



Mississippi Valley Workforce Development Board

Finance Committee Meeting Minutes

Wednesday, January 4, 2023, 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: Jim Irwin

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

One-Stop Operator: Robert Ryan

CALL TO ORDER

Bassow called the meeting to order at 3:01 p.m.

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

Stimpson had an excused absence, Brown made a motion to approve the absence, seconded by Rheingans, and the motion carried. Ali Debus and Brad Quigley had unexcused absences.

APPROVAL OF AGENDA

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

APPROVAL OF PREVIOUS MEETING MINUTES

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

FINANCIAL UPDATES

Swafford advised the updated sub-leases for both locations had slight increases. Bassow questioned who reviews this, Swafford and Irwin both advised IWD is the leaseholder and space is sublet out to us based on space used by Equus per square foot, we have no way to challenge it, so it is not reviewed at any committee. Swafford advised she received the new NWDG contract, however, there were items in the contract that had to be questioned back to IWD regarding federal regulations, IWD has not given any clarification at this time. Swafford advised no contract has been received for the approved Rapid Response funds from IWD that were approved in November.

***NOVEMBER PROGRAM INVOICE**

Schaapveld shared the adult budget is on track with \$71,900.98 expended. The Dislocated Worker expended \$69,407.20 and the youth budget combined expenditures at \$107,258.22. NDWG expended \$3,508.69. Schaapveld advised they had to move some line items around in the Dislocated Worker budget to support services to assist those co-enrolled with trade. Rheingans made a motion to accept the final invoices, seconded by Brown, and the motion was carried.

ONE-STOP OPERATOR NOVEMBER INVOICE

Ryan advised his expenditures are \$8,343.27 of the contracted budget which is mostly salaries and travel. Brown made a motion to accept the invoice, seconded by Rheingans, and the motion was carried.

***FISCAL AGENT INVOICE – CIJDC**

Ruth presented one invoice for November, the CIJDC wages invoice for \$5449 for 56.75 hours. Brown 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 \$1,397,345.29. The remaining budget after expenditures is \$3,317,215.56. The total budget for the PY22 is \$4,714,560.85. Ruth advised the administrative budget has 74% remaining, Adult has 64% remaining, DW has 61% remaining, NDWG has 95% remaining and the Youth budget has 73% left to expend.

NON-WIOA FINANCIAL REPORT

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

***BUDGET MODIFICATION POLICY**

Swafford advised this is a policy of what we are already doing, but during monitoring, Swafford took a proactive approach and started working on policies they were asking for, but we did not currently have them in place. The policy addresses transferring of funds and what is allowed as well as a statement advising that even though the board approves the budget, does not mean it approves the expenditures. Rheingans made a motion to accept it as written, seconded by Brown, and the motion was carried. It will be sent to the executive committee for final approval.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

Jim Irwin thanked Robert Ryan for his work as the OSO. Robert's last day is Friday.

ADJOURNED

Rheingans made a motion to adjourn the meeting, seconded by Brown, the motion carried, and the meeting was adjourned by Bassow at 3:32 p.m.