



Mississippi Valley Workforce Development Board

Executive Committee Meeting Minutes

Tuesday, September 13, 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, Andrea Taylor, 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

None as the August meeting was canceled due to a lack of quorum.

FINANCE COMMITTEE

Bassow reviewed the finance committee report from the packet and asked for questions.

YOUTH COMMITTEE

Nye reported on virtual headsets being used for \$1,044 dollars of work experience wages and the presentation of some LMI data the committee is looking to use to help direct the focus of committee initiatives.

New Business

*PY22 BUDGETS

Program budgets were presented by Schaapveld which would require Swafford to get a waiver approved for a separate youth space outside of the AJC center. Nicol made a motion to approve the budgets with condition of approval of the waiver for the youth space, which died for a lack of a second. Nicol made a motion to split the approval of budgets to Adult/Dislocated Worker and Youth, seconded by Whalen, the motion carried. Hesitation to proceed with approvals included budget narratives not aligning with presented budgets and a desire to be presented with additional details on the vetting of locations for the youth space. Nye made a motion to table budget approvals until Equus could provide a narrative that aligned with the budgets presented and additional information on location options for a youth space could be presented, seconded by Bassow, the motion carried.

*REVISED OSO KPI'S

Swafford presented the One-stop Operator key performance indicators with the CEO requested modification of nine Davenport visits per quarter. Nye made a motion to approve the revision, seconded by Bassow, the motion carried.

*MODIFICATIONS SUPPORT SERVICES POLICY

Swafford informed the committee several months were spent in review of and serious consideration was given to each of the adjustments to modernize and match current expenses. Bassow stated the finance committee spent a lot of time considering the modifications and the board staff and Equus staff had done a good job researching to determine limits. Phillips made a motion to approve the support services policy as presented, seconded by Nye, the motion carried.

*TTW BUDGET

Swafford presented a budget for the ticket to work funds which included the original categories from the previous year and added line items such as professional development, center supplies, general transportation, the Lee County Project to cover inflation, assistive technology, and left some unobligated funds to potentially be used for grant matching. Nye made a motion to approve the ticket to work budget as presented, seconded by Phillips, the motion carried.

*UNRESTRICTED FUNDS POLICY

Swafford presented the unrestricted funds policy as the process and procedures for requesting funds such as the ticket to work funds and future grant funding monies. The fiscal agent will monitor these funds as part of their annual monitoring process. Nye made a motion to approve the policy as presented, seconded by Nicol, the motion carried.

*INVENTORY POLICY

Wood presented the inventory policy as a property management and disposal process policy to provide framework for purchasing, inventory control, auditing, and disposal. Whalen made a motion to approve the policy as presented, seconded by Phillips, the motion carried.

*PROCUREMENT POLICY

Swafford explained the new policy expands the scope of the policy beyond the service provider and details how to conduct each type of procurement and required documents. Used Federal

legislation to guide the development of the policy. Nicol made a motion to approve the policy as presented, seconded by Nye, the motion carried.

LMI REPORTS

Nye talked about some of the information the Youth committee reviewed and discussed the rabbit hole effect, but they are looking to use it to answer questions and lead programing decisions. Nicol presented his thoughts on reviewing executive summary reports of the three industries quarter over quarter to ensure the programs are targeting the right audiences. Nye and Nicol both agreed the industries each committee would be focusing are Advanced Manufacturing, Healthcare, and Transportation.

OTHER BUSINESS

Swafford reminded the committee their October meeting would be in-person with IWD state business division staff and there would be other big items on that agenda. Light snacks will be provided.

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 6:35 p.m.