



Mississippi Valley Workforce Development Board

Finance Committee Meeting Minutes

Wednesday, June 22, 2022, at 3:00 p.m.

Members Present: Lori Bassow(late), Cory Bergfeld, Ali Debus, Joyce Stimpson, Cheryl Plank and Kelley Brown

Members Absent: Angela Rheingans

CEOs Present: Jim Irwin(late) and Nathan Mather

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

Fiscal Agent Staff: Lori Gilpin, SEIRPC Brittini Rahmus, SEIRPC, Tony Reed, CIJDC, Kassie Ruth, CIJDC

Service Provider Staff: Kendra Schaapveld, Project Director and Cheryl Tipsword, Project Accountant

One Stop Operator: Robert Ryan

CALL TO ORDER

Bergfeld called the meeting to order at 3:05 p.m.

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

Plank made a motion to approve Rheingans absence, seconded by Brown, the motion carried.

APPROVAL OF AGENDA

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

APPROVAL OF PREVIOUS MEETING MINUTES

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

FINANCIAL UPDATES

Swafford reported the board would have two fiscal agents through August 15 because IWD is requiring SEIRPC to close out the PY21 expenses. There will be different funding streams available to each fiscal agent to prevent duplicative draws. IWD will conduct financial monitoring of SEIRPC July 12-13. There is a new employer of record agreement to reflect the change in fiscal agent and with updated staff salary amounts.

FISCAL AGENT MEMOS

Gilpin reported there was a correction to the Equus invoice for Youth In-School, but Equus corrected, and the invoices being presented to the committee are accurate. Coffey was not present, but her memo was in the packet.

MAY PROGRAM INVOICE

Schaapveld reviewed the Equus May invoices which showed expenses for the month as follows: Adult \$73,018.52, DW \$38,863.25, Youth \$81,777.05, Rapid Response \$4,746.33, and NDWG \$8,390.80. Debus made a motion to approve the May invoices, seconded by Brown, the motion carried.

MAY ONE STOP OPERATOR INVOICE

Ryan presented the May OSO invoice for \$7,725.54. Brown motioned to approve the invoice, seconded by Bassow, the motion carried.

FISCAL AGENT INVOICE

Gilpin presented one invoice for May, the SEIRPC wages invoice for \$6,829.76 for 112.5 hours. Plank motioned to approve the invoice, seconded by Debus, the motion carried.

PY22 BUDGET APPROVALS

Swafford presented updated draft budgets for the Admin and Program funding. The new funding and proposed budgets are final numbers; the variant will be the exact carryover funding amounts. The expense for the SEIRPC contract extension is still pending approval of the CEOs. The budget totals are admin \$526,115, youth \$1,194,134, adult \$1,193,548, and dislocated worker \$821,369. Brown made a motion to approve the budgets as presented, seconded by Debus, the motion carried.

SUPPORT SERVICES POLICY

Rodriguez reviewed revisions individually noting most of the changes were to prompt review of outdated support services amounts against current day expenses. Discussion outcomes about the revisions included:

- **Revision 1 – C. Dependent Care (DPC).** Bassow wanted to see more comparative statewide dependent care cost data to justify revision(s)
- **Revision 2 – G. Education Assistance (EST).** Committee had no concern regarding this revision.
- **Revision 3 – K Transportation (TRN).** Committee had no concern regarding adding “ride share services...” to the policy. Plank requested that comparative costs for bicycle be provided for committee to determine a fairer support service provision. There was much conversation about a change in the maximum mile reimbursement. Irwin and Bergfeld were in favor of using the federal mileage rate. Plank suggested we consider establishing a certain percentage of the federal mileage rate as the support service provision. Mather asked Schaapveld if there is a way we can see the impact on funding these increases in support services with have on overall budget. Swafford suggested board staff and service providers provide this information at the next committee meeting.
- **Revision 4 and 5 – I. Housing/Rent/Utilities.** Committee had no concern regarding this revision.

Discussion about the statistical data to support increases as well as whether there would be enough funding to support participants at the elevated rates through the program year were concerns. Due to time constraints and to allow the service provider and board staff time to collect additional data to support changes to childcare and transportation, this topic was tabled for the next meeting. Plank made the motion to table this topic, seconded by Brown, the motion carried.

CHAIR/VICE CHAIR ELECTION

Rodriguez gave an overview of the nomination and voting process as well as the new role of vice chair. Bassow was nominated for the chair position which she accepted. Bergfeld made a motion to elect Bassow, seconded by Brown, the motion carried. Bergfeld was nominated for the vice chair position which he accepted. Brown made a motion to elect Bergfeld, seconded by Debus, the motion carried.

FINANCIAL MONITORING REPORT

Coffey was not present, so Swafford summarized the financial insurance monitoring was completed by SEIRPC and there were no findings. Brown made a motion to approve the report, seconded by Debus, the motion carried.

FISCAL AGENT MAY REPORTS

Gilpin stated there was \$266,719.22 worth of checks written in the month of May. There payables and receivables totaled \$489,328.36. There will be no overspent line items at the end of June.

PY22 MEETING SCHEDULE

Wood presented the meeting schedule and asked the committee to review November and December dates for conflicts with the holiday. Due to time, it was decided the committee would review the schedule at a future meeting.

BANK ACCOUNT

Swafford reported the account remains unchanged at \$25,745.40. The new fiscal agent will be managing the board bank account in the near future.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There was no public comment.

ADJOURNED

Debus made a motion to adjourn the meeting, seconded by Plank, the motion carried, and the meeting was adjourned by Bergfeld at 4:18 p.m.