



# Mississippi Valley Workforce Development Board

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## Executive Committee Meeting Minutes

Tuesday, September 5, 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 (Excused)

**CEOs Present:** None

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

### **CALLED TO ORDER**

Duke called the meeting to order at 4:01 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 approval of Cindy Whalen's excused absence. Nye made a motion to approve the consent agenda, seconded by Phillips, and the motion carried.

## **STANDING COMMITTEE REPORTS**

### **FINANCE COMMITTEE**

Drew advised the National Dislocated Worker Grant has ended as of June 30, 2023 and provided an overview of the July invoices that were approved at the last meeting.

## **NEW BUSINESS**

### **\*COMMITTEE MEMBER RESIGNATION**

Tripp advised that Tim Gobble received a letter regarding his unexcused absences from Operations Committee meetings. He suggested a replacement committee member, Emily Benjamin, also from the Lee County Economic Development Group. Benjamin has also been suggested as a potential replacement for a Business Committee member. Tripp discussed potential alternatives to engage for the Operations Committee. Drew made a motion to accept the resignation, seconded by Nicol, and the motion carried.

### **\*GIFT ACCEPTANCE POLICY**

Tripp reviewed the policy, which offers guidance and establishes the process for accepting contributions, grants, or gifts consistent with the organization’s purpose and mission. Parchert made a motion to approve the policy, seconded by Nye, and the motion carried.

**\*PROGRAM INCOME POLICY**

Swafford presented the policy and discussed that any income earned by programs is to be reinvested back into that program. Swafford discussed that this is a required policy, even though there is not currently a fee for services. Phillips made a motion to approve the policy, seconded by Nicol, and the motion carried.

**\*BOARD MEMBER AND COMMITTEE MEMBER POLICY COMBINATION**

Tripp discussed combining the Board Member and Committee Member Qualifications policy and a Committee Descriptions and Appointment Policy in order to streamline processes and eliminate redundancies. Nye made a motion to approve combining the policies, seconded by Parchert, and the motion carried.

**HIRED AND NON-HIRED AUTO COVERAGE**

Swafford advised that the board is currently covered by director and officers’ insurance and general liability. Iowa Workforce Development has advised that insurance decisions are at the discretion of the board and local policies as long as they comply with federal guidelines. Swafford presented information received regarding hired and non-owned auto coverage. Duke inquired whether board staff travel would be considered commuting or not. Phillips inquired whether Muscatine County has coverage options as the employer of record for the board staff. Swafford will follow up with Muscatine County and seek a legal opinion if necessary and will bring additional information to a future meeting.

**NONPROFIT REQUIREMENTS**

Swafford reviewed the requirements to remain a tax exempt 501(c)3 organization. The fiscal agent committed to filing the necessary paperwork but did not do so by the deadline nor did they respond to email communications, causing the board’s 501(c)3 status to be automatically revoked. Swafford filed the necessary forms, and the board has been reinstated as a 501(c)3 nonprofit organization. There was a discussion about how to address the lack of communication from the fiscal agent regarding this topic. Swafford, Duke, and Irwin will meet to determine how best to move forward.

**BOARD STAFF REPORT**

Swafford reviewed the press release received August 29, 2023 from the office of the governor regarding the Boards and Commissions Review Committee and the line item recommending consolidation of local workforce development boards. Swafford has submitted a public comment for the committee.

Tripp provided an update about the upcoming You Choose youth career exploration event on October 4, 2023 from 2:30 p.m. – 6:30 p.m. Outreach efforts have begun to secure employers for the event as well as engage out-of-school youth populations.

**OTHER BUSINESS**

There was no other business.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURN**

Nye made a motion to adjourn, seconded by Parchert, the motion carried. Duke adjourned the meeting at 4:31 p.m.