewed the quarterly One Stop Operator report and his accomplishments to meet all the key performance indicators. Nye made a motion to accept the report to show satisfactory performance, seconded by Nicol, the motion carried

ELECTRONIC RESOURCES POLICY

Rodriguez presented the Use of Electronic Resources policy to mitigate risk to staff and the board. Phillips asked the scope of the policy which Rodriguez stated was for board staff but could be broadened to encompass board members. Phillips felt the expansion would be overreaching and proceeding with the written scope, over the board staff, was appropriate. Nye made a motion to approve, seconded by Bassow, the motion carried.

CELL PHONE POLICY

Rodriguez stated the situation is the board staff are using and paying for electronic resources to conduct business for the board without reimbursement. The proposed policy would all for a stipend, which the employer of record currently offers as a benefit. The policy would allow for a \$60 monthly stipend. Nicol stated \$60 may not be enough and recommended up to \$100 with board staff turning in their monthly bill. Rodriguez cautioned against a stipend too high as it could create taxation issues. Willey stated this benefit is offered in Jackson County and employees do have to submit their cell phone bill. Phillips stated Muscatine Power does offer a \$35 monthly stipend but does not require employee to submit a bill. Nye asked who would pay the stipend and Rodriguez explained the employer of record currently offers and would process the benefit for board staff should the policy be approved. Nye made a motion to approve the policy as written, seconded by Nicol, the motion carried.

BOARD/COMMITTEE MEMBER QUALIFICATIONS POLICY

In the interest of time, Nicol made a motion to table this topic until the next meeting, seconded by Nye, the motion carried.

COMMITTEE DESCRIPTIONS AND APPOINTMENT POLICY

Rodriguez stated the appointment process and term limits for committee members and chairs were not documented and the proposed policy would address that by establishing the process. Nye made a motion to approve, seconded by Bassow, the motion carried.

COMMITTEE MEETING SCHEDULES

Phillips discussed with the upcoming fiscal year; the committee meeting schedule could be adjusted so the executive committee always met after all the other committees. Bassow suggested that perhaps the finance meeting could be moved ahead of the executive meeting in the months were it traditional schedule would fall after.

MAY ANNUAL ELECTIONS

Rodriguez shared the board staff would be reaching out starting April 30 to address reappointment of board members.

OTHER BUSINESS

There was no other business discussed.

PUBLIC COMMENT

There was no public comment.

ADJOURN

Nye made a motion to adjourn, seconded by Nicol, the motion carried, and Phillips adjourned the meeting at 6:31 p.m.