



## Mississippi Valley Workforce Development Board

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### **Finance Committee Meeting Minutes**

Wednesday, April 27, 2022, at 3:00 p.m.

**Members Present:** Lori Bassow, Cory Bergfeld, Angela Rheingans (late), Ali Debus

**Members Absent:** Joyce Stimpson and Kelley Brown

**CEOs Present:** Jim Irwin

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

**Fiscal Agent Staff:** Lori Gilpin, Mike Norris, and Susan Coffey

**Service Provider Staff:** Kendra Schaapveld, Project Director, Tabytha Seigfried, Quality Assurance, and Cheryl Tipsword, Project Accountant

### **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**

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

### **APPROVAL OF AGENDA**

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

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

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

### **FINANCIAL UPDATES**

Swafford reported the CEOs completed the Request for Bid process for fiscal agent services with Central Iowa Juvenile Detention Center (CIJDC). IWD is still processing the new agreement with CIJDC. The contract with CIJDC will overlap with current fiscal agent for the month of June. Swafford noted there is a \$40 other line item which is a fee from the result of a late payment for the board credit card. Norris provided that the payment was mailed a week ahead of time, but the fiscal agent can only write checks after the draw is received.

### **FISCAL AGENT MEMOS**

Coffey reported the SEIRPC numbers for the WIOA grant from July 1, 2021, to date; Admin expenditures have spent all the PY20 and FY21 funds and \$39,769.78 of PY21 funds with all remaining funds eligible to carryover, Transition balance of \$0, DW expenses have spent all FY21 and PY21 and \$43,816.00 of FY22 funds with \$322,185.00 that can be carried over, Adult expenses have spent all FY21 and PY21 and \$448,469.63 of FY22 funds with \$524,630.37 that can be carried over, Youth expenses have spent all PY20 and \$148,064.51 of PY21 funding with \$1,066,270.49 that can be carried over, Youth Work Experience expended of \$95,743.07 is below the 20% required amount, RR \$64,852.83 in expenses to date with \$7,147.17 unspent that needs to be spent by June 30, 2022, and NDWG Program has \$23,547.11 expenses to date with \$252,090.06 that needs to be spent by June 30, 2022, and NDWG Admin has spent \$5,213.88 with \$8,567.95 unspent that needs to be spent by June 30, 2022. Gilpin reported there were no corrections to the budget columns, but they did have minor corrections to calculations of remaining funds, but the invoices presented have made those corrections, so they match the fiscal agent numbers.

### **MARCH PROGRAM INVOICE**

Schaapveld informed the committee that salaries not split over programs last month have all been adjusted and corrected this month. Schaapveld reviewed the Equus March invoices showing expenses for the month as follows: Adult \$69,079.70, DW \$35,043.39, Youth \$91,538.19, Rapid Response \$0.00, and NDWG \$3,585.15. Schaapveld reported the WEX spending is below the 20% threshold required but expects the expenses will get above the threshold before June 30, 2022. Bergfeld asked if Rapid Response funds could be used for job fairs. Schaapveld clarified if the job fair is targeting DW participants then associated job fair expenses would qualify for Rapid Response dollars. Bergfeld motioned to approve the March invoices, seconded by Rheingans, the motion carried.

### **MARCH ONE STOP OPERATOR INVOICE**

Tipsword presented the March OSO invoice for \$8,187.12. Debus motioned to approve the invoice, seconded by Bergfeld, the motion carried.

### **FISCAL AGENT INVOICE**

Gilpin presented one invoice for March, the SEIRPC wages invoice for \$5,917.15 for 100.75 hours. Bergfeld motioned to approve the invoice, seconded by Rheingans, the motion carried.

### **FISCAL AGENT MARCH REPORTS**

Gilpin reviewed the report noting there was \$190,859.34 written in checks to cover expenses with the bank balance ending at zero. The program activities are listed in the report for committee review.

### **BANK ACCOUNT**

Swafford reported the account remains unchanged at \$24,745.40.

### **OTHER BUSINESS**

There was no other business.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNED**

Bergfeld made a motion to adjourn the meeting, seconded by Rheingans, the motion carried, and the meeting was adjourned by Bassow at 3:41 p.m.