



Mississippi Valley Workforce Development Board

Executive Committee Meeting Minutes

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

Members Present: Dennis Duke, Ryan Drew, Jacob Nye, Cindy Whalen, and Kirby Phillips

Members Absent: Mandy Parchert (excused), Matthew Nicol (excused)

CEOs Present: Jim Irwin

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

Guest: None

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 Nicol and Parchert's excused absences. Nye made a motion to approve the consent agenda, seconded by Whalen, and the motion carried.

NEW BUSINESS

***MOU ATTACHMENT H: DISPUTE RESOLUTION PROCESS**

Tripp reviewed the draft attachment, which outlines the local and state dispute resolution processes. This draft attachment has been presented to the MOU partners for feedback, and none has been received. Nye made a motion to approve MOU Attachment H: Dispute Resolution Process, seconded by Phillips, and the motion carried.

***MOU ATTACHMENT I: AMENDMENT AND MODIFICATION PROCESS**

Tripp presented the draft attachment, highlighting the differentiation between amendments, modifications, and renewals. Phillips made a motion to approve MOU Attachment I: Amendment and Modification Process, seconded by Nye, and motion carried.

***MOU ATTACHMENT J: TERMINATION PROCESS**

Tripp summarized the draft attachment, discussed the circumstances which might lead to termination, and highlighted the process for forming a successor MOU. Nye made a motion to approve MOU Attachment J: Termination Process, seconded by Phillips, and the motion carried.

MEAL PER DIEM

Swafford reviewed the Meals section from the board's current travel policy, which outlines the allowable conditions for meal costs. Allowable meal costs are currently based on the federal General Services Administration's per diem rates, however the policy does allow for the reasonableness of the cost compared to the GSA's per diem. There was a discussion about the subjectivity of the term "reasonable." There was also a discussion about the use of a daily rate instead, but most conferences and trainings provide meals to attendees. Whalen advised of IWD's policy for state employees. Phillips discussed a policy which allows for per diem, but does not include it if the meals are provided. Swafford encouraged committee members to send any suggestions for policy modifications to be reviewed at a future meeting.

Q1 PERFORMANCE

Tripp presented the Q1 performance for the Adult, Dislocated Worker, and Youth programs. The Adult program has met their goals and the Dislocated Worker program fell short of their goals for Employment and Credential Attainment. Tripp discussed that the Youth Credential Attainment rate of 63.6% is incorrect and steps have been taken to correct it. The actual rate is 39.3%, which falls short of the goal. Tripp advised that rate will likely increase in Q2 as the semester ends and people finish their training programs.

PY24/25 PERFORMANCE LEVELS

Swafford discussed that each local area must submit an expected level of performance for their Adult, Dislocated Worker, and Youth programs in their Local Plans. Swafford advised these are not final, rather they are proposals to start the negotiation process with the state. There was consensus among the committee to maintain the PY23 goals as a starting point for PY24 and PY25.

HIRED & NON-OWNED AUTO COVERAGE

Duke presented a quote for hired and non-owned auto coverage, which would cover the board staff during business travel. This is not a state or federal requirement, but has been recommended. There was a discussion about whether this coverage would replace or supplement the board staff's personal auto policies. Tripp noted that the quote is for a total of 10 drivers, and inquired whether the premium would be decreased since there would only 3 board staff needing coverage. Lanz advised she can reach out to the insurance company for clarification on both issues.

OTHER BUSINESS

Swafford advised that FY24 funds have been received and that a special meeting may be necessary to approve the budgets once they are completed. Swafford also advised that RFP Committees are being assembled for the procurement of Adult/Dislocated Worker, Youth, and One Stop Operator contracts and will be launched this month. Taylor reminded committee members that the Job Quality Academy employer and job seeker surveys are live and encouraged them to share with their networks. Lanz advised the Spanish jobseeker survey has been posted to the board website.

PUBLIC COMMENT

There was no public comment.

***ADJOURN**

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