



Mississippi Valley Workforce Development Board

Finance Committee Meeting

Wednesday, September 22, 2021 at 4:00 p.m., via Zoom

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

Members Absent: Joni Dittmer – Excused; Angela Rheingans and Roger Pavey - Unexcused

CEOs Present: Jim Irwin, Brad Quigley

Staff Present: Phyllis Wood Executive Assistant

Fiscal Agent Staff: Lori Gilpin and Susan Coffey

Service Provider Staff Present: Cherisa Price-Wells – Regional Director, Cheryl Tipsword – Project Accountant, and Bob Ryan – One-Stop Operator

Guest: Michael Fleming

CALLED TO ORDER

Bassow called the meeting to order at 4:07 p.m.

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

Excused Absences –Joni Dittmer. Bartles motioned to excuse, seconded by Bergfeld, motion carried.

APPROVAL OF AGENDA

Bartles made a motion to approve the 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.

EQUUS AGENDA INVOICE

Price-Wells gave an overview of the Equus August Financial Status Reports for the Rapid Response, Adult/DW and Youth programs. Equus's expenses for the month of August were as follows: Adult \$97,499.05, DW \$19,674.16, Youth \$28,205.88, Rapid Response \$1,006.39, and NDWG \$1,691.13. Price-Wells reported that there would be adjustments to the Adult and DW staffing expenses due to a miscalculation on their part. The SEIRPC invoices and reports were reviewed prior to voting. Bartles made a motion to approve Equus's invoices, seconded by Bergfeld, motion carried.

FISCAL AGENT INVOICE

Gilpin with SEIRPC presented three invoices. July wage invoice of \$4,621.30 for 116.1 hours; Bergfeld motioned to approve the July wage invoice, seconded by Bartles, motion carried. July IT invoice of \$174.17; Bergfeld motioned to approve the July wage invoice, seconded by Bartles, motion carried. August wage invoice of \$4,699.88 for 105.5 hours; Bergfeld motioned to approve the July wage invoice, seconded by Bartles, motion carried.

FISCAL AGENT AUGUST REPORTS

Gilpin reviewed the WIOA Financial Report for August 2021 and the memo regarding Equus invoices. There were two checks issued for a total of \$207,459.48. The NDWG Equus invoice still has an error in their cumulative totals. Price-Wells and Tipsword expressed their cumulative numbers are updated and offered to meet with Gilpin offline to reconcile. Gilpin said the invoices are accurate for expenses and can be approved. Irwin asked for a clarification about the memo changes which Gilpin clarified it is to ensure their totals match with the fiscal agent numbers as the fiscal agent matches with the state numbers. Gilpin reported that she doesn't have a budget with the rent included in it. Swafford is aware of the need for a budget that includes the rent expenses. Coffey reported the SEIRPC number for the WIOA grant from July 1, 2021, to date; Admin \$34,942.68 expenses to date with \$10,702.86 unspent for PY20, Transition balance of \$2,059.66 that must be spent by December 31, 2021, DW \$57,219.84 expenses to date with \$87,304.16 unspent for PY21, Adult \$159,084.06 expenses to date with \$13,434.94 unspent PY21, ISY \$16,949.93 expenses to date with \$286,633.82 unspent for PY21, OSY \$65,571.26 expenses to date with \$845,179.99 unspent for PY 21, Youth Work Experience \$18,426.73 expended by Equus of \$16,504.24 required, RR \$58,140.19 expenses to date with \$13,859.81 unspent that needs to be spent by December 31, 2021, and NDWG Program \$12,482.84 expenses to date with \$236,154.33 unspent that needs to be spent by June 30, 2022, and NDWG Admin draw of \$4,567.78 with \$9,214.05 unspent that needs to spend by June 30, 2022. Coffee is using PY21 fund numbers at this time for Adult, DW, and Youth because those are the only numbers she has. This report will be quite different in the next month or two as she will get additional numbers for carryover from the state which will require her to reverse these expenses back to PY21 and charge these expenses to the carryover because they are required to use a first in first out with regard to monies.

BOARD BANK ACCOUNT

Wood reported that the balance is currently \$24,745.40. There was a deposit of \$13,558.40 from the state for Ticket to Work funds.

FINANCIAL UPDATES

Wood stated the SEIRPC May financial monitoring is still open. Coffee stated that they were onboarding new staff and the monitoring project was put on hold shortly. When Coffee returned to it, she realized they needed additional information from Equus. SEIRPC now has all the spreadsheets and will be moving forward on it. Wood relayed contract modifications with A3 and A7 are complete, as well as the One Stop Operator master contract is fully executed. Wood

announced there will be a technical assistance session by IWD on the 20% Work Experience requirement and is scheduled for next week.

MONITORING

Wood reviewed the monitoring process. There were 55 separate documents uploaded for the desk review that were due September 15 with an onsite visit to the Burlington center on Oct 5-6th.

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, motion carried, and the meeting was adjourned by Bassow at 4:53 p.m.