



Mississippi Valley Workforce Development Board

Finance Committee Meeting Minutes

Thursday, July 28, 2022, at 3:00 p.m.

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

Members Absent: Kelley Brown

CEOs Present: Jim Irwin (late)

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

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

Service Provider Staff: Cherisa Price-Wells, Regional Director, 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

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 Brown's absences, seconded by Debus, the motion carried.

APPROVAL OF AGENDA

Plank 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 Debus, the motion carried.

FINANCIAL UPDATES

Swafford reported contracts with new fiscal agent, CIJDC, have been fully executed and expenses are being directed to them. SEIRPC is finishing out end of year expenses for PY21 to wrap up their contract.

FISCAL AGENT MEMOS

Coffey noted the memo in the packet reflected the numbers as of June 30 but there are still invoices that are coming in that will change the final FSR numbers. Admin will carryover PY21 \$35,056.37 and FY22 \$148,788.00, all Transition funds were used, Dislocated Worker will carryover FY22 \$184,072.17, Adult will carryover FY22 \$217,637.09, Youth will carryover PY21 \$671,413.22, WEP is met for PY20 but not PY21 with \$95,206.21 spent but need to spend

\$108,582.36 but have until June 2023 to meet, Rapid Response has \$1,823.65 that will be returned to the state, NDWG will carryover \$225,595.45 for program and \$8,567.95 for administration.

JUNE PROGRAM INVOICE

Schaapveld reviewed the Equus June invoices which showed expenses for the month as follows: Adult \$117,448.54, DW \$35,275.91, Youth \$206,777.83, Rapid Response \$577.19, and NDWG \$9,63335. NOTE: The invoices in the meeting packet were June 2021, Schaapveld shared the correct June 2022 invoices with the committee and SEIRPC stated the June 2022 invoices were correct. Wood emailed the correct invoices to the committee members. Schaapveld reported the WEX spending is above the 20% threshold required. Plank made a motion to approve the June invoices, seconded by Rheingans, the motion carried.

JUNE ONE STOP OPERATOR INVOICE

Ryan presented the June OSO invoice for \$8,152.93, noting the contract is at approximately 70% spent as the contract runs through mid-September. Debus motioned to approve the invoice, seconded by Bergfeld, the motion carried.

FISCAL AGENT INVOICE - SEIRPC

Gilpin presented one invoice for June, the SEIRPC wages invoice for \$6,075.02 for 98.5 hours. Plank motioned to approve the invoice, seconded by Debus, the motion carried.

FISCAL AGENT INVOICE – CIJDC

Ruth presented one invoice for June, the CIJDC wages invoice for \$4,513.00 for 54.25 hours. Rheingans motioned to approve the invoice, seconded by Debus, the motion carried. Gilpin will set the payment request.

PY21 EXPENSE CLOSEOUT PROCESS

Swafford stated there would be a few final invoices coming through before the committee meets again but need approval prior to August 15 so SEIRPC can process them before the end of their contract to closeout PY21. Swafford let the committee know they could schedule a special meeting prior to August 15 to approve the final invoices or they could authorize her to approve the final PY21 invoices that will come in. Debus stated she was fine with allowing Swafford to approve those final invoices. Bassow asked if the committee will see the invoices at some point. Swafford stated the final invoice(s) could be emailed to the group and allow for each member to respond with approval of the invoice so there is a paper trail if the committee wanted to go that route. Bergfeld made a motion to have Miranda Swafford to approve the invoices when they come in and the committee will review after the fact at the next meeting, seconded by Debus, the motion carried.

SUPPORT SERVICES POLICY

Rodriguez summarized the concerns of committee and Schaapveld and Rodriguez provided data to address those. Plank made the motion to raise the dependent care cost up to a maximum of \$50 per day, discussion about the amounts for multiple dependents led to the motion dying due

to a lack of second. Rheingans made a motion to set the dependent care cost at a maximum of \$50 per day for one dependent, \$100 per day for two or more dependents, with a \$500 maximum per week for two or more dependents, seconded by Bergfeld, the motion carried. Bergfeld made a motion to set the mileage reimbursement rate to the federal reimbursement rate, seconded by Debus, the motion carried. Bergfeld made a motion to raise the bicycle cap to \$500 for bicycle and safety equipment, seconded by Rheingans, the motion carried. The maximum expenditure caps discussion ended with Bergfeld making the motion to table the remaining conversation, seconded by Debus, the motion carried.

FISCAL AGENT JUNE REPORTS - SEIRPC

Gilpin noted the reports are stamped preliminary as the final June expenses have not been received. Gilpin will get the final report to the board. There was \$532,395.53 in checks processed in the month of June, there are a few outstanding checks wrote in May to IWD for rent that will hopefully clear soon, the money is in the account and the balance will zero out when those checks clear. Payables currently sit at \$385,506.43 but will change when the final invoices come in.

PY22 MEETING SCHEDULE

Wood shared the PY22 meeting schedule noting there could be conflict with holidays in November and December. Discussion concluded with moving November to the 30th and the December meeting to January 4th. The poll for the in-person meeting indicated March 2023 was the top choice with the meeting to be held in Muscatine, the committee discussion agreed with the poll.

BANK ACCOUNT

Swafford reported the account remains unchanged at \$25,745.40. The TTW funds for PY22 will be directed to CIJDC. Swafford stated the bank account funds will be transferred to CIJDC as well.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There was no public comment.

ADJOURNED

Rheingans made a motion to adjourn the meeting, seconded by Debus, the motion carried, and the meeting was adjourned by Bassow at 4:34 p.m.