



Southwest Iowa Local Workforce Development Board Executive Committee Minutes

June 2, 2021, 5:30 pm- Zoom

Members Present: Dennis Brown, Katrina Fleharty, Jason Cook, Dan Christensen

Board staff present: Michelle Wilson

- 1) Meeting was called to order at 5:34 pm by Katrina Fleharty.
 - 2) Approval of Minutes & Agenda: Dan moved to approve the minutes; Jason seconded; motion passed unanimously
 - 3) Service Provider Review and Contract: The committee reviewed service provider MATURA's performance thus far (January 1, 2021-present). With the centers being closed due to COVID, job seeker activity at the center has been slow, with referrals for program participation also much lower than normal. Dan proposed that the committee recommend to the full board that the contract be extended for one additional year; Jason seconded. Motion passed unanimously.
 - 4) Budget Approval: Reviewed Title I budget: Service Provider Budget and Board Admin. Budget. PY21 allocations for formula funds: Adult, Dislocated Worker and Youth have been received by the state. Proposed program budget of \$379,084 under contract with service provider, and reserve \$7,500 for program-related services provided by the board. Dan made a motion to recommend this budget approval to the full board; Dennis seconded. Motion passed unanimously.
 - 5) Fiscal Agent Contract Review: Committee discussed fiscal agent duties and performance by fiscal agent Southern Iowa RC&D, agreeing that their performance is satisfactory, and they would extend the existing contract under the same term for 1 more year,
 - 6) Executive Director Contract Review:
The executive director's contract expires on June 30. Michelle outlined that the allotted 11-25 hours/week is not sufficient to complete the required tasks for the board, in order to maintain WIOA compliance. Committee development, policy development, the local plan and completion of the MOU are key tasks in the coming months.
- Michelle was excused from the meeting at 6:15 pm. The committee agreed to follow up with her after the meeting with a decision about the contract extension and salary.



Committee proposed a contract extension to coincide with the PY (July 1, 2021-June 30, 2022), for up to 28 hours/week at a rate of \$25/hour. Dan made a motion to offer this contract to the executive director; Jason seconded. Motion passed unanimously.

7) No public comment

8) Next meeting: No meeting is scheduled

9) Adjournment: Jason moved to adjourn; Dan seconded. Motion passed unanimously. Meeting adjourned at 6:45 pm

Michelle was excused at 7:32 pm;

Committee discussed executive director contract extension and modification: Maintain \$900/month base salary plus \$22.50 per hour for additional hours of 11-25 hours/week as needed, to accomplish necessary board tasks. Dan motioned to update the contract as stated above; Katrina seconded. Motion passed unanimously. Dennis agreed to inform Michelle of the contract update.

1) Next Meeting: No meeting established.

2) Public Comment: None

3) Meeting Adjournment: Jason moved to adjourn; Dan seconded; motion passed unanimously. Meeting adjourned at 8 pm.