



Mississippi Valley Workforce Development Board

Executive Committee Meeting Minutes

Tuesday, October 11th, 2022, at 5:30 p.m.

Members Present: Dennis Duke, Mathew Nicol, Lori Bassow, Kirby Phillips, and Cindy Whalen,

Members Absent: Jacob Nye

CEOs Present: Jack Willey and Jim Irwin

Staff Present: Miranda Swafford, Executive Director, and Andrea Taylor, Associate Director

One-Stop Operator: Robert Ryan

Guests: Michelle McNertney (IWD), Kathy Anderson (IWD), and Kathy Leggett (IWD)

CALLED TO ORDER

Duke called the meeting to order at 5:32 p.m.

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

Phillips made a motion to approve Nye's absence, seconded by Nicol, and the motion carried.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

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

IWD PRESENTATION

Leggett and Anderson discussed their roles with the new IWD Business Division. They discussed how they envisioned the relationship between the new division and local areas. They are still figuring out how sector boards/partnerships will be convened with the move from DOE to IWD.

COMMITTEE REPORTS

OPERATIONS COMMITTEE

Tabled until the next meeting

FINANCE COMMITTEE

Tabled until the next meeting

YOUTH COMMITTEE

Tabled until the next meeting

NEW BUSINESS

OSO KPI REPORT

Ryan reviewed the 16 key performance indicators for the last quarter. Bassow made a motion to approve the report as presented, seconded by Nicol, and the motion was carried.

RFP COMMITTEE RECOMMENDATION

Nicol reviewed the proposals received from TAG, OnDemand, and Amplified Digital. The RFP Committee consisted of Matthew Nicol, Carolyn Farley, Angela Rheingans, and Regina Matheson. Scoring sheets were shared with the executive committee. Phillips made a motion to approve the RFP committees recommendation of awarding the contract to Amplified Digital, seconded by Bassow, and the motion carried.

BUSINESS SERVICES PLAN

Taylor presented a PPT covering all aspects of the Business Services Plan that incorporated the Local Plan, MOU, and One Stop Certification requirements, previous requests of the board, and local center staff. The asset mapping and integration tool were also shared. Nicol made a motion to approve the plan as presented and seconded by Phillips, and the motion carried.

ANNUAL REPORT

Swafford shared the draft annual report that still needs the executive summary and a review of grammar and formatting to be posted by November 1st. Nicol made a motion to approve the annual report as presented, seconded by Bassow, the motion carried.

Nicol made a motion to table the remaining agenda items until the next meeting, seconded by Bassow, the motion carried.

TJB POLICY MOD

Tabled until next meeting.

WEP POLICY MOD

Tabled until next meeting.

MONITORING POLICY MOD

Tabled until next meeting.

OTHER BUSINESS

Swafford announced that Mandy Tripp the new executive assistant will be starting October 18th. She also announced that registration will be coming soon for the December 1st annual board training to be held in Muscatine at the Merrill hotel.

PUBLIC COMMENT

There was no public comment.

ADJOURN

Nicol made a motion to adjourn, seconded by Bassow, the motion carried, and Duke adjourned the meeting at 7:00 p.m.