



# Mississippi Valley Workforce Development Board

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## Executive Committee Meeting Minutes

Tuesday, July 11, 2023, at 4:00 p.m.

**Members Present:** Dennis Duke, Ryan Drew, Jacob Nye, Mathew Nicol, Mandy Parchert, and Kirby Phillips

**Members Absent:** Cindy Whalen (Unexcused)

**CEOs Present:** Jim Irwin

**Staff Present:** Miranda Swafford, Executive Director, Andrea Taylor, Strategic Partnership Specialist and Mandy Tripp, Compliance Officer

### **CALLED TO ORDER**

Duke called the meeting to order at 4:03 p.m.

### **QUORUM**

The committee had a quorum to conduct business.

### **CONSENT AGENDA**

The consent agenda included approval of the agenda, approval of previous meeting minutes, and financials. Parchert made a motion to approve the consent agenda, seconded by Nye, motion carried.

## **STANDING COMMITTEE REPORTS**

### **YOUTH COMMITTEE REPORT**

Nye presented the Youth Committee report and advised he is frustrated by the lack of participation in the meetings, but it is something to work on, nothing new to report.

### **OPERATIONS COMMITTEE REPORT**

Nicol gave an overview of the Operations Committee report advising he was happy to see how far we are getting with social media and the state. Nicol advised the PY23 Goals were discussed and approved at the meeting with the sector strategies discussed.

### **BUSINESS COMMITTEE REPORT**

Parchert advised they approve of the changes to the language of the Retrain and Retain policy that will be viewed later. The grant applications continue to come in and we are seeing more interest.

### **FINANCE COMMITTEE**

Drew advised the CEOs approved the Fiscal Agent budget and the invoices were presented that were approved at the last Finance Committee meeting.

## **NEW BUSINESS**

### **\*Q3 OSO KPI REPORT**

Clayton presented each one of his KPIs and discussed the activities he felt met the criteria. Nye made a motion to approve all KPIs as met, seconded by Phillips, and the motion carried.

### **\*PY23 BUDGETS**

Swafford presented the admin budget advising the major changes are to salaries, equipment, and travel due to adding an additional staff member. Swafford presented the adult/dislocated worker and youth budgets with approximate carry-over as well. Equus will be contracted 80.75% for youth funding, 81.82% for Adult funding, and 77.14% for Dislocated Worker funding. The remaining percentages will be set aside for board activities. There were no questions. Nicol made a motion to approve the budgets, seconded by Nye, and the motion was carried.

### **\*PY23 GOALS**

Tripp presented the goals that had been presented to both the Operations and Youth Committees for approval. The goals for the Adult/DW Program are WBL 40, OST 100, Enrollments 125, Sector Strategy Events 1 per quarter, and customer satisfaction at 90%. The Youth Goals are Work Experience Expenditure Requirement 20%, WBL placements 27, OST 12, Enrollments 60, 1 Sector Strategy Outreach Event Quarterly, and customer satisfaction at 90%. Nicol made a motion to accept the goals as written, seconded by Drew, and the motion was carried.

### **\*REVISED PROCUREMENT POLICY**

Swafford advised the change to this policy is to update the micro threshold to \$10,000 to match the federal standard. Nye made a motion to accept the policy revision, seconded by Parchert, and the motion carried.

### **\*REVISED SUPPORT SERVICES POLICY**

Swafford advised there is required language that was identified in monitoring that needed to be added to the policy to direct staff on how to document support services correctly. Parchert made a motion to accept the policy revision, seconded by Nye, and the motion carried.

### **\*REVISED RETAIN & RETRAIN POLICY**

Parchert presented the changes to the policy to include using the application as the contract, the use of the interest form, and the removal of application deadlines. Swafford added that there is an exception clause added that allowed the Executive Director and Business Committee Chairman to make exceptions for applications. Phillips made a motion to approve the policy, seconded by Drew and the motion carried.

### **\*CONTRACT MANAGEMENT AND AUTHORIZATION POLICY**

Swafford advised it is a required policy now that the board is the Local Grant Recipient. The policy outlines processes for contracts as well as who needs to approve, sign, and be informed. Phillips made a motion to approve the policy, seconded by Nye and the motion carried.

**\*SUBAWARD CLOSEOUT POLICY**

Swafford advised this is a policy that is required and has minimal flexibility due to it being determined by IWD. All subawards must be closed out within 45 days of expiration and the fiscal agent and contractor are responsible for completion. Nye made a motion to approve the policy as written, seconded by Drew and the motion carried.

**OTHER BUSINESS**

Nye gave a quick overview of the first session of the Job Quality Academy. Swafford advised they do not have any solid plans yet and the team is meeting every other Friday. The team is focusing on the advanced manufacturing sector.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURN**

Nye made a motion to adjourn, seconded by Parchert, the motion carried, and Duke adjourned the meeting at 4:42 p.m.