



Mississippi Valley Workforce Development Board

Executive Committee Meeting Minutes

Tuesday, March 7, 2023, at 5:00 p.m.

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

Members Absent: none

CEOs Present: Jim Irwin

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

There were no excused absences.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

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

COMMITTEE REPORTS

FINANCE COMMITTEE

Bassow advised there are no issues with invoices. There is a transfer request on the agenda. A motion is also in front of the finance committee to reduce the mileage rate, but it was tabled until they were given further information.

NEW BUSINESS

***TRANSFER ADULT/DW REQUEST**

Swafford advised the finance committee voted to recommend it come to this committee to vote to approve the transfer of \$30,000 in funds from the Adult budget to the Dislocated Worker budget. This is normal for this time of year as more staff salaries have been allocated to the dislocated worker program from the adult program due to the number of trade participants currently being served. Nye made a motion to approve the transfer request, seconded by Phillips, and the motion carried.

***VR SUMMER PROGRAM REQUEST**

Whalen gave an overview of the summer program and felt it was a good opportunity to pair with a local company, Fat Jimmys to provide lunch for participants the cost would be approximately \$270. Swafford advised the TTW food line-item budget has funds already committed to WBL Coffee Talk events, so the funds would need to be moved from the unobligated line item to cover it. Jacob made a motion to approve the VR Summer program request and move the funds seconded by Nicol and the motion was carried.

***YOUTH LOGO/BRAND**

Tripp advised TAG met with Kendra, Matthew, Miranda, and her about a month ago and came back with this design this past week. The TAG Team gave their meaning behind the logo color choices and the word Accelerate. Nye made a motion to approve the Accelerate Iowa logo, seconded by Nicol, and the motion carried.

PERFORMANCE

Swafford discussed the concerns regarding the youth performance levels and that if we do not meet performance goals two years in a row IWD can force realignment. Nye advised the youth committee has approved everything that has been brought to them to try to reach the goals. Concerns from Phillips about the performance in the Dislocated Worker program as well, discussing if steps need to be taken now to meet those standards in the next two quarters or if we will be behind in seeing the performance measures met since they do take time even after initiatives are put in place. The board members requested a meeting be set up with Cherisa from Equus to discuss what can be done to meet the required performance levels.

ADA CONCERNS

DAS advised since the concerns are not on the space leased, they will not be addressing the concerns. Whalen advised perhaps the mall should be notified to see if they can rectify the issues. Swafford advised she can respond to IWD and let them know the concerns will be brought to the mall's attention.

MAY-IN PERSON MEETING

Duke suggested having the meeting in Muscatine or the QCA, it was discussed and determined Muscatine would be closer for everyone. Phillips volunteered MPW or renting the Discovery Center. Nicol advised HNI could host it in the larger space at the HON Headquarters building. It

was decided a doodle poll will be sent out to decide on a time on May 15, 2023, to have the meeting, perhaps earlier to accommodate those who have to travel for the meeting.

DRAFT HOUSE STUDY BILL 126

Swafford advised the document in the packet is a quick overview of the changes that will be coming to IWD if this bill passes. Whalen advised she did not believe Vocational Rehabilitation Services would see any changes in staff or leadership.

BOARD STAFF UPDATE

Swafford advised the staff is doing local monitoring and the board is applying for the Job Quality Academy since we have it in writing there is no contractual agreement if chosen to participate. Taylor gave an overview of the progress of the Retrain & Retain Grant applications/interest forms that are starting to come in at this time we have had 11 interest forms completed.

OTHER BUSINESS

There was no other business.

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 5:56 p.m.