



Mississippi Valley Workforce Development Board

Executive Committee Meeting Minutes

Tuesday, April 4, 2023, at 5:00 p.m.

Members Present: Dennis Duke, Lori Bassow, Jacob Nye, Mathew Nicol, Kirby Phillips, Mandy Parchert, 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

One Stop Operator: Nick Clayton

CALLED TO ORDER

Duke called the meeting to order at 5:01 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 Parchert, and the motion carried.

COMMITTEE REPORTS

FINANCE COMMITTEE

Bassow advised there are no issues with invoices. The only grant struggling was the NDWG, but that has been a consistent struggle.

OPERATIONS COMMITTEE REPORT

Nicol gave an overview of what the committee has covered lately, he advised they have not reviewed any new policies.

YOUTH COMMITTEE REPORT

Nye advised they are concerned with the performance measures and one that may not be met. He is hoping to have better tracking to determine if the stipends and incentives are effective. Transfr presented Augmented Reality (AR) a new app they have released for your phone and thought kids would find it fun to use for career exploration.

BUSINESS COMMITTEE REPORT

Parchert advised the committee is struggling to get feedback from businesses and have had discussions on how to improve that process. The committee voted unanimously to modify the grant policy to remove retail from the ineligible list. Taylor advised they have received 3 completed applications this cycle.

NEW BUSINESS

***MODIFY RETRAIN & RETAIN POLICY**

Parchert advised the committee voted unanimously to remove retail from ineligible employers. Taylor advised retail encompassed banking per the DOL, a small bank has completed the interest form and the training would be used to upskill current employees and fill spots open from retirees. Nicol asked if we had demographic information on retail positions to use data to help determine a pathway out of lower-level retail positions. Nye voiced being anxious about completely striking retail from the list and opening Pandora's box. After discussion, a motion to approve the modification to make retail establishments eligible for the Retrain and Retain Grant was made by Nicol and seconded by Phillips, and the motion was carried.

***LOCAL GRANT RECIPIENT**

Irwin advised the CEOs have decided to select the MVWDB to be the local grant recipient. Muscatine County would remain the employer of record. CIJDC will stay on as the fiscal agent. Motion to approve the MVWDB as the local grant recipient was made by Parchert and seconded by Nye, the motion carried. Nye asked that we find out if we need to increase our bonding insurance.

***HIRING POLICY**

Swafford advised this policy was identified last year during monitoring as being necessary. Swafford advised she pulled from other boards and Muscatine County's policies to create this policy, which outlines the duties of the Executive Director and Board Chairman in regard to hiring staff as well as performance reviews, salary, and discipline. Nye made a motion to approve, seconded by Parchert and the motion carried.

***SUPPORT SERVICES MODIFICATION**

Bassow advised this policy was brought before the Finance Committee and they voted to change the mileage reimbursement to 65% of the federal per diem reimbursement rate. Bassow advised there was a lot of discussion on the topic in her meeting and advised there is no way they will not run out of money. Bassow requested Swafford give more information regarding the policy and the

need for the change. Swafford advised it was requested to look at it because due to the increased rate, we have spent \$70,000 in transportation support this year. Nye suggested that the transportation portion of the policy as a whole needed to be looked at and requested more information on the amount spent on transportation, car repair, and insurance. Nye made a motion to table this topic until further information could be provided on where the money is being spent specifically, seconded by Bassow. The motion to table the topic was carried.

***OSO Q2 KPI REPORT**

Clayton presented his report, going into detail on each KPI. Nye made a motion to approve the entire KPI report, seconded by Phillips and the motion carried.

IWD MONITORING REPORT

Due to time constraints, this topic was tabled until a later meeting.

YOUTH PERFORMANCE

Due to time constraints, this topic was tabled until a later meeting.

ADA CONCERNS

Due to time constraints, this topic was tabled until a later meeting.

SOCIAL MEDIA UPDATE

Due to time constraints, this topic was tabled until a later meeting.

BOARD STAFF UPDATE

Due to time constraints, this topic was tabled until a later meeting.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There was no public comment.

ADJOURN

Nicol made a motion to adjourn, seconded by Nye, the motion carried, and Duke adjourned the meeting at 6:15 p.m.