



## Mississippi Valley Workforce Development Board

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### Executive Committee Meeting Minutes

Tuesday, July 12, 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 and Phyllis Wood, Executive Assistant

**Service Provider Staff Present:** Taylor Longstreth, Operations Supervisor

**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**

Nye made a motion to accept the agenda as presented, seconded by Nicol, 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 reviewed the OJT policy revisions and informed the executive committee that the revisions were approved by the operations committee. Nicol was voted to remain chair for another year and Mandy Parchert was voted to the vice-chair role. Nicol reported that the one-stop operator is working with the business services teams in each center and the committee voted on the assessment and evaluation teams to complete the one-stop certification standards review which will be discussed and voted on later in the meeting. Nicol made a motion to approve the OJT policy revisions as presented in the packet, seconded by Nye, the motion carried.

#### **FINANCE COMMITTEE**

Bassow reported there would be two fiscal agents through the middle of August so SEIRPC can close out the program year. The finance committee voted to approve the admin and program

budgets. The finance committee is reviewing the support services policy and committee members requested more information from the service provider and board staff to demonstrate the increases were enough to cover the need in certain categories, specifically childcare. Duke added that he had heard childcare costs have increased very significantly and it would be prudent for the program to offer enough support in that category. Nicol congratulated Bassow on her remaining in the chair role. Bassow added that Bergfeld was voted into the vice-chair role and has been a major asset to the committee.

### **YOUTH COMMITTEE**

Nye noted he was reelected to the chair role with Rebecca Ruberg voted into the vice-chair role. There is \$670,000 that must be spent on youth services this year. Nye discussed the committee approved increases to the stipend and incentive policy. (Not voted on by executive committee.) They also approved the virtual reality work experience plan with the focus on youth work experience. Nye made a motion to approve the VR WEX plan as presented, seconded by Phillips, the motion carried.

### **New Business**

#### **\*Q3 OSO KPI REPORT**

Ryan reviewed the key performance indicator report noting no deficiencies. Nye made a motion to approve the third quarter key performance indicator report as presented, seconded by Nicol, the motion carried.

#### **\*ONE-STOP CERTIFICATION TEAMS**

Ryan explained the process to certification would require an assessment team and an evaluation team. The team composition was guided by state requirements. Ryan reviewed the roster as presented in the meeting packet. Nye made a motion to approve the teams as presented, seconded by Phillips, the motion carried.

#### **\*ANNUAL INVENTORY REPORT**

Wood stated the physical inventory was completed at each center with all equipment being accounted for. Wood noted obstacles to completing the process included not receiving details about equipment purchases, not being informed when equipment is received, tagged, issued, or disposed of, having to track non-functioning equipment because there is no disposal process, and tracking of hundreds of low dollar items being burdensome. Currently items valued at \$50 or more are tracked and physically inventoried. Wood recommended creating a more extensive and detailed process for the board to be notified of equipment acquisitions, modifications to policy to only physically track equipment with dollar value of \$500 or higher, and to create a disposition process to purge non-functional equipment. Whalen made a motion to approve the inventory report as presented, seconded by Nye, the motion carried.

#### **\*CONTRACT MODIFICATIONS – PROPERTY CLAUSE**

Swafford noted the current contract language does require the tracking of equipment valued at \$50 or more. Duke suggested this be raised to \$500 and Wiley agreed it was a reasonable threshold. Nicol made a motion to approve the contract modifications using \$500 as the threshold for inventory tracking, seconded by Nye, the motion carried.

### **\*INVENTORY SYSTEM**

Swafford stated there is not a system to vote on at this time because policy needs to be developed to ensure a system solution meets the modified needs of the board.

### **\*PY22 BUDGETS**

Swafford presented the admin and program budgets along with an insurance quote to add crime coverage to the current policy. Discussion concluded the additional coverage would justify the expense. Whalen made a motion to approve the budgets with the increased insurance premium, seconded by Nye, the motion carried.

### **\*PY21 MONITORING REPORTS**

Swafford noted the monitoring reports included in the packet, showed no findings. Bassow made a motion to approve the reports, seconded by Nye, the motion carried.

### **\*ANNUAL ADA ASSESSMENT REPORTS**

Whalen noted the full reports in the packet and highlighted findings that mostly centered on issues that would need to be addressed by the landlord. Swafford suggest allowing the DAC committee to monitor corrections and the committee could review again in six months to see what has been addressed. Nye made a motion to approve the ADA reports, seconded by Bassow, the motion carried.

### **\*TRAVEL POLICY MODIFICATIONS**

Swafford reviewed modifications to the policy for adding contractors and sub recipients, expanding local travel to include all the counties of the local workforce area, and travel form modifications. Bassow made a motion to approve the travel policy revisions as presented, seconded by Nye, the motion carried.

### **OTHER BUSINESS**

Swafford announced MVWDB had received their letter of approval for 501c3 status. IWD has approved the social media strategy and Swafford will be meeting with Nicol to move that project forward. Michelle McNertney and Tim Goodwin will be guests at the in-person executive committee meeting, which has been moved to October 11. Swafford announce Rodriguez applied for the Executive Director position with East Central Iowa local workforce board. East Central is putting together an offer for Rodriguez. Swafford anticipates August 1 or 15 as the last day for Rodriguez with MVWDB.

### **PUBLIC COMMENT**

There was no public comment.

### **ADJOURN**

Nye made a motion to adjourn, seconded by Nicol, the motion carried, and Duke adjourned the meeting at 6:06 p.m.