



# Mississippi Valley Workforce Development Board

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## **Finance Committee Meeting Minutes**

Wednesday, August 30, 2022, at 3:00 p.m.

**Members Present:** Lori Bassow, Cory Bergfeld, Cheryl Plank, and Kelley Brown

**Members Absent:** Angela Rheingans, Ali Debus (unexcused), and Joyce Stimpson

**CEOs Present:** Nathan Mather and Jim Irwin

**Staff Present:** Miranda Swafford, Executive Director, Andrea Taylor, Associate Director, and Phyllis Wood, Executive Assistant

**Fiscal Agent Staff:** 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 Rheingans's and Stimpson's absences, 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 the NDWG contracts have not been executed and the executive committee approved program budgets last week so although there will be no comparisons with these financial reports and invoices this month, there will be next month.

### **\*AUGUST PROGRAM INVOICES**

Schaapveld shared the expenses that came through for each program; Adult at \$97,742.64, DW at \$49,991.62, Youth at \$92,465.67, and NDWG at \$1,427.48. The committee had no questions. Bergfeld made a motion to accept the invoices, seconded by Brown, the motion carried.

**\*AUGUST ONE STOP OPERATOR INVOICE**

Ryan presented the August OSO invoice for \$8,063.68. The committee had no questions. Brown motioned to approve the invoice, seconded by Bergfeld, the motion carried.

**\*FISCAL AGENT INVOICE**

Ruth presented one invoice for August, the CIJDC wages invoice for \$4,644.00 for a total of 49.25 hours. Bergfeld motioned to approve the invoice, seconded by Brown, the motion carried.

**FISCAL AGENT AUGUST REPORTS**

Ruth presented the revenue and expenses year to date noting the expenses are being paid with PY22 funds. When the state releases the carryover funding, credits to current year funding will occur so the oldest money will be spent first. There is not enough current year funding to pay the full adult and none of the NDWG invoices. Those will be paid when the state releases the funding to CIJDC. The reports will be more complete next month now that budgets are approved.

**BANK ACCOUNT**

Swafford reported the account is at a zero balance as funds were transferred to CIJDC and the account has been closed.

**OTHER BUSINESS**

There was no other business.

**PUBLIC COMMENT**

Irwin thanked Wood for her service to the board.

**ADJOURNED**

Bergfeld made a motion to adjourn the meeting, seconded by Brown, the motion carried, and the meeting was adjourned by Bassow at 3:24 p.m.