



## Mississippi Valley Workforce Development Board

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### Executive Committee Meeting Minutes

Tuesday, March 5, 2024, at 4:00 p.m.

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

**Members Absent:**

**CEOs Present:** None

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

**Guest:** Shannon Weaver, Project Director, Cheryl Tipsword, EQUUS

#### **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 and approval of previous meeting minutes. Whalen made a motion to approve the consent agenda, seconded by Parchert, and the motion carried.

### **STANDING REPORTS**

#### **\*JANUARY PROGRAM INVOICES**

Weaver presented the January Program Invoices and commented that since there was not a quorum at the Finance committee meeting, the invoices would need to be approved. Weaver noted that on the Title I invoices it was discovered that a Work Experience Participant who was an adult but their hours were being credited to the In School youth account. Weaver further noted that the wages were backed out of In School Youth and added into the Adult account which is why there is a negative balance on the Youth combined invoice and the In school Youth invoice. Weaver stated that Work Based Learning is at 16% for the month, but still at 26% for the year. Drew motioned to approve the invoices, and Nye seconded, and the motion carried.

#### **\*JANUARY ONE STOP OPERATOR INVOICE**

Tipsword discussed the One Stop Operator invoice and commented that there were no notable changes. Tipsword mentioned that Clayton worked the entire month of January and is included in

the invoice, but his PTO did not get paid out in February and will show in March. Parchert motioned to approve the OSO Invoice and Nye seconded, the motion carried.

**\*FISCAL AGENT INVOICE**

Swafford discussed the Fiscal Agent invoice and noted it was \$4207 which is in alignment with previous months. Nye motioned to approve the Fiscal Agent invoice and Drew seconded, motion carried.

**NEW BUSINESS**

**\*MOU and IFA**

Swafford discussed that the MOU and IFA document has been in front of the different committees in various forms as well as being circulated to all the partners. Swafford noted that she had asked for feedback by March 1<sup>st</sup> and has not received any comments to date. In reviewing the time frame for implementation, Swafford noted the urgency of having the process commence rather than waiting till after the May Full Board meeting in May. Swafford further noted that the MOU must be effective by July 1. Nye made a motion to approve, and Parchert seconded, motion carried.

**\*MODIFIED DELIVERABLES**

Swafford discussed the Deliverables modification and advised the renegotiation is due to the delay in funding and disruption in services for the second quarter and to account for the disruption in services. The new proposed deliverables are the 30 Work Based Learning, 75 Occupational Skills Training and the 63 Enrollments. Drew made a motion to approve the modification and Nye seconded, motion carried.

**\*MODIFIED TRAVEL POLICY**

Swafford presented the modifications to the travel policy and noted that the changes removed the reimbursement for meals and added the per diem language which follows the Federal per diem standards. Nye made a motion to approve the modification to the travel policy and Drew seconded, the motion carried.

**\*ADA ASSESSMENT REPORTS**

Tripp reviewed the ADA assessments report for the Iowa *WORKS* centers executed on February 7, 2024 conducted by Tripp and Whalen in Burlington as well as the findings in Davenport on January 25, 2024 conducted by Tripp and Chad. The significant accessibility barriers found include the signage missing for Van Accessibility as well as Handicap signage on handicap painted parking spaces. Tripp also noted that the handicap signage that were displayed were too low. Additionally, Tripp noted that towel dispensers as well as the coat hooks were too high. Tripp also noted the door in Burlington needs to be reduced to 5lbs of pressure to open as well as the need to move a display blocking the fire alarm access. Duke inquired as to who is responsible for making the physical adjustments to which Tripp responded the assessments are sent to IWD as the lease holder. Nye requested that a running tally be taken as the assessments are made and adjustments handled and a quarterly update. Swafford confirmed she would make it a quarterly

agenda item. Nye motioned to approve the ADA Assessment report and Drew seconded, motion carried.

**\*MOD RAPID RESPONSE POLICY**

Lanz discussed the modifications to the Rapid Response policy and noted the policy was modified to be in alignment with State and Federal guidance. The modifications include layoff aversion strategies pulled from federal regulations. Parchert made a motion to approve the modifications and Phillips seconded, motion carried.

**\*MOD SOCIAL MEDIA POLICY**

Tripp presented the modifications to the social media Policy and advised it was presented to the Operations committee. Tripp noted that the modifications include adding IowaWorks and the word partners to the policy as well as noting the last paragraph outlines that Hootsuite is now used to manage our Social Media accounts. Nye made a motion to approve the modifications and Parchert seconded, motion carried.

**\*MOD INDIVIDUAL TRAINING ACCOUNT POLICY**

Swafford presented the modifications to the Individual Training account policy noting that had been presented to the Operations committee. Swafford mentioned the only adjustment made was increasing the Individual Training Account from \$5500 to \$6000 to align with the tuition rate at the community colleges. Phillips made a motion to approve the policy changes and Whalen seconded, motion carried.

**\*FINANCING**

Swafford gave an overview of how the drawdown process works with Iowa Workforce Development. Swafford further expressed the challenges being had in receiving timely payments from Iowa Workforce Development. Swafford further noted the burden that has been placed on Muscatine County who at one point had to wait over 2 months for reimbursement. Swafford noted comments from Muscatine County who mentioned having to reevaluate their role as being employer of record should the delays continue. Swafford mentioned she has reached out to our State contact and has yet to receive a response. Swafford noted that the CEO's thought it would be a good idea for the Board to look into a line of credit and asked for the Board's recommendation. Swafford commented that she is also looking into diversifying grants that do not have restrictions to use as a reserve. Nye made a motion to table the discussion, Phillips seconded, motion carried.

**METRICS LEARNING DISCUSSION**

Swafford opened the communication for discussion on the Metrics Learning presentation shown at the Full Board meeting. Nye commented that the platform would be great if it were opened up to everyone and Swafford noted that she has seen Workforce boards utilize the unlimited plan and offers the service to everyone and it becomes a community outreach tool. Parchert commented that she liked the direction the Metrics learning platform went. Nye inquired on a demo for a select few to experiment with the courses and Duke agreed that a trial policy would be good idea.

Swafford commented she would inquire on a demo and further suggested to take a targeted approach by offering the tests to candidates best suited for the category.

**OTHER BUSINESS**

Swafford updated on Workforce GPS noting that it is the National technical assistance platform for the department of labor programs. Swafford advised that the Workforce GPS will hold a Job Quality academy webinar next week for which Swafford and Lanz will be presenting on their experiences with the academy.

**PUBLIC COMMENT**

There was no public comment.

**\*ADJOURN**

Nye made a motion to adjourn, seconded by Phillips, and the motion carried. Duke adjourned the meeting.