

Mississippi Valley Workforce Area Board
May 4th, 2020

The first regular meeting of the Mississippi Valley Workforce Area Board (MVWAB) was held on May 4, 2020 at 5:00 p.m. via Zoom conferencing.

CALL TO ORDER

Willey called the meeting to order at 5:03 p.m.

ATTENDEES

Board Members Present: Dennis Duke, Kirby Phillips, Carrie Nudd, Michelle Mutchler, Joni Dittmer, Mathew Nicol, Joyce Stimpson, Lori Bassow, Candice Becker, Ron Schaefer, Ryan Drew, Steve Flogel, Jacob Nye, Cynthia Whalen, Nicolas Hockenberry, Jeremy Ritchie, Cory Bergfeld, and Deb Mulch

Board Members Absent: None

CEO Present: Jack Willey, Jeff Sorensen, Jim Irwin, Brinson Kinzer, Brad Quigley, Gary See, and Rick Larkin

CEO Absent: Jim Cary

Staff: Miranda Swafford, MVWAB Executive Director)

Guests: Linda Rouse (IWD)

QUORUM

A quorum was established for the board.

CEO WELCOME

Willey welcomed everyone to the new board and thanked them for their willingness to serve through this transition period.

CHAIR AND VICE CHAIR ELECTIONS

Hockenberry nominated Duke to serve as Chair, there were no other nominations from the floor. Dittmer moved that nominations cease and Duke serve as the new Board Chair, seconded by Ritchie, motion carried unanimously.

Phillips nominated Hockenberry to serve as Vice-Chair, there were no other nominations from the floor. Dittmer moved that nominations cease and Hockenberry serve as the new Board Vice-Chair, seconded by Phillips, motion carried unanimously.

APPROVAL OF AGENDA

Dittmer made a motion to accept the agenda as presented, seconded by Nicol, motion carried.

BYLAWS

Swafford reviewed the bylaws and pointed out the attendance requirements. She stated that the CEOs were required to develop the initial bylaws for the board, and that the board could amend them moving forward.

BOARD TRAINING

Swafford announced the state would be providing board training in late summer, but that she would be working on some general board training for new members, along with committee specific training for their area.

TITLE I RFP/ COMMITTEE

Dittmer made a motion to approve the Title I Adult/DW and Youth RFP for release, seconded by Nicol, motion carried.

Duke appointed Nye, Phillips, and himself to serve on the RFP committee.

SERVICE PROVIDER PROCUREMENT POLICY

Drew made a motion to approve the service provider procurement policy, seconded by Dittmer, motion carried.

SERVICE PROVIDER CONTRACT

Swafford reported that she will be working on a service provider contract prior to the next meeting, as one has not existed in the past. This contract will need to be approved at the June 8th meeting and then be sent to the selected Title I program service provider(s). Hockenberry volunteered to assist Swafford in reviewing this document.

TITLE II APPLICATION REVIEW COMMITTEE

Sorensen gave an overview of the Title II application review process. Duke appointed Nudd, Nicol and Drew to sit on this committee.

NAWB MEMBERSHIP

Swafford reviewed the benefits of becoming a member of the National Association of Workforce Boards (NAWB). A brief discussion was held and Swafford will gather additional information to be reviewed at the next meeting. Dittmer made a motion to table until the June 8th meeting, seconded by Hockenberry, motion carried.

NEW BOARD STRUCTURE/COMMITTEES

Swafford reviewed the committees proposed by the CEOs for the new board. These include the executive committee, finance committee, operations committee, disability access committee and the youth committee. Members are to review the descriptions prior to the next meeting and sign up for at least one committee at that time. At least one CEO will serve on each committee.

Note: Swafford left the meeting

EXECUTIVE DIRECTOR RECOMMENDATION

Hockenberry made a motion to approve the executive director recommendation to hire Swafford at a salary of \$90,000 with Muscatine County Benefits, seconded by Dittmer, motion carried.

Note: Swafford rejoined the meeting.

FINANCIAL MODIFICATION

Swafford presented the financial modification in the amount of \$26,158.12 to cover previous and future board staff costs through June 30th, 2020. The request is to move funds from Admin dollars to the board budget in Region 16. Hockenberry made a motion to approve the financial modification, seconded by Nye, motion carried.

FUTURE BOARD MEETINGS

It was agreed that future board meetings will be held via Zoom until COVID19 restrictions are lifted in all eight counties. The next board meeting will be held on June 8th, 2020 at 5:00 p.m., specifically to approve the RFP committee recommendations. After the June board meeting, they will be held on the 4th Monday of the month at 5:00 p.m.

ADJOURNMENT

Dittmer made a motion to adjourn the meeting, seconded by Drew, meeting was adjourned at 6:14 p.m.