



Mississippi Valley Workforce Development Board

Executive Committee Meeting Minutes

Thursday, December 14, 2023, at 2:00 p.m.

Members Present: Dennis Duke, Jacob Nye, Cindy Whalen, Mandy Parchert, Matthew Nicol, and Kirby Phillips

Members Absent: Ryan Drew (unexcused)

CEOs Present: Jim Irwin

Staff Present: Miranda Swafford, Executive Director and Tyler Lanz, Communications Assistant

Guest: Cherisa Price-Wells, Equus Regional Director, Shannon Weaver, Operations Supervisor

CALLED TO ORDER

Duke called the meeting to order at 2:04 p.m.

QUORUM

The committee had a quorum to conduct business.

***CONSENT AGENDA**

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

NEW BUSINESS

***ADULT/DISLOCATED WORKER PROGRAM BUDGETS**

Weaver presented the modified Adult and Dislocated Worker program budgets to include the FY24 funds. Weaver discussed that the Business Service Consultant in Davenport is hoping to retire, but has agreed to help train a successor, so a part-time position has been created using the cost savings from positions that have remained vacant. Whalen inquired whether the budget includes funds to develop a youth space in Burlington, and Weaver advised that was not included in the Youth program budget this year. There was a discussion about merit increases for staff, and Weaver advised those were included in the original budgets approved in August. Nicol made a motion to approve the Adult and Dislocated Worker program budgets, seconded by Parchert, and motion carried.

OTHER BUSINESS

Swafford advised the committee that Andrea Taylor is no longer employed with the board staff as of 12/8/2023.

Weaver advised the Federal mileage rate will be increasing to \$0.67 per mile in 2024.

PUBLIC COMMENT

There was no public comment.

***ADJOURN**

Nye made a motion to adjourn, seconded by Nicol, and the motion carried. Duke adjourned the meeting at 2:17 p.m.