



Mississippi Valley Workforce Development Board

Finance Committee Meeting Minutes

Wednesday, March 23, 2022, at 3:00 p.m.

Members Present: Lori Bassow, Cory Bergfeld, Angela Rheingans (late), and Kelley Brown

Members Absent: Joyce Stimpson

CEOs Present: Nathan Mather and Jim Irwin (late)

Staff Present: Miranda Swafford, Executive Director, Liz Rodriguez, Associate Director, and Phyllis Wood, Executive Assistant

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

Service Provider Staff: Cherisa Price-Wells, Regional Director, Kendra Schaapveld, Project Director, and Cheryl Tipword, Project Accountant

One Stop Operator: Robert Ryan

CALL TO ORDER

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

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

Bergfeld made a motion to approve Stimpson's absence, seconded by Brown, the motion carried.

APPROVAL OF AGENDA

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

APPROVAL OF PREVIOUS MEETING MINUTES

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

FINANCIAL UPDATES

Swafford reported all transfer requests from DW to Adult had been fully executed between IWD and the Board; all new budgets are in place. The Request for Bid for fiscal agent services was released and closes April 4th at 4PM. Subleases for Board staff and Equus staff at the Davenport center are fully executed in the amounts of \$293.42 and \$8,846.14 respectively.

FISCAL AGENT MEMOS

Coffey did not report on her WIOA Numbers memo, but it was in the packet for members to review. Gilpin reviewed her memo which was not included in the packet. Gilpin's memo addressed discrepancies on the Equus invoices all relating to formula errors in the grant balance

remaining calculations. There were no discrepancies within the billed amounts. Gilpin also shared checks 10170-10174 were voided due to a change in the SEIRPC signatory.

FEBRUARY PROGRAM INVOICE

Schaapveld reviewed the Equus January invoices showing expenses for the month as follows: Adult \$105,455.46, DW \$60,543.80, Youth \$48,791.51, Rapid Response \$417.15, and NDWG \$945.71. Schaapveld reported the WEX spending is above the 20% threshold required. Schaapveld informed the committee that salaries were not split over the programs due to a company financial software automation fail affecting multiple programs. Next month, corrections to the program expenses will be made and reflected on their invoices. Barriers this month included businesses not being willing to wait for a work experience to be setup. Bassow asked if the timeframe was due to local or state policies that could potentially be modified to speed up the process which Schaapveld clarified is due to federal policies. Rheingans asked where feedback could be sent about these issues and Schaapveld said to the US Department of Labor (DOL). Swafford added the National Association of Workforce Boards has their annual conference in April which will include DOL listening sessions and she will have one of the MVWA representative provide this feedback. Bassow asked for a summary memo regarding the software issue and the planned fix for the salaries, Schaapveld will send a follow up email. Rheingans motioned to approve the February invoices, seconded by Bergfeld, the motion carried.

FEBRUARY ONE STOP OPERATOR INVOICE

Ryan presented the February invoice for \$7,155.82. Swafford asked if it would be better to modify the OSO contract terms to match the cycle of the programs. Discussion concluded with allowing the OSO contract to stay on current terms. Brown motioned to approve the invoice, seconded by Bergfeld, the motion carried.

FISCAL AGENT INVOICE

Gilpin presented one invoice for February, SEIRPC wages invoice for \$8,153.75 for 140.25 hours. Gilpin explained the cost is higher because insurance cost increased as of Feb 1. Bassow questioned why the number of hours was so high. Gilpin stated there was a lot going on in February related to updating the budgets. Coffey added there are hours for her and Brittney (Rahmus) who handle the draws, FSR reports, the Rapid Response reports, and the NDWG reports as well as any special requests from Miranda (Swafford) and monitoring activities. Gilpin added there were several meetings to discuss whether SEIRPC would submit a bid for MVWDB fiscal agent services. Gilpin stated they are on track to with spending for the budget. Bergfeld expressed understanding that the billing is for hours spent on our project. Rheingans agreed with Bergfeld and expressed concern that SEIRPC is billing MVWDB for their meetings to determine whether they will bid to provide services as those discussions are SEIRPC's continued business development and not a service to MVWDB. Rheingans added SEIRPC service is appreciated and if it is their policy to bill those meetings back to the client then that is what we signed up for but perhaps stating it in a different way in the future would be helpful. Bergfeld motioned to approve the invoice, seconded by Rheingans, the motion carried.

FISCAL AGENT FEBRUARY REPORTS

Gilpin reviewed the report noting February was a busy month and noted the voided checks due to a change with the signatory at SEIRPC. Also, there was a balance of \$11.68 left due to a change in the invoice from the Daily Democrat but the following draw was reduced by \$11.68 so disbursement in March will result in the normal zero balance. The program activities are listed in the report for committee review.

BANK ACCOUNT

Swafford reported the account remains unchanged at \$24,745.40. The Board will be receiving a check from Clinton Regional Development Corporation in the amount of \$1,000 to provide assistance to Clinton County residents to overcome barriers in their search for employment.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There was no public comment.

ADJOURNED

Brown made a motion to adjourn the meeting, seconded by Bergfeld, the motion carried, and the meeting was adjourned by Bassow at 4:05 p.m.