



Mississippi Valley Workforce Development Board

Finance Committee Meeting

Tuesday, November 23, 2021 at 3:00 p.m., via Zoom

Members Present: Cory Bergfeld, Lori Bassow, Bob Bartles, Joyce Stimpson (late), and Angela Rheingans (left early 3:35)

Members Absent: None

CEOs Present: Jim Irwin

Staff Present: Miranda Swafford Executive Director, Phyllis Wood Executive Assistant

Fiscal Agent Staff: Lori Gilpin and Susan Coffey

Service Provider Staff Present: Kendra Schaapveld – Title I Director and Bob Ryan – One-Stop Operator

Guest: none

CALLED TO ORDER

Bassow called the meeting to order at 3:00 p.m.

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

None

APPROVAL OF AGENDA

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

APPROVAL OF PREVIOUS MEETING MINUTES

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

FINANCIAL UPDATES

Swafford reported Amendments A10 was fully executed adding carryover funds from PY20 and FY21. PY20 Youth Admin funding of \$48,367.36, PY20 Youth Program funding of \$404,083.93, PY20 Statewide Activities funding of \$2,059.66, FY21 Adult Admin funding of \$54,571.00, FY21 DLW Admin funding of \$53,459.00, FY21 Adult Program funding of \$115,348.64 and FY21 DLW Program funding of \$190,212.27. Amendment A11 was fully executed adding FY22 funding of Adult Admin \$90,344.00, Adult Program \$813,100.00, DW Admin \$58,444.00, and DW Program \$526,001.00. New sub-lease amendment is awaiting Director Townsends signature with new monthly amount of \$8,189.25; was previously \$4,647.67.

FISCAL AGENT MEMO

Gilpin stated there were no significant discrepancies with the Equus invoices. Gilpin relayed the One-stop Operator invoices will look different because there are multiple funding streams supporting that contract. Swafford added the OSO agreement is on a different contract period than the programs as well. Gilpin asked if the committee would be interested in additional documentation that correlates back to participants served. Rheingans felt having that context would be helpful to understand the numbers but doesn't want the committee to make decisions about programming. Bartles felt the participant numbers would not be beneficial. Bergfeld added the participant numbers go beyond what the committee should take on and gets into the weeds. Bassow said it is something the committee could address in a future meeting. Coffey informed the committee her program dollars memo was in the packet and the carryover amounts for Admin are incorrect. She will have those corrected for the next meeting.

EQUUS AGENDA INVOICE

Schaapveld gave an overview of the Equus October Financial Status Reports for the Rapid Response, Adult/DW and Youth programs. Equus's expenses for the month of October were as follows: Adult \$81,702.31, DW \$21,711.79, Youth \$56,776.04, Rapid Response \$1,150.00, and NDWG \$2,036.94. Schaapveld reported the Adult salaries are higher because the time is allocated by customers served. The Career Navigators have been working more with Adult participants because there are additional funding streams serving the DW participants. Bartles motioned to approve the October invoices, seconded by Bergfeld, motion carried

ONE STOP OPERATOR INVOICE

Ryan presented the October invoice for \$8,504.62. Bartles motioned to approve the October invoice, seconded by Bergfeld, motion carried.

FISCAL AGENT INVOICE

Gilpin presented the October wage invoice of \$5,202.02 for 85 hours; Bergfeld motioned to approve the invoice, seconded by Rheingans, motion carried.

FISCAL AGENT REPORTS

Reports were not reviewed but included in the meeting packet. The cumulative amounts for each program were as follows: Admin \$68,653.61, Transition 504.63, Adult \$323,296.53, DW \$131,884.18, Youth Out of School \$149,952.46, Youth In School \$35,395.15, and Rapid Response \$60,539.19.

MAY FINANCIAL MONITORING

Coffey presented the financial monitoring SEIRPC conducted of Equus's April payroll. There were no findings. Bergfeld made a motion to approve the report, seconded by Bartles, motion carried.

BANK ACCOUNT

Swafford reported the account balance of \$24,745.40 consisting of Ticket to Work funds. The partners were asked to submit ideas for use of the funds. There will be a budget presented in January or February of 2022. Policies and procedures for allocating funds will also need to be developed. Bartles cautioned not to have an urgency to spend the funds as having unincumbered money is beneficial. Bartles suggested the funding be used as a match to grant funding to double their value.

MEETING TIME REVIEW

Swafford stated after the CEOs reviewed attendance, the CEOs asked that she query the committees about meeting times. Discussion indicated that moving the Finance committee meeting to 3:00 PM would work better for all committee members with only Rheingans not present for the conversation.

OTHER BUSINESS

Swafford announced Joni Dittmer has resigned from the Finance Committee due to her availability.

PUBLIC COMMENT

None

ADJOURNED

Bartles made a motion to adjourn the meeting, seconded by Bergfeld, motion carried, and the meeting was adjourned by Bassow at 3:56 p.m.