



Mississippi Valley Workforce Development Board

Finance Committee Meeting

Wednesday, November 1, 2021 at 4:00 p.m., via Zoom

Members Present: Cory Bergfeld, Lori Bassow, Joyce Stimpson, and Angela Rheingans

Members Absent: Joni Dittmer and Bob Bartles – Excused

CEOs Present: Jim Irwin, Brad Quigley

Staff Present: Phyllis Wood Executive Assistant

Fiscal Agent Staff: Lori Gilpin, Brittini Rahmus, and Susan Coffey

Service Provider Staff Present: Kendra Schaapveld – Title I Director, Cheryl Tipsword – Project Accountant, and Bob Ryan – One-Stop Operator

Guest: none

CALLED TO ORDER

Bassow called the meeting to order at 4:01 p.m.

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

Joni Dittmer - Rheingans motioned to excuse, seconded by Bergfeld, motion carried.

Bob Bartles – Bergfeld motioned to excuse, seconded by Rheingans, motion carried.

APPROVAL OF AGENDA

Bergfeld made a motion to approve the agenda, seconded by Stimpson, motion carried.

APPROVAL OF PREVIOUS MEETING MINUTES

Rheingans made a motion to approve the meeting minutes, seconded by Bergfeld, motion carried.

FISCAL AGENT MEMO/REPORTS DISCUSSION

Gilpin reviewed the memo regarding Equus invoices, corrections made, and corrections outstanding. Bassow asked who is responsible for ensuring corrections are made, Gilpin stated herself.

EQUUS AGENDA INVOICE

Schaapveld gave an overview of the Equus September Financial Status Reports for the Rapid Response, Adult/DW and Youth programs. Equus's expenses for the month of September were

as follows: Adult \$72,030.52, DW \$42,472.89, Youth \$35,843.83, Rapid Response \$1,249.00, and NDWG \$1,897.59. Schaapveld reported the Adult funding is on track with spending at 25% of budget a quarter of the way through the contract. DW, however, is only at 13% but colleges will be billing them for educational programs participants are in this month so there is actually more allocated they haven't received bills for yet. Youth WEX expenditures were at 26% and for the quarter they are above the 20% threshold required. Rapid Response funds are set to expire at the end of the calendar year, but a petition was submitted to the state requesting an extension. NDWG expenses are low because 60% of participants are receiving TRADE services. Bergfeld motioned to approve the September invoices, seconded by Rheingans, motion carried

ONE STOP OPERATOR INVOICE

Ryan presented the September invoice. Bergfeld motioned to approve the invoice, seconded by Rheingans, motion carried.

FISCAL AGENT INVOICE

Gilpin with SEIRPC presented one invoice. September wage invoice of \$6,111.89 for 100.5 hours; Bergfeld motioned to approve the invoice, seconded by Stimpson, motion carried.

OTHER BUSINESS

Quigley asked if invoices are coming in quicker to which Gilpin replied the SEIRPC invoices are more timely because she has shifted priorities.

PUBLIC COMMENT

Wood asked the committee about the November meeting date. Bergfeld said he was wanting to see about moving the date due to the holiday. It was decided Wood would send a doodle poll for the November meeting and the December meeting to account for the holidays in each month. .

ADJOURNED

Bergfeld made a motion to adjourn the meeting, seconded by Stimpson, motion carried, and the meeting was adjourned by Bassow at 4:39 p.m.