



Mississippi Valley Workforce Development Board

Finance Committee Meeting Minutes

Wednesday, May 25, 2022, at 3:00 p.m.

Members Present: Cory Bergfeld, Angela Rheingans, Ali Debus, Joyce Stimpson, Cheryl Plank and Kelley Brown

Members Absent: Lori Bassow

CEOs Present: Jim Irwin and Nathan Mather (late)

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, Cheryl Tipsword, Project Accountant, and Shannon Weaver, Operations Supervisor

One Stop Operator: Robert Ryan

CALL TO ORDER

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

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

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

APPROVAL OF AGENDA

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

APPROVAL OF PREVIOUS MEETING MINUTES

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

INTRODUCTIONS

All Members, Board Staff, CEOs, and Service Provider staff introduced themselves to Cheryl Plank, the newest committee member.

FINANCIAL UPDATES

Swafford reported work experience expenditures were off between the months of February through April. Incorrect Equus invoice led to an under representation on the SEIRPC report. After a technical assistance session with IWD, SEIRPC made corrections using first-in, first-out of funding streams and Mississippi Valley will meet the 20% WEP for PY20, leaving a large amount of WEP expenditures needed for PY21 funding to be met in PY22. Swafford shared the

PY22 funding levels with estimated carryover amounts with total funding at: Adult - \$1,173,548; Dislocated Worker - \$821,369; Youth \$2,040,134; and Admin \$526,115.

FISCAL AGENT MEMOS

Coffey noted the memo in the packet and didn't go through the numbers in detail but summarized there were no program funds at risk of being returned to the state. Coffey did point out updates to the youth work experience to show that PY20 required 20% was only just short of goal and would likely be met by June 30, 2022. There is still no word on the NDWG extension from the Department of Labor and without an extension \$243,619.60 is the balance potentially going back to the state at this time. There is \$7,147.17 in Rapid Response funds that will be returned to the state if not expended by June 30, 2022. Schaapveld said there are some layoff notices which have generated some expenses for materials and outreach for job fairs focused on dislocated workers which should expend most of the Rapid Response funds by the end of June. Gilpin reported there were no corrections to the budget/billing columns of the Equus invoices, but they did have minor corrections to calculations of remaining funds, but the invoices being presented to the committee have been corrected and Equus numbers match the fiscal agent numbers. Gilpin noted there are some line items that have overspent but these can be corrected with budget adjustments of line items within the aggregate category.

APRIL PROGRAM INVOICE

Schaapveld reviewed the Equus April invoices which showed expenses for the month as follows: Adult \$94,563.38, DW \$41,658.74, Youth \$86,457.49, Rapid Response \$0.00, and NDWG \$8,470.46. Schaapveld reported the WEX spending is below the 20% threshold required but expects the expenses will get above the threshold before June 30, 2022. Brown made a motion to approve the April invoices, seconded by Rheingans, the motion carried.

APRIL ONE STOP OPERATOR INVOICE

Ryan presented the April OSO invoice for \$7,654.54. Brown motioned to approve the invoice, seconded by Debus, the motion carried. Swafford shared a condensed invoice template she prepared based on a conversation with Lori Bassow about the information most relevant to the committee. Bergfeld felt the template sample would be a lot easier to look at. Swafford shared she had spoken with Cherisa Price-Wells with Equus and Price-Wells felt it would be easy enough for Equus to convert to using the new template. Debus made a motion to approve the template for use, seconded by Brown, the motion carried.

FISCAL AGENT INVOICE

Gilpin presented one invoice for April, the SEIRPC wages invoice for \$4,495.07 for 76.5 hours. Rheingans motioned to approve the invoice, seconded by Brown, the motion carried.

FISCAL AGENT APRIL REPORTS

Gilpin highlighted the line items that were overspent and stated Swafford submitted an updated budget to correct the overspending. There are no categories overspent as of now in the admin budget. The Youth funds have a couple of line items that are in a similar situation, but Swafford has reported to SEIRPC the budgets will be modified to account for the spending. Gilpin

reported they had checks for \$259,308.39, receivables from the state for \$496,589.34, and corresponding payables.

FINANCIAL MONITORING UPDATE

Coffey reviewed the insurance line item of the service provider budget. SEIRPC is waiting for an annual or monthly insurance invoice to show what is to be billed to the programs. Once that information is received, Coffey will finalize their monitoring report and send to Swafford. The support services line item for the dislocated workers program was also monitored with no findings.

BUDGET TRANSFER REQUEST

Schaapveld summarized an equipment spend for virtual reality headsets from Transfr VR to provide virtual job shadows and/or learn entry level skills. These virtual reality headsets will be incorporated into the youth work-based learning program. The proposal is to transfer \$100,000 from salary expenses to equipment. Bergfeld questioned the allowability of the expense. Swafford explained the purchase of the equipment is allowable, but the ability to expense it as youth work experience is currently being evaluated. The board is working with Equus to provide the justification necessary. Rheingans supports the purchase either way because it is innovative and it's the right kind of out-of-the-box thinking we need to stay the pioneers in workforce in Iowa. Rheingans made a motion to approve the transfer request as presented, seconded by Plank, the motion carried.

SUPPORT SERVICES POLICY

Due to time constraints this topic was tabled for the next meeting. Rheingans made the motion, seconded by Brown, the motion carried.

WORK EXPERIENCE EXPENDITURES

Swafford explained Bassow requested the communication chain be included in the packet for the committee members as related to the work experience issues that required the changes noted in Gilpin and Coffey memos. The issue is resolved. Swafford offered to take any questions for which there were none.

BANK ACCOUNT

Swafford reported the account remains unchanged at \$24,745.40. The bank statement has not been received yet.

DRAFT ADMIN BUDGET

Swafford indicated the draft narrative and budget was included for the committee to review and submit questions or comments about. The official budget will be coming before the committee next month for approval.

OTHER BUSINESS

Swafford reminded everyone to register for the June 9th statewide training if they had not yet done so.

PUBLIC COMMENT

There was no public comment.

ADJOURNED

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