



Mississippi Valley Workforce Development Board

Executive Committee Meeting Minutes

Tuesday, December 6, 2022, at 5:00 p.m.

Members Present: Dennis Duke, Lori Bassow, Jacob Nye, and Cindy Whalen

Members Absent: Mathew Nicol, Kirby Phillips

CEOs Present: Jack Willey

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

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

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

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

COMMITTEE REPORTS

FINANCE COMMITTEE

Bassow advised there are no issues with the invoices, and we are on track for spending. Swafford added that the Rapid Response Funds request has been approved for \$10,000, but a contract has not been received yet from IWD.

NEW BUSINESS

***MODIFICATION TJB POLICY**

Swafford advised the only information changed in this policy modification was to remove the monitoring language and move it to the local monitoring policy. Bassow made a motion to approve the modification to the policy, seconded by Nye, and the motion carried.

***MODIFICATION WEP POLICY**

Swafford advised the only information changed in this policy modification was to remove the monitoring language and put it in the local monitoring policy. Nye made a motion to approve the modification to the policy, seconded by Whalen, and the motion carried.

***MONITORING POLICY MODIFICATION**

Swafford advised the only change to the monitoring policy was adding one statement required by the state that we will provide the monitoring report to the service provider within 30 days. The monitoring policy also had the monitoring process section removed and is it now its own document. Nye made a motion to approve the policy, seconded by Bassow, and the motion carried.

***YOUTH SPACE UPDATE**

Swafford advised a waiver has been approved by IWD to have a separate youth space at the mall. Equus was looking for an alternative and have not been able to find adequate space. After some discussion, it was determined that before any approval will be made Equus will need to submit a proposal with more information including the purpose of the space, detailed outreach strategy, current enrollments, past enrollments, future predicted enrollments, the overall cost of the space, length of lease, how they will monitor the return on investment and the hours of operations for the youth space. Nye made a motion to table the topic until we have more information, seconded by Bassow, and the motion was carried.

***LOGO OPTIONS**

Tripp presented the logo options that were also presented at the core partner meeting and discussed the desire to add our local workforce area to the logos that are required to distinguish our area from others and state-specific events. Tripp advised which of the 3 logos the Core Partners liked and discussion over the logos took place with the option of the MVWA bolded in black being chosen by all members of the committee as the top choice. Nye made a motion to approve the logo option chosen by the committee members, seconded by Whalen and the motion carried.

***LICENSE SCREENING POLICY**

Swafford presented the policy that was developed for screening CDL participants to ensure they will be employable after they complete the training. Swafford advised she spoke with EICC and developed this policy based on the same criteria they use to screen their participants. Nye made a motion to accept the policy, seconded by Whalen and the motion carried.

***IOWAWORKS CULTURAL ANALYSIS**

Taylor advised about some workplace issues that were brought to the board staff's attention regarding some staff issues in the centers. A survey was created and presented to the Core Partners on 11/30/22. Swafford advised meetings have been held with Linda Rouse from IWD as well as Cherisa Price-Wells from Equus regarding some team building and leadership training that may be needed. The survey just went out on Monday, but so far 48 have responded with a top issue being communication between programs. Bassow advised she did not agree with the board doing this since it is not the board's job to do management functions that should be done by IWD or by Equus. Swafford clarified that the purpose of the survey was not for the board to deal with individual staff issues but to rather identify systemwide challenges that could possibly be addressed by the One Stop Operator or through leadership training or professional development opportunities for front line staff. After a lengthy discussion, a motion was made by Bassow to table this topic until we have the results of the survey and more information to decide on how to proceed, seconded by Nye, and the motion to table the topic was carried.

SUBRECIPIENT UPDATE

Swafford provided the latest update on the subrecipient topic. IWD requires the CEOs have a subrecipient selected by 2/28/23 and in place by 7/1/23. The hope is that Muscatine County will agree to be the subrecipient with a backup of Clinton County if Muscatine declines. The latest update from IWD was that the subrecipient can contract out the fiscal agent services to CIJDC if the CEOs choose that option.

BOARD NEWSLETTER/MEETINGS

Swafford discussed the idea of a quarterly newsletter to replace the standing reports in the full board meeting to streamline the meetings. Duke suggested we try it and see how it goes and everyone was in agreement.

STAFF UPDATES

Swafford advised the Lee County Project rewrite is completed and will be submitted on Friday. Taylor advised the Business Service Committee conflict of interests and member forms have been sent out as well as a Doodle Poll to schedule the date/time of the first Business Service Committee meeting in January.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

Jack Willey advised he will be retiring on 12/31/22 and this will be his last meeting as CLEO. Jack said he has enjoyed working on this committee. Jack expressed his interest in joining another committee that has an opening to serve as a committee member.

ADJOURN

Nye made a motion to adjourn, seconded by Whalen, the motion carried, and Duke adjourned the meeting at 6:03 p.m.