



Mississippi Valley Workforce Development Board

Executive Committee Agenda

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89552429623?pwd=MC9UZkI1ZHdPdTVwRUQyS1RZbTF1dz09>

Meeting ID: 895 5242 9623 Passcode: 892172

One tap mobile: 16469313860,,89552429623#

Call to Order	Dennis Duke
Roll Call	Tyler Lanz
*Consent Agenda	Dennis Duke
Excused Absences	
Approval of Agenda	
Approval of Previous Minutes	

Standing Committee Reports

Finance Committee Report (Page 5)	Ryan Drew
-----------------------------------	-----------

New Business

*Committee Member Resignation (Page 7)	Mandy Tripp
*Gift Acceptance Policy (Page 10)	Mandy Tripp
*Program Income Policy (Page 13)	Miranda Swafford
*Board Member and Committee Member Policy Combination (Page 18)	Mandy Tripp
Hired and Non-Owned Auto Coverage (Page 28)	Miranda Swafford
Nonprofit Requirements	Miranda Swafford
Board Staff Updates	Board Staff
Other Business	
Public Comment	
Adjourn	Dennis Duke

*Items Requiring a Vote ** Items Requiring a Roll Call Vote

Accommodations

Accommodation is available upon request for individuals with disabilities. If you need accommodation, please contact Mandy Tripp at mandy@mississippivalleyworkforce.org or at 1-844-967-5365 option 3.



Mississippi Valley Workforce Development Board

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.

Finance Committee Report

Finance Committee Report

Prepared for September 5, 2023

Financial Updates

National Dislocated Worker Grant (NDWG) ended June 30, 2023.

Invoices Approved:

- Adult \$51,393.76
- DW \$41,334.98
- Youth \$93,940.05
- OSO \$7,555.63
- Fiscal Agent \$4,885.00 for 44.0 hours.

*Committee Member Resignation

Documents Included: Letter, Recommendation for replacement representative

Action Requested: Accept the resignation and approve the replacement committee member



Mississippi Valley Workforce Development Board

June 14, 2023

Dear Tim Gobble,

This letter, on behalf of the CEOs of the Mississippi Valley Workforce Development Board (MVWDB), serves as your notification that you have reached three (3) unexcused absences (Operations Committee- 9/14/22, 3/8/23 and 6/14/23). We hope you will be able to attend the next scheduled Operations Committee meeting, July 12th at 4pm. However, if there should be any additional unexcused absences the Executive Committee will review your participation in order to recommend termination or retention to the CEO's.


Per the MVWDB Bylaws Article XIII Removal

The CLEO will remove MVWDB members in the event any of the following occurs

- A. A member of the board or committee has 4 or more unexcused absences in a one-year period.
 - a. If a member is unable to attend a board or committee meeting, they must notify the board executive director or board chair prior to the meeting in writing via email to receive an excused absence.
 - b. Each meeting will have an agenda item to approve absences and is at the discretion of the board or committee to approve.
 - c. When the member has 3 unexcused absences, they will be notified by the board executive director in writing via email.
 - d. When a member reaches four (4) unexcused absences the executive committee shall review the circumstances and recommend termination or retention of a member to the CEOs.

We understand that our circumstances can change, and other commitments can take priority. We appreciate your willingness to assist the board in fulfilling its mission and hope that you can continue to participate moving forward. Please reach out to Andrea Taylor at associate@mississippivalleyworkforce.org should you have any questions regarding this notice.

Sincerely,

DocuSigned by:

5306A56024AF409...

Miranda Swafford

Executive Director

Mississippi Valley Workforce Development Board

Tim Gobble emailed after missing the last Operations meeting advising he knew he would likely be removed and suggested Emily Benjamin replace him from Lee County Economic Development, so Lee County would still have representation on the Operations Committee.

Emily has completed all the forms and has been approved by Matthew Nicol and Dennis Duke to move forward as an Operations Committee Member.

*Gift Acceptance Policy

Reason: Provide guidance for the board to determine if a proposed gift is acceptable.

Documents Included: Draft policy

Action Requested: Approve the policy



Mississippi Valley Workforce Development Board

Gift Acceptance Policy

Approved Date:

Effective Date:

PURPOSE

This document aims to set forth the guidelines for the Mississippi Valley Workforce Development Board (MVWDB) to determine that a proposed gift is acceptable and inform donors and their advisors of the types of gifts MVWDB accepts. While these guidelines establish best practices, they are designed to provide flexibility.

CRITERIA

Acceptance of any contribution, gift, or grant is at the discretion of MVWDB. MVWDB will not accept any gift unless it can be used or expended consistently with the purpose and mission of the organization.

MVWDB will refrain from providing advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their professional advisors to assist them in making their decisions.

MVWDB will accept donations of cash or publicly traded securities. Gifts of in-kind services will be accepted at the discretion of MVWDB.

Certain other gifts, real property, personal property, in-kind gifts, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to the special obligations raised or liabilities they may pose for MVWDB.

MVWDB will provide acknowledgments to donors meeting IRS substantiation requirements for property received by the charity as a gift. However, except for gifts of cash and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by MVWDB.

MVWDB will respect the intent of the donor relating to gifts for restricted purposes and those relating to the desire to remain anonymous. Regarding anonymous gifts, MVWDB will restrict information about the donor to only those staff members who need to know.

MVWDB will not compensate, whether through commissions, finders' fees, or other means, any third party for directing a gift or a donor to MVWDB.

ACCEPTANCE PROCESS

After notification of a grant award, the MVWDB will:

- Compose a Thank You letter to the donor using the donor letter template. The letter in the footer will specify that “No goods or services were provided in exchange for this donation. Mississippi Valley Workforce Development Board is an exempt organization as described in Section 501 (c) (3) of the Internal Revenue Code.”
- Mail the letter within 10 days of the grant award.
- Make a copy of the check for records and mail it to the fiscal agent.
- An email will be sent to the fiscal agent making them aware the check has been mailed.
- A separate funding stream will be tracked via the fiscal agent under NON-WIOA funds.
- All receipts will be submitted for any purchases made under the specific funding stream and documented on the grant spreadsheet for tracking and reporting purposes.

Equal Opportunity Programs/Employer

Auxiliary aids and services are available upon request for individuals with disabilities.

*Program Income Policy

Reason: Provide guidance for use of program income

Documents Included: Draft policy

Action Requested: Approve the policy



Mississippi Valley Workforce Development Board

Program Income Policy

Approved Date
Effective Date

PURPOSE

To provide guidance and set forth standards for the use of program income on programs funded under Title I of the Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND

The Office of Management and Budget (OMB) together with Federal awarding agencies has issued a joint final rule. This final guidance is located in Title 2 of the Code of Federal Regulations (CFR). This guidance provides a government-wide framework for grants management which will be complemented by additional efforts to strengthen program outcomes through innovative and effective use of grant-making models, performance metrics, and evaluation.

POLICY

It is the policy of the Mississippi Valley Workforce Development Board (MVWDB) that program income earned that is attributable to any WIOA Title I awarded funds shall be used in accordance with applicable Federal, State, and local regulations. Program income must only be expended on allowable sub-award activities and must be in compliance with the provisions established by the applicable uniform administrative requirements, cost principles, and general fiscal administrative requirements as appropriate.

MVWDB must ensure that sub-recipients are aware that all program income must be accounted for and reported in compliance with Federal statutes, State and local laws, and regulations. Sub-recipients must establish and maintain an effective internal system of control that provides reasonable assurance that the sub-recipient is managing awarded WIOA Title I funds in compliance with Federal, State, and local laws and regulations and the terms and conditions of the sub-award.

GENERAL PROVISIONS

Program income means gross income earned by the recipient or sub-recipient directly generated by a WIOA Title I grant-supported activity, or earned only as a result of the grant award during the period of performance.

Sub-recipients are allowed to retain program income only if it is added to the funds committed to the particular MVWDB award/grant and if such income is used toward the award/grant purposes. Any income received by a sub-recipient, in excess of costs, should be used to defray the Federal share of the program cost.

If an organization earns or receives revenue in excess of its costs under a WIOA Title I program/project (adult, dislocated workers, youth), that revenue is to be treated as program income. This provision does not apply to commercial for-profit entities. The sub-award period is defined as the time between the effective date of the sub-award and the ending date of the sub-award reflected in the financial report.

METHODS OF TREATMENT

The addition method, described at 2 CFR 200.307, must be used for all program income earned under title I of WIOA grants. When the cost of generating program income has been charged to the program, the gross amount earned must be added to the program in which it was earned. However, the cost of generating program income must be subtracted from the amount earned to establish the net amount of program income available for use under the grants when these costs have not been charged to the program.

PROGRAM INCOME INCLUSIONS (the below list is not all-inclusive):

Fee for Services - Income from fees charged for services (shall not be from participant's services); On a fee-for-service basis, employers may use local area services, facilities, or equipment funded under title I of WIOA to provide employment and training activities to incumbent workers:

- When the services, facilities, or equipment are not being used by eligible participants.
- If their use does not affect the ability of eligible participants to use the services, facilities, or equipment; and
- If the income generated from such fees is used to carry out programs authorized under this title.

Use or Rental Fees: - Income from the use or rental of personal property acquired with grant funds or borrowed.

Sale of Products - Income from the sale of goods constructed under a grant agreement.

Interest income - Income earned from the interest paid on grant funds is treated differently for WIOA Title I programs than for most other Federal grant programs and ETA-funded required partner programs such as Wagner-Peyser. Both the Act and the regulations specify that interest earnings are to be treated as program income and are subject to the rules applying to program income referenced in 2 CFR Part 200. These rules apply to all programs funded under Title I of WIOA, including adult, dislocated worker, and youth. If an organization receives funds under both Title I programs and non-Title I programs, the recipient/sub-recipient is responsible for identifying the proportionate share of any interest earnings attributable to each type of program.

Sub-recipients shall maintain any income earned in an interest-bearing account unless the following applies:

- Sub-recipient receives less than \$120,000 in Federal awards per year; or
- The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$250 per year on Federal cash balances. The depository would require an average or minimum balance so high that would not be feasible with the expected cash resources.

Program Income Exclusions (the below list is not all-inclusive):

- Applicable Credits - Reductions to grant costs as a result of refunds, rebates, credits, discounts, or the interest earned on them.
- Sale of property - Proceeds from the sale of real or personal property.
- Royalties - Income from royalties and license fees for copyrighted material, patents, and inventions developed by a sub-recipient. This income is considered program income only if specifically identified as such in the grant agreement or Federal agency regulations.
- Income earned after the grant period has ended - The recipient/sub-recipient is not accountable for income earned after the end of the grant award period.

Donations and Fundraising - Donations and contributions are voluntarily given to the recipient/sub-recipients. As they are not generated by the use of grant funds, such revenues do not constitute program income. Although costs of organized fundraising are unallowable, in the event that award funds were used to support in any way a fundraising activity, all funds raised as a result of the activity would be considered as program income.

Profits of commercial organizations - Profits earned by commercial organizations are not considered program income.

Matching funds - Funds provided to satisfy the matching requirements of the grants are not considered program income. Conversely, program income generated through grants may not be used to satisfy any match requirements.

USE OF PROGRAM INCOME

Only when authorized by MVWDB and the terms and conditions of the sub-award, costs incident to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the award.

The requirements for using program income are the same as those applied to the grant funds with the exception of the administrative cost limitation. These requirements include:

- Allowable cost guidelines.
- Cost classification guidelines.
- Inclusion of program income earnings and expenditure in the audit.
- Rules on procurement and selection of sub-recipients.
- Established record-keeping requirements; and
- Sanctions for misuse.

Allowable expenditures for program income are the same as those for the grant award. In instances where a grant award contains a cost limitation, the limitation does not apply to the expenditure of program income.

All program income, both earned and expended, must be reported on a quarterly basis on the quarterly financial status report.

Sub-recipients shall maintain records sufficient to determine the amount of such income earned and the purposes for which such income was expended. Program income shall be traceable through the sub-recipient's fiscal system.

Program income expenditures will be tracked on a first-in-first-out basis.

Therefore, the first dollar of net program income earned is to be counted against the first dollar of program expenditure incurred by the sub-recipient.

In the event earned program income cannot be used by the sub-recipient for the purposes of the grant award, the funds must be returned to the MVWDB.

Program income earned by sub-recipients shall not be used to pay for disallowed costs.

MVWDB may negotiate agreements with sub-recipients regarding appropriate uses of income earned after the period of performance as part of the grant closeout process.

ONE-STOP PROGRAM INCOME

Program income earned at the One-Stop center as a result of shared activities or shared costs is attributable to all partners participating in the cost or activity. If program income is earned at the One-Stop as a result of shared costs or activities, then that income must be distributed to all partner organizations that participated in the activity or cost. The program income should be allocated in the same proportion as the shared costs. Program income must be expended on allowable grant activities and is subject to the requirements related to earnings and expenditures. The earning, allocation and use of program income should be addressed in the Resource Sharing Agreement (RSA). Partners may agree to use program income to reduce their share of costs or resources needed to fund the costs if that is allowable under the partners' authorizing statutes and regulations.

REFERENCE

WIOA Sec. 184 (a)(3), Sec. 184 (a)(s), Sec. 194 (7)(A) - (B), Sec. 194

CFR Part 200.80, Part 200.307, Part 200.327; 2 CFR Part 2900 - DOL exceptions

CFR Part 683.200

*Board Member and Committee Member Qualifications Policy Combination

Reason: Combine the Board Member and Committee Member Qualifications policy and the Committee Description and Appointments policy to streamline process.

Documents Included: Current policies Action

Requested: Approve combining the policy



Mississippi Valley Workforce Development Board

Board Member and Committee Member Qualifications

Approved Date: 11/9/2020

Effective Date: 11/9/2020

Amended Date: 8/15/2022

Counties: Jackson, Scott, Clinton, Muscatine, Louisa, Henry, Des Moines and Lee

A. Purpose

1. The purpose of the Mississippi Valley Workforce Development Board (MVWDB) is to serve as the Local Area's expert and leader in workforce development by identifying workforce issues and concerns, and by bringing together the necessary assets to facilitate solutions for Local Area prosperity. MVWDB members are customers of the system, visionaries, advisors, and change agents, as well as custodians of the local workforce development system. They act as a voting member of the MVWDB with full authority and responsibility to develop policies for the operation of the Board; to monitor its financial and programmatic performance; and to connect the Local Area with the resources needed to meet the needs of the businesses and job seekers that the MVWDB serves.

B. Qualifications

1. Demonstrated interest in the economic vitality of the community and related goals of the MVWDB.
2. Desire to make a positive contribution to the Local Area's economy by helping to shape a workforce development system that meets the needs of employers and individuals.
3. Commitment to devote time and expertise to working with other board members, stakeholders, staff, businesses, public officials, and public and private sector partner organizations to improve the quality of the regional workforce pipeline.
4. Experience or knowledge in at least one of the following elements: resource development, evaluation, training and education, program development, policy administration, business operations, finance, human resource administration, talent acquisition, or public relations.
5. Ability to represent the challenges and opportunities of your industry and the Local Area.
6. Possess optimum policymaking or hiring authority for your organization.
7. Committee members may live or work in Iowa or within 20 miles of the Local Area.
8. Board members must live and work in Iowa. Exemptions must be approved by the CEOs.

C. Expectations

1. Regularly attend and actively participate in board and committee meetings.
2. Notify the appropriate chair/MVWDB staff when you are unable to attend meetings.
3. Participate in committees to which you are appointed (see list below).

4. Prepare for board and/or committee meetings by staying informed about board matters; reviewing materials sent in advance of the meetings; and maintaining awareness of Local Area workforce development, education, and economic development challenges and opportunities.
5. Analyze labor market information to identify employment trends, skill gaps, and education and training needs, and use to prioritize Local Area resources and service delivery.
6. Comply with the Board's policies and by-laws, including attendance requirements.
7. Take advantage of opportunities to become more educated about the board and/or committee's duties and the Local Area's IowaWORKS centers and services.
8. Foster a positive and fruitful relationship with all other Board and/or committee Members.
9. Act as an ambassador of the Board and/or committee with community organizations and businesses.
10. Act and vote on behalf of the long-term interests of the Board and/or committee and the community.
11. Avoid conflicts of interest. If a conflict of interest on a particular issue is unavoidable, disclose the conflict and follow Board and/or committee policies for abstaining from discussion and/or vote on that issue.
12. Understand and observe the respective roles of the MVWDB, board and/or committee staff, the One-Stop Operator, service providers, and the Chief Elected Officials.

D. Values and Professional Conduct

1. Our Board and Committee Members have a huge impact on what we do in our workforce area as well as how we do it. It is very important that those involved with the MVWDB understand the importance of adhering to MVWDB values and professional conduct during their time working with and for the MVWDB. We accomplish this by:
 - a. Engaging in meaningful discussion with all MVWDB stakeholders.
 - b. Fostering continuous improvement through collaboration and evaluation of relevant data and information.
 - c. Nurturing strong partnerships through respectful exchange of ideas and service oriented, transparent, integrated policies and processes.
 - d. Keeping the needs and success of our participants and customers as the primary focus of our work with the MVWDB.

E. Time Commitment

1. Board Members.
 - a. Quarterly Board meetings normally last 1.5 hours and are held in-person.
 - b. Committee meetings time commitments vary, but normally last around 1-2 hour.
 - c. Additional events and ad hoc meetings as requested may require 1 hour or less.
 - d. Average total time commitment for board members is approximately 3-4 hours per month.
2. Non-Board Committee Members.
 - a. Average time commitment for committee meeting preparation and participation is approximately 2-3 1-2 hours a month.

Commented [MS1]: Represents recent change

Commented [MS2]: Changed to be consistent with above

F. Benefits of Board and/or Committee Membership

1. Network with other business owners, human resources professionals, and community leaders.
2. Represent your industry's workforce needs.
3. Learn about workforce trends at the local, regional, state, and national levels.
4. Guide regional service delivery and impact local business and job seeker needs.
5. Represent your community on a regional level.
6. Learn about new and/or pending legislation affecting businesses and communities.

Commented [MS3]: Feel this is stated above

G. Possible Board Committees

1. Youth Committee
2. Executive Committee
3. Finance Committee
4. Operations Committee
5. Disability Access Committee
6. Business Committee
7. Other committees, Sector Partnerships, and initiatives as they are developed.

Commented [MS4]: New committee started in Jan 2023

H. Related Information

1. Policy: Committee Descriptions and Appointment Policy

*Equal Opportunity Programs/Employer
Auxiliary aids and services available upon request for individuals with disabilities*



Committee Descriptions and Appointment Policy

Approved Date: December 28, 2020

Effective Date: July 1, 2020

Amended Date: April 25, 2022

A. Committee Structure

1. All committees will be public meetings and subject to the open meetings act.
2. The Mississippi Valley Workforce Development Board (MVWDB) carries out the majority of its work through its committee structure, and it is expected that each board member will actively participate in at least one committee, and/or participate in the MVWDB industry collaboratives in his/her field.
 - a. The MVWDB currently convenes the following standing committees:
 - i. Executive Committee
 - ii. Finance Committee
 - iii. Operations Committee
 - iv. Youth Committee
 - v. Disability Access Committee
3. The full MVWDB meets on a quarterly basis and may review quarterly committee reports, financial reports, core partner reports, and takes any necessary action on agenda items. Committee reports will include discussion of actions and decisions, recommendations for board action, and assessment of progress toward accomplishing committee or team goals and outcomes.
4. Standing committees must be chaired by a member of the MVWDB, may include other members of the MVWDB, and must include other individuals appointed by the MVWDB board chair who are not members of the MVWDB (excluding the Executive Committee), and who have demonstrated experience and expertise in accordance with § 679.340(b) and as determined by the MVWDB.
5. Committees meet on a monthly basis unless otherwise stated, and meetings may be cancelled when it is determined there is an insufficient number of agenda items.
6. All committees will be supported by board staff to carry out their prospective roles and responsibilities.

B. Standing Committee Membership and Term Limits

1. Committee Chairs and Vice Chairs
 - a. Chairs and Vice Chairs will be elected by their respective committees no less than annually.
 - b. A Chair and Vice Chair may serve more than one term if chosen by a majority vote by the committee for which they serve.
2. Committee Members.

Commented [MS1]: Move to board and committee membership qualifications policy and remove duplicative language.

- a. Committee membership terms are reviewed by board staff.
- b. Board staff will extend an invitation to continue service on the committee no less than annually.
- c. A list of committee members who wish to continue service will be provided to Committee Chair for review and comment.
- d. The final list with any Committee Chair comments will be submitted to board chair for final approval.

C. Committee Appointment Process

- 1. Board staff send and collect:
 - a. Signed Conflict of Interest Form
 - b. Signed Committee Member Interest Form
 - c. Updated Resume
- 2. Board staff submit and discuss committee member interest form and resume with Committee Chair for recommendation to the board chair for approval.
- 3. If approved, board staff will:
 - a. Send official welcome letter.
 - b. Complete onboarding training with new committee member(s).
 - c. Begin officially inviting new committee member(s) to committee meetings. [Committee Descriptions](#)

Commented [MS2]: Remove from policy and create just a process for easier modifications and updates.

D. Executive Committee

- 1. The Executive Committee consists of the Board Chair, Vice Chair, Committee Chairs, the CLEO, and other members as necessary, and meets eight times a year. Committee Chairs will give progress reports at each meeting.
- 2. The Executive Committee has the following responsibilities:
 - a. Handles urgent issues and acts on behalf of the MVWA Board between meetings as needed and designated.
 - b. Undertakes the transactional business of the board between meetings, such transactional business may include approval of contracts, budgets, and policies, communications with the CEOs and other matters related to the administration of WIOA.
 - c. Provides input on agendas for MVWA Board meetings.
 - d. Reviews monthly reports and activities and recommendations of committees.
 - e. Recommends the appointment and/or dissolution of regular and special committees.
 - f. Reviews, develops, and approves policies and procedures for the MVWA Board and its committees.
 - g. Reviews any studies, reports, or other documents submitted by regular or special committees before such studies, reports, or other documents are brought before the full MVWDB.
 - h. Assists with the establishment and negotiations of performance standards and measures for the MVWA.
 - i. Coordinates the review of the Strategic Plan. Convenes local workforce development system stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities.
 - j. Conducts Public Hearings as necessary.

- k. Reviews board staff's performance/salary/raises and any issues regarding human resource management.
- l. Makes specific recommendations to the MVWDB regarding legislative issues.
- m. Performs such other duties or matters of business that are not explicitly vested in the other Standing Committees or that may be properly assigned to the Executive Committee from time to time by the MVWDB or the Chair of the MVWDB.

E. Finance Committee

- 1. The Fiscal Agent and contractors attend the Finance Committee meetings monthly to provide financial reports. The Finance Committee has the following responsibilities:
 - a. Performs oversight and monitoring of the MVWA Board finances.
 - b. Recommends operating and program-specific budgets and any required modifications.
 - c. Recommends the disbursement and payment of funds as defined by established policy.
 - d. Recommends, establishes, enforces, and reviews all financial policies and procedures.
 - e. Approves the One Stop Operator, Fiscal Agent and Service Provider invoices on a monthly basis.
 - f. Reviews monthly reports from the service provider and Fiscal Agent.
 - g. Tracks progress on percentages and amounts spent for specific programs.
 - h. Reviews and if appropriate makes comments on all federal, state, and independent monitoring reports as provided by those monitoring/auditing entities.
 - i. Reviews annual local financial monitoring reports and makes recommendations to the executive committee for corrective actions if required.
 - j. Works with the MVWA board staff to secure additional grants and funds for the workforce development area and Board.
 - k. Assists the CEOs in the procurement process of Fiscal Agent services.
 - l. Additional assignments as determined by the MVWDB Chair.

F. Operations Committee

- 1. The Operations Committee shall have members from all core partners and required partners as applicable in the area. Title I (Adult, Dislocated Worker, and Youth) may be represented by a member of the Board, not the contractor. The Operations Committee has the following responsibilities:
 - a. Reviews quarterly performance reports and makes recommendations for areas of improvement.
 - b. Reviews annual program monitoring reports and makes recommendations to the executive committee for corrective actions if required.
 - c. Reviews monthly reports from the One Stop Operator, and Title I Adult/DW program.
 - d. Recommends Title I Adult/DW policies and procedures, based on state and federal guidelines.
 - e. Provides oversight and guidance of the One Stop Operator procurement process and Title I Adult/DW programs.
 - f. Serves as the policy and oversight entity for issues relative to the operations of the One Stop System.
 - g. Monitors quarterly continuous quality improvement activities.
 - h. Establishes and maintains the One-Stop Certification System.

- i. Monitors and reviews customer satisfaction levels in the One-Stop Centers.
- j. Reviews initial complaints or appeals made by Training Providers.
- k. Reviews labor market information and trends; identifying area employment and training needs; recommending programs and activities to meet identified employment and training needs; and making recommendations to the MVWDB on WIOA-funded and appropriate non-WIOA funded employment and training programs.
- l. Additional assignments as determined by the MVWDB Chair.

G. Youth Committee

- 1. The Title I Youth Service Provider will attend the Youth Committee meetings and provide reports and updates. The youth committee has the following responsibilities:
 - a. Helps to identify gaps in services and develop a strategy to use competitive selections or community partnerships to address the unmet needs of youth.
 - b. Ensures compliance with WIOA requirements to including 75% of resources allocated to out-of-school youth and a minimum of 20% of resources allocated to work experience.
 - c. Oversees eligible youth providers, as well as other youth program oversight responsibilities.
 - d. Serves as the RFP committee for the Youth program and oversees the procurement process.
 - e. Develops the portion of the local and regional plan, and the Board strategic plan pertaining to youth.
 - f. Recommends policy direction to the MVWDB for the design, development, and implementation of programs that benefit all youth.
 - g. Assists with planning, operational, and other issues relating to the provision of services to youth.
 - h. Proposes the design of a comprehensive community workforce development system to ensure a full range of services and opportunities for all youth, including disconnected youth.
 - i. Suggests ways to leverage resources and coordinate services among schools, public programs, and community-based organizations (CBOs) serving youth
 - j. Provides ongoing leadership and support for continuous quality improvement for local youth programs.
 - k. Additional assignments as determined by the MVWDB Chair.

H. Disability Access Committee

- 1. The Disability Access Committee meets no less than quarterly and has the following responsibilities:
 - a. Provides information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system.
 - b. Provides appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

- c. Provides feedback and recommendations for minimum assistive technology requirements in the American Job Centers.
- d. Provides appropriate disability related training to employers throughout the Local Area.
- e. Oversees Disability Awareness Campaign in the MVWA.
- f. Performs any other activities outlined in the MVWA MOU.
- g. Additional assignments as determined by the MVWDB.

Commented [MS3]: Move to board member and committee qualifications policy and add description for Business Committee

*Equal Opportunity Programs/Employer
Auxiliary aids and services are available upon request for individuals with disabilities*



Mississippi Valley Workforce Development Board

Committee Member Interest Form

Applicant Information:	
Name:	
Position/Title:	
Address:	
City/Zip Code:	
Phone Number:	
E-mail Address:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Organization Representing:	
Please describe briefly why you would like to serve on a committee of the Workforce Board:	
Please identify which committees you would be interested in serving on:	<input type="checkbox"/> Operations <input type="checkbox"/> Youth <input type="checkbox"/> Finance <input type="checkbox"/> Disability Access <input type="checkbox"/> Other <input type="checkbox"/> Business Engagement

I have been provided a copy of the MVWA Board Member Qualifications and Experience Policy. I have read, understand, and agree to meet the expectations and time commitments listed therein to the best of my ability.

Applicant Signature Date

Committee Chair Date

Board Chair Date

Hired and Non-Owned Auto Coverage

Tyler Lanz

From: McNertney, Michelle [IWD] <Michelle.McNertney@iwd.iowa.gov>
Sent: Thursday, August 24, 2023 2:22 PM
To: Miranda Swafford; Elizabeth Rodriguez; Krista Teadrow; Teri Bockting; Taylor Williams; Ashley Utt; Eric Kress
Cc: Wendy Greenman; Kennedy, Victor [IWD]
Subject: WIOA Local Grant Recipients and Insurance

Hello WIOA Local Grant Recipients,

IWD received several questions related to the Local grant recipients and insurance requirements, which I am sharing with all local grant recipients. Please see below for specific questions and answers. Please share this information with your local board members, fiscal agents, etc., as necessary.

A question that was brought up last night was whether the board serving as local grant recipient would need to hold additional insurance coverage, or would we require the fiscal agent to provide this insurance, or do we both need to have insurance? **There isn't a requirement to carry insurance. Having Insurance is a business organization's decision and a sound business practice. Insurance costs can be charged to federal funds as long as they comply with UG 200.441. The board is responsible for overseeing the fiscal agent, it is the board's decision if they want the fiscal agent to hold insurance.**

We already have director and officers insurance and general liability but are wondering about the financial side now. **Again, it is a best business practice but ultimately it is up the board and depends on local policies. Insurance expenses are allowable as long as they comply with UG 200.441.**

Do we need to carry insurance for our board property in the centers, computers printers etc? **Uniform Guidance requires grantees to safeguard federal dollars. If the board's general practice is to insure all board property, then yes. UG 200.310 discusses insurance requirements for property and equipment acquired with federal dollars.**

Do we need to carry accident insurance if a participant was to get hurt on the property? **Again, Again, it is a best business practice but ultimately it is up the board and depends on local policies. Insurance expenses are allowable as long as they comply with UG 200.441.**

Does IWD carry the property insurance on the IowaWorks Centers? I am assuming they do, thus we would not need to carry insurance as a sublease. For the cost we are paying for our square footage of the sites, this should be covered in the lease payment. **The State of Iowa is self insured, therefore our property loss would be covered by the state, unless the damage was caused by negligence of the Landlord. Absent unusual circumstances, the state does not insure third parties. Third parties, including subleases, should have insurance to cover their personal property.**

In addition to this assistance, please consult your legal teams for advice on your insurance needs.

Thank you,

Michelle McNertney
Division Administrator - Workforce Services
[Iowa Workforce Development](#)
1000 East Grand Avenue
Des Moines, IA 50319

Phone: 515-242-0408

Mobile: 515-805-7320

michelle.mcnertney@iwd.iowa.gov

Connect with us on [Facebook](#) | [LinkedIn](#) | [Twitter](#) | [Youtube](#)

Tyler Lanz

From: Peggy Merati <peggymerati@worldinsurance.com>
Sent: Tuesday, August 15, 2023 2:55 PM
To: Miranda Swafford
Cc: Tim Farniok
Subject: RE: Mississippi Valley Workforce Area Local Workforce Development Board - Policy Renewals
Attachments: MVW App..docx

Hi Miranda:

As a result of your meeting with Tim a couple of weeks ago, I requested that your General Liability policy be revised to reflect the location at Gear Avenue and the space you occupy. As the amount of space that you are occupying is significantly more than what USLI had been rating you for at 418 Leffler Street, they have advised that there will be an additional premium charge of \$775. This is based on an area of 7,596 sq. ft.

We are still trying to secure pricing for the Hired & Non-Owned Auto coverage. While this coverage can be fairly inexpensive when included on a business auto policy where at least one vehicle is also insured, purchasing this coverage on a stand-alone basis is proving to be more expensive. I have a pricing indication as high as \$7,500 with another at \$5,400 for a limit of \$1,000,000. Purchasing a lower limit of \$500,000 would still be around \$4,700 plus any tax and/or fees. If you wish to pursue, I would need the attached completed and returned.

Thank you,
Peggy



Peggy Merati

Account Executive I

World Insurance Associates LLC

214 N. Main Street | Burlington, IA 52601

p: 319-758-8428

peggymerati@worldinsurance.com

www.worldinsurance.com



This email, any files or attachments transmitted with it, and the information contained therein, are confidential and/or privileged and intended solely for the use of the individual or entity who is the intended recipient. If you are not the intended recipient of this email, you should not read, disseminate, distribute or copy this email or any attachments to this email. Any unauthorized review, use, disclosure or distribution of this email and any attachments hereto, and the taking of any action in reliance on the contents of such information, is strictly prohibited. If you are not the intended recipient of this email, please contact the sender by reply email and permanently delete or destroy all copies of the original message, including all attachments, if any. None of the statements or information contained in this email or in any attachments hereto constitutes, or is intended to constitute, an offer, inducement, promise, or contract of any kind or a representation that any information or data contained in this email or in any attachments hereto is accurate, complete or free of errors or misstatements. Please be advised that an email or voicemail communication by a policyholder to a representative of World Insurance Associates LLC or any of its affiliates cannot be effective to modify, amend, terminate or change in any way, any terms and conditions of any existing insurance contract, or bind any party to any new or modified terms of insurance coverage. World Insurance Associates LLC and its affiliates, including the sender of this email, are not attorneys and do not provide legal advice, and therefore nothing contained in this email or any attachment hereto should be construed as legal advice or relied upon as legal advice. Your privacy is very important to us. World Insurance Associates LLC is committed to adhere to all state privacy policy regulations. We do not sell or otherwise provide your personal information to third parties for any reason, except as required by law. If you