



Mississippi Valley Workforce Development Board

Executive Committee Agenda

Thursday, December 14, 2023, at 4:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/87031579101?pwd=QmdmL3NpOHJwY1RkNWxvWEswNTRoZz09>

Meeting ID: 870 3157 9101 Passcode: 290412

One tap mobile: 13126266799,,87031579101#

Call to Order	Dennis Duke
Roll Call	Tyler Lanz
*Consent Agenda	Dennis Duke
Excused Absences	
Approval of Agenda	
Approval of Previous Minutes	
New Business	
*Adult/Dislocated Worker Program Budgets (Page 5)	Shannon Weaver
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, 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.

*Adult/Dislocated Worker Program Budgets

Reason: Budgets were updated following receipt of FY24 funding

Documents Included: Budget and Narrative

Action Requested: Approve the budgets

ADULT/DW BUDGET NARRATIVE

Equus utilizes a cost allocation mechanism that meets the criteria established by the Department of Labor’s Technical Assistance Guide. Shared costs are distributed and charged based on either employee time reporting or the number of individuals served by activity.

PERSONNEL: \$614,630

Based on our experience operating [WIOA] programs throughout the country, we propose a staffing model that includes the positions listed in the following table. Our job titling aligns with Equus’ talent delivery model, emphasizing our commitment to delivering talent to business and increasing community access. The table below details the wages, and the number of full-time equivalents (FTE) proposed for each position budgeted. Proposed annual wages were developed with the intent of being competitive in the local market.

Job Title	Number of FTE's	Yearly Salary
Project Director- Prorated for ADW	1	37,502.40
Project Accountant -Prorated for ADW	1	30,860.07
Operations Supervisor – Prorated for ADW	1	33,040.28
Operations Supervisor – Prorated for ADW	1	31,055.75
Business Service Representative – Prorated for ADW	1	25,271.06
Business Service Representative – Prorated for ADW	1	24,226.02
Part Time Business Service Representative -Prorated	.5	8,041.50
Quality Assurance – Prorated for ADW	1	26,094.43
Accounting Specialist – Prorated for ADW	1	17,945.20
Talent Engagement Specialist	1	39,585.00
DW Talent Engagement Specialist	1	38,001.60

DW Career Navigator	1	46,446.40
A/DW Career Navigator	1	47,185.32
A/DW Career Navigator	1	45,245.21
A/DW Career Navigator	1	46,657.52
A/DW Career Navigator	1	47,185.32
A/DW Career Navigator	1	46,720.86
A/DW Career Navigator split with Youth	1	23,592.66

Equus offers a performance-based incentive to its Project Directors worth up to 15% of total wages: \$11,256. The incentive is based on a defined plan with identified benchmarks to be achieved. The Project Director can earn up to the maximum based on number of benchmarks achieved.

FRINGE BENEFITS: \$192,847

The following fringe benefits and taxes have been budgeted in our total cost. Each calculation is based on a percentage of total wages from above \$614,629.60 The cost of fringe benefits represents 30.30% of personnel costs.

- FICA payroll taxes are calculated as 7.65% of total wages and equal \$47,019.
- Federal unemployment is calculated as 0.006% of the first \$7,000 of wage per FTE and equals \$3,968.
- State unemployment is calculated as 3.08% of the first \$36,100 of wage per FTE and equals \$18,930.60.
- Medical benefits/health insurance is calculated as 13.60% of total wages and equals \$83,589.62. This was determined based on Equus' current employer costs related to health insurance benefits including estimated enrollment rates. All full-time employees will have access to medical, dental, and vision insurance policies, should they decide to enroll.
- Retirement is calculated as 1% of total wages as of December 31, 2023 and equals \$3,003.31. Then on January 1, 2024 Retirement will be calculated at 3% of total wages and equals \$9,477.70.
- Workers' Compensation is calculated as 3.43% of total wages and equals \$21,081.30.
- Tuition Reimbursement is calculated as .94% of total wages and equals \$5,777.52.

In addition to the above benefits, the tenure of incumbent staff hired by Equus will be considered in terms of calculating Paid Time Off. Newly hired incumbents will receive Paid Time Off per Equus' HR policy.

TRAVEL/MILEAGE: \$23,522

Regional meeting in September for the Project Director will be at our Equus location in Wisconsin, this year. In November NAWDP Youth Symposium, in Las Vegas, NV, the Project Director is one of the speakers for the event. This meets one time per year for professional development for the Career Navigators, Business Services, Quality Assurance, Operations Supervisor. In addition, the Project Director to the National Association of Workforce Boards Conference in Washington DC and the Career Navigators, Quality Assurance Specialist, Operations Supervisor, and Talent Engagement Specialists to the National Association of Workforce Partners annual conference in San Antonio, TX, in May 2024. Costs include airfare, lodging, and meals equaling \$7,420.

In order to operate this program efficiently and effectively, front-line employees will travel throughout the region to meet with customers, participants, and businesses that may be interested in being a worksite or hiring job ready participants. Therefore, we have budgeted for mileage reimbursement using the federal rate of \$0.655 per mile approved by the Finance Committee. Based on the size of the region and the customer flow, we anticipate reimbursing a total of 2048.6 miles per month. This equal \$16,102 for 12 months.

EQUIPMENT \$3,750

Replacement computers at \$2,500 (\$150 for docking station, \$500 for monitors, included in the \$2500) each for 3, a total of \$7500 to be split with youth for a total of \$3,750..

CLIENT TELEPHONE, POSTAGE AND SUPPLIES: \$12,797

CLIENT SUPPLIES AND ASSESSMENT \$800

200 assessments at \$4 each.

TELEPHONE/COMMUNICATIONS: \$7,497

Equus provides a monthly cell phone stipend for the following employees, Project Director, Operations Supervisor, Project Accountant, Talent Engagement Specialist, Business Services Consultants, and Career Navigators. These items are necessary for the success of this project and will be used to conduct outreach; perform follow up; travel to visit customers, partners, and business clients; and address customer concerns in a timely and professional manner. Furthermore, cell phones are provided in order for management team members to effectively communicate and promptly respond to external customers, internal management, partner organizations, and the Board while away from the office, traveling for business, or during non-business hours. We have budgeted 9 stipends at \$35 per month for 12 months for Career Navigators. Project Leadership stipends 5 stipends at \$75 per stipend for 12 months.

WiFi in the American Job Center for customer usage and reliable access for staff at \$135 per month at \$807 as it is a shared cost across funding.

OFFICE SUPPLIES: \$4,500

Equus has estimated the cost of office supplies at \$375 per month for 12 months.

RESOURCE SHARING ALLOCATION: \$23,003

Equus has estimated the cost of resource sharing to be \$23,003 for the Davenport and West Burlington American Job Centers.

OUTREACH: \$16,878

This includes \$6,878 for bus wraps, and bus shelters. This also includes \$10,000 for 4 events this fiscal year (one to be scheduled for each quarter) for Adult and Dislocated worker, such as promotional swag such as pens, water bottles, sticky notes, pizza cutters, sunglasses, stress balls, portfolios, folders, bags, and items related to working the event.

PROFESSIONAL SERVICES AND BUSINESS EXPENSES: \$30,987

DUES/SUBSCRIPTIONS/STAFF EDUCATION COSTS \$7,020

Dues and subscriptions include fees associated with, but not limited to, National Association of Workforce Partnerships, and industry-specific literature.

Dues and subscriptions, staff education and seminars, couriers and overnight services, planned expenditures are estimated at \$585 per month for 12 months.

BUSINESS EXPENSES: \$21,001

Equus is required to conduct an annual audit for schedule of federal expenditures and indirect cost review. The cost of the audit is calculated as 0.20% of revenue and equals \$3,061.

Employee payroll processing, performed by ADP, is calculated as \$3 per paycheck per FTE for 24 paychecks for 23 FTEs. This includes the cost of preparation and distribution of employee payroll and equals \$1,656.

Quick Base is a data management system we use to improve daily operations, monitoring, and reporting. This is calculated at \$40.00 per user per month for 23 users for 12 months and equals \$11,040.

Hello Sign is a web-based electronic signature management system that allows for legally binding electronic signatures. This is estimated at \$216 per year for 21 licenses and equals \$4,530.

The Work Number is the world's largest employment verification site. Equus utilizes The Work Number to verify employment of job seekers to meet benchmarks or to determine if the job seeker is currently employed. This is estimated at \$45 per verification for 16

verifications and equals \$714.

INSURANCE: \$2,966

Equus carries General and Professional Liability Insurance for each project, a necessary cost of doing business. This project's portion of the cost of insurance is calculated as \$5.46 per \$1,000 of revenue.

OPERATING FEES: \$197,210.90

INDIRECT COSTS: \$95,791

Indirect costs represent those common costs associated with the efforts of Equus overhead staff that support our projects nationwide. Additionally, it covers administration, professional services, and other miscellaneous items. Our indirect also represents the costs associated with our proprietary workforce tools and materials. Equus offers robust training that includes professional development through our proprietary online library, ResCare Talent System™, created using the Cornerstone OnDemand's Learning Management System platform. With more than 1,500 professional and personal skill development courses including business skills, compliance, leadership, personal and professional development, and management training employees. This standardized learning platform ensures training is consistent across all operations, which makes our processes measurable. Curriculum and content can be updated immediately, making us highly flexible. All completed training is automatically tracked, which ensures peak compliance documentation. Equus invests in its people by increasing knowledge and encouraging professional development of team members to ensure job seekers receive quality services with meaningful outcomes. There are no direct costs associated with the use of ResCare Talent System™.

Equus utilizes an indirect rate of 10.43% of subtotal direct cost

MANAGEMENT FEE: \$101,420

Equus' profit factors in the complexity of the work to be performed, benefit received, and quality of our past performance. This is calculated as 10% per month.

DIRECT CLIENT SUPPORT SERVICES & TRAINING \$384,598

We have budgeted for 100 ITAs at \$2,778 each, for a total cost of \$277,881.

Supportive services may include, but are not limited to, linkages to community services; assistance with transportation, child care, and dependent care; assistance with housing; assistance with educational testing; reasonable accommodations for individuals with disabilities; referrals to healthcare; and assistance with uniforms or other appropriate work attire and tools, as needed and allowable, in order for participants to be properly prepared for work experience and/or to remove barriers to program participation or employment. We have budgeted \$96,950 for these services.

We have budgeted \$9,767 for individualized career services, classified as pre-vocational services.

DIRECT CLIENT WORK EXPERIENCE \$191,000

Equus estimates 40 participants to engage in work experience. We have budgeted wages at \$16.00 per hour. Participants would work 40 hours per week for 6 weeks. This comes to a total of \$3,690 in wages. Additionally, Equus budgeted for the cost of fringe benefits (FICA and Workers' Compensation) at 14.76% of total work experience wages and equals \$22,878.

ADP payroll processing for work experience is calculated at \$2.31 per participant per week for 6 weeks and equals \$1,386.

Work experience processing fees include the work to be performed, and benefit received and is calculated at 5% of payroll and fringe and equals \$9,550. This is not charged in indirect costs.

DIRECT CLIENT ON THE JOB TRAINING: \$27,500

Equus anticipates coordinating OJT opportunities for 5 job seekers. As such, we have budgeted for the cost of wage reimbursement of up to \$5500.

We have dedicated 35% of the budget to training activities and support services.

TOTAL BUDGET AMOUNT

\$1,728,272.58

GRANTEE NAME: Equus Workforce Solutions
 ADDRESS: 806 n Whittington Parkway, Louisville, KY 40222

Grant Period:
 7/1/23 to 6/30/24

	Original Budget			Updated
	Annual			Annual
	ADW Approved Budget	ADW Transfer Budget	ADW Additional Funds Budget	ADW Updated Budget
Administration				
Salaries	\$ 606,615.10	\$ 4,808.70	\$ 3,205.80	\$ 614,629.60
Payroll Taxes, Fringe/Workers Comp	\$ 189,978.79	\$ 1,668.95	\$ 1,199.30	\$ 192,847.04
Total Personnel Expenses	\$ 796,593.89	\$ 6,477.65	\$ 4,405.10	\$ 807,476.64
OPERATING EXPENSES				
Mileage & Travel	\$ 23,522.39	\$ -	\$ -	\$ 23,522.39
Telephone, Postage, Supplies	\$ 11,297.00	\$ -	\$ 1,500.00	\$ 12,797.00
Outreach & Public Relations/Job Fairs	\$ 16,877.50	\$ -	\$ -	\$ 16,877.50
Reimbursable Equipment	\$ 3,750.00	\$ -	\$ -	\$ 3,750.00
Resource Sharing Equipment	\$ 23,003.00	\$ -	\$ -	\$ 23,003.00
Professional Services and Business Expenses	\$ 28,986.79	\$ -	\$ 2,000.00	\$ 30,986.79
Subtotal Personnel & Operating Expenses	\$ 904,030.57	\$ 6,477.65	\$ 7,905.10	\$ 918,413.32
Indirect Cost	\$ 94,290.40	\$ 675.62	\$ 824.50	\$ 95,790.52
Management Fee	\$ 99,832.10	\$ 715.33	\$ 872.96	\$ 101,420.38
Total Operating Expenses	\$ 1,098,153.07	\$ 7,868.60	\$ 9,602.56	\$ 1,115,624.22
PARTICIPANT EXPENSES				
Work Based Learning	\$ 170,000.00	\$ 5,000.00	\$ 16,000.00	\$ 191,000.00
Instructional Training	\$ 280,000.00	\$ (13,118.60)	\$ 11,000.00	\$ 277,881.40
Customer Support Service	\$ 88,950.00		\$ 8,000.00	\$ 96,950.00
Individual Career Services	\$ 6,331.51		\$ 3,435.44	\$ 9,766.95
On the Job Training	\$ 27,500.00		\$ -	\$ 27,500.00
5% WEX Markup	\$ 8,500.00	\$ 250.00	\$ 800.00	\$ 9,550.00
Total Participant Expenses	\$ 581,281.51	\$ (7,868.60)	\$ 39,235.44	\$ 612,648.35
Total WIOA ADW Grant Cost	\$ 1,679,434.58	\$ (0.00)	\$ 48,838.00	\$ 1,728,272.57

	\$ (0.00)	\$ 0.00	\$ (0.01)
1679434.58			
50000			
-50000			
48838			
1728272.58	\$ 0.65	\$	\$ 0.65
	\$ 0.35	\$	\$ 0.35

GRANTEE NAME: Equus Workforce Solutions
 ADDRESS: 806 n Whittington Parkway, Louisville, KY 40222

Grant Period:
 7/1/23 to 6/30/24

Original Budget

Annual

Updated Annual

	Adult Approved Budget	Adult Transfer Budget	Adult Updated Budget
Administration			
Salaries	\$ 336,101.22	\$ 4,808.70	\$ 340,909.92
Payroll Taxes, Fringe/Workers Comp	\$ 105,631.87	\$ 1,668.95	\$ 107,300.82
Total Personnel Expenses	\$ 441,733.09	\$ 6,477.65	\$ 448,210.74
OPERATING EXPENSES			
Mileage & Travel	\$ 14,113.43	\$ -	\$ 14,113.43
Telephone, Postage, Supplies	\$ 6,578.20	\$ -	\$ 6,578.20
Outreach & Public Relations/Job Fairs	\$ 11,126.50	\$ -	\$ 11,126.50
Reimbursable Equipment	\$ 2,250.00	\$ -	\$ 2,250.00
Resource Sharing Equipment	\$ 13,802.00	\$ -	\$ 13,802.00
Professional Services and Business Expenses	\$ 16,653.50	\$ -	\$ 16,653.50
Subtotal Personnel & Operating Expenses	\$ 506,256.72	\$ 6,477.65	\$ 512,734.37
Indirect Cost	\$ 52,802.59	\$ 675.62	\$ 53,478.20
Management Fee	\$ 55,905.93	\$ 715.33	\$ 56,621.26
Total Operating Expenses	\$ 614,965.24	\$ 7,868.60	\$ 622,833.83
PARTICIPANT EXPENSES			
Work Based Learning	\$ 100,000.00	\$ 15,000.00	\$ 115,000.00
Instructional Training	\$ 148,000.00	\$ 26,381.40	\$ 174,381.40
Customer Support Service	\$ 50,000.00		\$ 50,000.00
Individual Career Services	\$ 2,676.76		\$ 2,676.76
On the Job Training	\$ 27,500.00		\$ 27,500.00
5% WEX Markup	\$ 5,000.00	\$ 750.00	\$ 5,750.00
Total Participant Expenses	\$ 333,176.76	\$ 42,131.40	\$ 375,308.16
Total WIOA Adult Grant Cost	\$ 948,142.00	\$ 50,000.00	\$ 998,141.99

	\$ (0.00)	\$ (0.00)	\$ (0.01)
948142			
50000			
998142	\$ 0.65		
	\$ 0.35		

GRANTEE NAME: Equus Workforce Solutions
 ADDRESS: 806 n Whittington Parkway, Louisville, KY 40222

Grant Period:
 7/1/23 to 6/30/24

	Original Budget			Updated
	Annual			Annual
	DW Approved Budget	DW Transfer Budget	DW DW Additional Funds Budget	DW Updated Budget
Administration				
Salaries	\$ 270,513.88	\$ -	\$ 3,205.80	\$ 273,719.68
Payroll Taxes, Fringe/Workers Comp	\$ 84,346.92	\$ -	\$ 1,199.30	\$ 85,546.22
Total Personnel Expenses	\$ 354,860.80	\$ -	\$ 4,405.10	\$ 359,265.90
OPERATING EXPENSES				
Mileage & Travel	\$ 9,408.96	\$ -	\$ -	\$ 9,408.96
Telephone, Postage, Supplies	\$ 4,718.80	\$ -	\$ 1,500.00	\$ 6,218.80
Outreach & Public Relations/Job Fairs	\$ 5,751.00	\$ -	\$ -	\$ 5,751.00
Reimbursable Equipment	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
Resource Sharing Equipment	\$ 9,201.00	\$ -	\$ -	\$ 9,201.00
Professional Services and Business Expenses	\$ 12,333.29	\$ -	\$ 2,000.00	\$ 14,333.29
Subtotal Personnel & Operating Expenses	\$ 397,773.85	\$ -	\$ 7,905.10	\$ 405,678.95
Indirect Cost	\$ 41,487.82	\$ -	\$ 824.50	\$ 42,312.32
Management Fee	\$ 43,926.17	\$ -	\$ 872.96	\$ 44,799.13
Total Operating Expenses	\$ 483,187.84	\$ -	\$ 9,602.56	\$ 492,790.40
PARTICIPANT EXPENSES				
Work Based Learning	\$ 70,000.00	\$ (10,000.00)	\$ 16,000.00	\$ 76,000.00
Instructional Training	\$ 132,000.00	\$ (39,500.00)	\$ 11,000.00	\$ 103,500.00
Customer Support Service	\$ 38,950.00	\$ -	\$ 8,000.00	\$ 46,950.00
Individual Career Services	\$ 3,654.74	\$ -	\$ 3,435.44	\$ 7,090.18
On the Job Training	\$ -	\$ -	\$ -	\$ -
5% WEX Markup	\$ 3,500.00	\$ (500.00)	\$ 800.00	\$ 3,800.00
Total Participant Expenses	\$ 248,104.74	\$ (50,000.00)	\$ 39,235.44	\$ 237,340.18
Total WIOA DW Grant Cost	\$ 731,292.58	\$ (50,000.00)	\$ 48,838.00	\$ 730,130.58
	\$ (0.00)	\$ -	\$ (0.00)	\$ (0.00)
731,292.58				
(50,000.00)				
48,838.00				
730,130.58	\$ 0.66	\$ -	\$ -	\$ 0.63
	\$ 0.34	\$ -	\$ -	\$ 0.30