



# Mississippi Valley Workforce Development Board

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## **Executive Committee Meeting Minutes**

Tuesday, June 6, 2023, at 4:00 p.m.

**Members Present:** Dennis Duke, Lori Bassow, Jacob Nye, Mathew Nicol, Mandy Parchert, and Cindy Whalen

**Members Absent:** Kirby Phillips

**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 4:03 p.m.

### **QUORUM**

The committee had a quorum to conduct business.

### **EXCUSED ABSENCES**

Nye made a motion to excuse Phillips's absence, seconded by Whalen, and the motion was carried.

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF MINUTES**

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

## **NEW BUSINESS**

### **\*NEW STAFFING STRUCTURE**

Duke advised Swafford has proposed a new staffing structure to hire additional staff. Duke discussed the benefits of adding an additional staff member as well as the concern of burning out the current staff with the workload. Swafford gave further information on the task list for the PY23 as well as the sector boards being brought under IWD and being given to the local boards to help facilitate. Parchert added from a sector board chairperson perspective that extra support could be critical to our local area. Nye and Nicol also expressed their support. Irwin stated the

CEOs are also supportive of adding additional staff. Parchert made a motion to approve the new proposed staffing structure, seconded by Nye, and the motion was carried.

#### **\*EMPLOYEE ANNUAL SALARY REVIEWS**

Duke presented annual raise increases for all board staff. Nye made a motion to approve the raises as presented, seconded by Bassow and the motion carried.

#### **\*BOARD MEMBER REVIEW**

Taylor presented information on Board Member Quigley's attendance and the bylaws that govern attendance. Duke and Swafford both advised this was highly unusual for Quigley but had not had any response to attempts to contact him. Irwin contacted Quigley during the meeting, and he advised he is busy with a lot of other things and is fine not being reappointed to the board. Nye made a motion to send a recommendation for removal to the CEOs, seconded by Nicol, and the motion carried.

#### **\*SUPPORT SERVICES MODIFICATION**

Duke advised this topic was tabled at the last meeting; the additional information was reviewed. No one supports the lowering of the mileage rate. Bassow suggested cutting other parts out but leaving the mileage rate. Nye made a motion to keep the mileage rate at the federal rate of reimbursement, seconded by Parchert and the motion carried.

#### **\*ANNUAL INVENTORY REPORT**

Tripp advised she met with both Operations Managers on March 23, 2023, and May 16, 2023, and conducted a physical inventory of all items over \$500 per the policy. Tripp advised we now use Sortly to put a QR code on all properties over \$500 as well as an MVWDB property tag. Tripp advised we are waiting for a memo for 3 ThinkPads that have not been returned. Otherwise, all property that was not on loan was physically verified. Nye made a motion to approve the annual inventory, seconded by Nicol, and the motion carried.

#### **PY23 BUDGET PRIORITIES**

Swafford advised due to time constraints and not having budget allocations from the State yet, she will email the document out and it will be addressed in all committee meetings. The PY23 Budget will be a voting item on the July Executive Committee meeting agenda.

#### **SOCIAL MEDIA UPDATE**

Tripp provided an update on the social media plan and that we are working with the State to get access to HootSuite and our team training locally starting at the end of the month. Tripp stated she is working with the One-Stop Operator to do the training together in person.

#### **ROTARY GRANT UPDATE**

Tripp advised the board was awarded the North Scott Rotary grant on 5/16/23 an email was sent by the Rotary advising they would be awarding \$5000, there was a miscommunication identified by the Rotary on 5/31/23 advising they were able to fund \$2500 of the original grant request of

\$5000. The money will be used to enhance the Accelerate Iowa youth space, provide food when there are youth present testing or doing workshops, clothing options for men for interviews and a hygiene closet that could be used by anyone who needs it that comes into the center.

**YOUTH PERFORMANCE**

Item was tabled due to running over on time.

**COMMITTEE REPORTS**

**FINANCE COMMITTEE**

Swafford advised the invoices look good and that we are finally making a dent in the youth carry-over funds. There was nothing of concern.

**OTHER BUSINESS**

There was no other business.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURN**

Parchert made a motion to adjourn, seconded by Nicol, the motion carried, and Duke adjourned the meeting at 5:03 p.m.