



Mississippi Valley Workforce Development Board

Executive Committee Meeting Minutes

Tuesday, June 7, 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

Staff Present: Miranda Swafford, Executive Director, 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

Duke called the meeting to order at 5:00 p.m.

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

There were no absences.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

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

Standing Reports

OPERATIONS COMMITTEE

Nicol stated the committee would be looking at the OJT policy and social media strategy. He will also be chairing the youth committee for the state workforce board.

YOUTH COMMITTEE

Nye had nothing to report as the Youth committee had not met since reporting out to the full board last month.

FINANCE COMMITTEE

Bassow reported she was not at the May finance committee meeting but reviewed the updates in the packet.

New Business

***PY22 STAFF SALARY INCREASES**

Duke reviewed the proposed salary increases for MVWDB staff. Duke pointed out the Associate Director would receive the same proposed raise only to align with the funding year and new contract processing with Muscatine County. Nicol made a motion to approve the staff salary increases of 3.5% for the Executive Assistant and Associate Director and a 5.3% raise for the Executive Director, seconded by Nye, the motion carried.

VIRTUAL REALITY PROPOSAL

Swafford informed the group the Youth program has a very significant budget. Nicol had demoed the proposed devices at the NAWB convention. Schaapveld reviewed the proposal to purchase 20 of the headsets, putting 10 in each center. Nicol asked about the length of the contract. Schaapveld said they were looking to sign a two year all access contract with the provider. Equus would transfer \$100,000 from salary to equipment to cover the expense.

***YOUTH BUDGET MODIFICATIONS**

Nicol made a motion to approve the youth budget modification moving \$100,000 from salary to equipment to cover virtual reality headset expense as described in the Virtual Reality Proposal agenda item listed above, seconded by Whalen, the motion carried.

***PROJECT BUDGET MODIFICATIONS**

Swafford requested \$3000, from unobligated funding in the Youth program would go into board staff salary to cover expenses that are billable as WEX. Whalen made a motion to approve the program budget modifications, seconded by Nye, the motion carried.

PY 22 DRAFT BUDGETS

Swafford reviewed the budgets as an informational component not requiring action. Swafford noted the carryover amounts are estimates but the program funding is final. Bassow asked about the telephone line-item increase. Swafford noted the change covers the approved monthly stipend for cellular services for board staff.

PY22 MEETING SCHEDULE

Wood reviewed the proposed schedule for the executive board noting three potential conflicts with Federal holidays. The committee decided to move the conflicted meetings to the second Tuesday for those months. The committee decided the October meeting would be their in-person meeting, in Muscatine at HNI Training Facility at 5:30pm. Swafford stated the in-person meeting would be a special agenda. The executive committee would probably have Michelle McNertney as the guest speaker. Swafford also suggested the full board would have their in-person meeting in May 2023.

OTHER BUSINESS

Swafford provided an update on the fiscal agent transition. IWD does require SEIRPC to closeout the program year. There will be two FAs through August 15. We must make an addendum for those 45 days and the maximum cost of those services. SEIRPC will process all transactions through June 30 and CIJDC will process all expenses July 1 forward. There will be separate funding available to SEIRPC and CIJDC so there is no chance of double withdrawals nor cross withdrawals.

PUBLIC COMMENT

There was no public comment.

ADJOURN

Nicol made a motion to adjourn, seconded by Nye, the motion carried, and Duke adjourned the meeting at 5:45 p.m.