



## Mississippi Valley Workforce Development Board

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### **Finance Committee Meeting**

Wednesday, July 28<sup>th</sup>, 2021 at 4:00 p.m., via Zoom

**Members Present:** Cory Bergfeld, Lori Bassow, Bob Bartles, and Joyce Stimpson

**Members Absent:** Angela Rheingans, Roger Pavey, Joni Dittmer

**CEOs Present:** Brad Quigley, Nathan Mather, and Jim Irwin

**Staff Present:** Miranda Swafford Executive Director and Phyllis Wood Executive Assistant

**Fiscal Agent Staff:** Lori Gilpin and Susan Coffey

**Service Provider Staff Present:** Cherisa Price-Wells -Regional Director, Kendra Schaapveld – Project Director, and Bob Ryan – Quality Assurance Specialist

### **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**

Excused Absences – Angela Rheingans, Roger Pavey, Joni Dittmer  
Bergfeld motioned to excuse, seconded by Stimpson, motion carried.

### **APPROVAL OF AGENDA**

Bassow requested agenda amendment to have Fiscal Agent Invoice and June Reports to go prior to Equus June Invoice. Bartles made a motion to accept the amended agenda, seconded by Bergfeld, motion carried.

### **APPROVAL OF PREVIOUS MEETING MINUTES**

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

### **FISCAL AGENT INVOICE**

Gilpin presented two invoices: Contractual time (87.5 hrs) for May 2021 \$6646.86 and contractual time (56.25 hrs) for June 2021 \$3249.11. The reduced hours were credited to the supplemental documentation provided by Equus. Bergfeld motioned to approve, seconded by Bartles, motion carried.

## **FISCAL AGENT JUNE REPORTS**

Gilpin presented a memo regarding variances in the year-to-date comparison with Equus, noting ideally the two would match 100%. Gilpin reporting variances for the board to address. Adult variance was less than \$1.00. DW variance was \$160.43 mostly outreach expense but there were twelve line items with variances of less than \$1.00. Gilpin acknowledge a variance of less than one dollar is acceptable as they are most likely due to rounding errors in spreadsheet calculations but concerning because unsure exactly why the variances are occurring. Gilpin stated the variance in DW could have resulted in an overpayment of \$162.95 to Equus. NDWG variance of \$3286.42 no longer. OSY variance of \$75.00 which Equus showed in Work Experience but was not reported to the state. ISY variance of less than \$1.00. Rapid Response variance of \$394.79 offset in payroll tax and fringe benefits line items. July all starting at zero and SEIRPC will submit memo monthly of any noted variances. Price-Wells said she, the project accountant, and Schaapveld are going back through their general ledger reconciling the variances. State their group would be willing to participate in a phone call with the fiscal agents to clarify and remedy any variances. Bartles asked when an audit would take place and if Equus does the audit. Price-Wells stated Equus does do an audit and when final it determines the indirect rate. The board will get money back for the second half of the board fiscal year due to lower indirect rate. Equus uses a provisional rate based on expected but the final rate may be higher or lower. Swafford stated the Regional Planning's audit would be 2022 for year ending June 30, 2021. Gilpin further explained the auditor comes in the fall following year end and wrap up in December. Then their board will approve and pay in Jan 2022. Bryan McCaffrey, Regional Business Manager with Equus, explained the Equus fiscal year is the calendar year. Provisional indirect rate is used for half of the MVWDB fiscal year while their audit is completed. July 2020 through December 2020, the actual indirect was higher than the provisional rate by ~\$270, but the January 2021 through June 2021, the actual indirect rate was lower and will result in a refund of ~\$3500. The board can choose to pay the overage or not but will receive the refund. Swafford felt the topic of paying the difference should be placed on the agenda for a future meeting once the documentation of the indirect rate is finalized and available. Gilpin reports on SEIRPC June cumulative reports. Cumulative expenditures to date were as follows; Admin \$172,944.43, Transition \$25,440.34, Adult \$608,102.90, DW \$351,783.80, NDWG \$9,980.78, OSY \$460,595.30, ISY \$96,343.53, and RR \$57,133.80. Approximately 1.2 million will be carried over. The SEIRPC FSR report submitted matched with IWDs numbers. Bartles asked if we keep the 1.2M, Swafford replied that there is some youth funding that will not carryover again. Bassow asked about documentation of the lost funds, Swafford explained the SEIRPC report indicated there was still \$32,858.16 in PY19 which isn't slated to carryover but have not received confirmation from the state.

## **EQUUS JUNE INVOICE**

Schaapveld gave an overview of the Equus June Financial Status Reports for the Rapid Response, Adult/DW and Youth program. Equus's expenses for the month of June were as follows: Adult \$84,553.78, DW \$32,412.01, Youth \$69,494.59, Rapid Response \$7,357.65, and NDWG \$3,745.48. Irwin asked about what Rapid Response funds can be used for, Schaapveld

responded the goal is to assist companies experiencing layoffs and provide services to the impacted workforce. Irwin expressed appreciation for the level of detail of the financial information provided and said thank you to Lori (Gilpin) and Kendra (Schaapveld). Bergfeld made a motion to approve Equus's invoices, seconded by Bartles, motion carried.

### **BOARD BANK ACCOUNT**

Swafford reported that the balance is currently \$11,187.00, no changes from last month.

### **SUMMARY OF FUNDING**

Swafford reported on PY21 MVWA Budget: Youth \$1,618,418.93, Adult \$1,100,967.64, Dislocated Worker \$870,737.27, NDWG \$277,946.94, Rapid Response \$14,866.20 (until Dec 31, 2021), Transition \$2,059.66. Total Budget is \$4,358,723.18. Expenses for One Stop Operator and Sub-Leases are unknown at this time because we do not have a one-stop operator contract and the sub-lease will remain influx until Equus is fully staffed.

### **NEW BUDGET**

Swafford presented PY21 Board Admin Budget. Total of \$473,726.54. Decrease in legal fees. Increase for staff due to hiring executive assistant and the outreach line item to participate in chamber of commerce events throughout MVWA.

### **UPDATE ON TRANSFER DISCUSSION**

Irwin stated the CEOs were trying to understand the budget and transfers. As CEOs, their county budgets are set and change very infrequently. The summary of the transfers made provided by Equus made it much easier for fiscal agent. The CEOs met with Equus and learned some movement is normal and decided to continue to allow transfers but with better documentation. Swafford added Equus has some historical data now to budget better and will include additional documentation with their invoices which has demonstratively made the fiscal agents job less time consuming, while reiterating the ability to transfer in necessary to ensure timely service delivery.

### **INPUT ON TRAVEL POLICY**

Swafford asked specifically about reasonable accommodation language in the policy. Bassow offered that the example should be removed. Mather agreed with utilizing less specific language as accommodations would be considered on a case-by-case basis. Once an accommodation is approved then that becomes the basis for further utilization. Mather added that all travel expenses should have some approval level. Bartles suggested it be kept simple with either Dennis (Duke) or Lori (Gilpin) signing off on travel expenses. Gilpin added Mike Norris currently reviews expenses prior to paying. Bassow suggested the approved tipping amount be upto 20%, Bergfeld agreed, and Swafford said she would make that change. Swafford said all policies go before either the full board or the Executive committee before approval.

### **OTHER BUSINESS**

There was no other business.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNED**

Bergfeld made a motion to adjourn the meeting, seconded by Bartles, meeting was adjourned by Bassow at 5:13 p.m.