



# Mississippi Valley Workforce Development Board

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## **Finance Committee Meeting Minutes**

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

**Members Present:** Lori Bassow, Cory Bergfeld, Kelley Brown, Angela Rheingans,

**Members Absent:** Ali Debus, Joyce Stimpson, Brad Quigley

**CEOs Present:** Nathan Mather

**Staff Present:** Miranda Swafford, Executive Director, Andrea Taylor, Associate Director and Mandy Tripp, Executive Assistant

**Fiscal Agent Staff:** Kassie Ruth

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

There were no excused absences. Debus, Stimpson, and Quigley had unexcused absences.

### **APPROVAL OF AGENDA**

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

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

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

### **FINANCIAL UPDATES**

Swafford advised Cheryl Plank resigned from the committee. Swafford reported we are still waiting for the NDWG contract extension from IWD. Swafford advised the Rapid Response Funds request has been approved, so a contract for \$10,000 in rapid response funds will be coming from IWD.

### **\*OCTOBER PROGRAM INVOICE**

Schaapveld shared the adult budget is on track with \$60,647.53 expended. The Dislocated Worker expended \$68,631.85 and the youth budget combined expenditures at \$91,267.38. Schaapveld also advised they have one OJT started with the NDWG funds, but the invoice would not be paid out until this week, so for October the NDWG expenditures were \$1,289.67. Bergfeld made a motion to accept the final invoices, seconded by Brown, and the motion carried.

**ONE-STOP OPERATOR OCTOBER INVOICE**

Ryan advised his expenditures are \$8,388.42 of the contracted budget which is mostly salaries and travel. Rheingans made a motion to accept the invoice, seconded by Brown, and the motion was carried.

**\*FISCAL AGENT INVOICE – CIJDC**

Ruth presented one invoice for October, the CIJDC wages invoice for \$4,592 for 41.75 hours. Bergfeld motioned to approve the invoice, seconded by Rheingans, and the motion carried.

**WIOA FINANCIAL REPORT**

Ruth presented budget expenditures for Adult, Dislocated Workers, Youth, and NDWG at \$1,086,550.54. The remaining budget after expenditures is \$3,628,010.31 The total budget for the PY22 is \$4,744,311.52. Ruth advised she included the side-by-side comparison from the last Fiscal Agent, but it is hard to see if it is on track without having multiple years to compare. Ruth advised all budgets are on track.

**NON-WIOA FINANCIAL REPORT**

Ruth advised Ticket to Work funds expended were \$640.73 with a remaining balance of \$42,006.67.

**SUB-RECIPIENT DISCUSSION**

Swafford provided information on the sub-recipient requirement that IWD is required to be put in place by July 1, 2023. Discussion took place about what the sub-recipient's role is overall. Swafford advised the CEOs are having a meeting on December 1<sup>st</sup> prior to the board training to discuss and must have a subrecipient decided and submitted to IWD by February 28, 2023.

**OTHER BUSINESS**

Bergfeld asked questions regarding when our audit would take place, and Swafford advised it is usually January. Ruth advised they would not be audited on our funds until next January since those audits are usually one year behind.

**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 Bassow at 3:44 p.m.