



Mississippi Valley Workforce Development Board

Finance Committee Meeting Minutes

Wednesday, January 25, 2023, at 3:00 p.m.

Members Present: Lori Bassow, Cory Bergfeld, Kelley Brown, Angela Rheingans, Joyce Stimpson and Jack Willey

Members Absent: Ali Debus

CEOs Present: none

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, Shannon Weaver, Operations Manager, Taylor Longstreth, Operations Manager, Cherisa Price-Wells, Regional Director

One-Stop Operator: Nick Clayton

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

Debus had unexcused absences.

APPROVAL OF AGENDA

Brown made a motion to approve the agenda, seconded by Rheingans 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 the NDWG contract extension has been signed, we are just waiting for IWD to sign the countersigned agreement. Nothing will change on invoicing. Rapid Response Contract came through with several discrepancies, that Swafford advised she is working on correcting with IWD. Swafford explained the discrepancies to the committee regarding the scope of work.

***DECEMBER PROGRAM INVOICE**

Schaapveld shared the adult budget is on track with \$68,706.82 expended in December. The Dislocated Worker expended \$64,507.05 and had a line item transfer to support services The

youth budget combined expenditures at \$110,652.88. NDWG expended \$3,595.26. Rheingans made a motion to accept the final invoices, seconded by Brown, and the motion was carried.

ONE-STOP OPERATOR DECEMBER INVOICE

Tipsword advised the expenditures are \$8,361.85 of the contracted budget which is mostly salaries and travel, and there was nothing to note, it was close to the same as in previous months. Bergfeld made a motion to accept the invoice, seconded by Brown, and the motion was carried.

***FISCAL AGENT INVOICE – CIJDC**

Ruth presented one invoice for December, the CIJDC wages invoice for \$5199.00 for 45.5 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 \$1,719,101.21. The remaining budget after expenditures is \$2,995,550.64. The total budget for the PY22 is \$4,714,560.85. Ruth advised the administrative budget has 66% remaining, Adult has 58% remaining, DW has 52% remaining, NDWG has 94% remaining and the Youth budget has 67% left to expend.

NON-WIOA FINANCIAL REPORT

Ruth advised Ticket to Work funds expended were \$2061.13 with a remaining balance of \$40,586.27. Bergfeld asked what the money was spent on, and Tripp clarified that Robert Ryan has purchased steel-toed work boots at Farm King for a job seeker, another pair of boots for a Davenport job seeker was purchased on Amazon and Robert Ryan also paid for a tire change for a job seeker prior to his departure. Tripp advised now in Davenport the board has a voucher system in place with Farm and Fleet. Bergfeld advised he was happy to hear that as they want to spend the money locally. Bassow verified the food cost that was listed and was advised by Tripp that it was for the Board training day.

Ruth also advised that Clinton County had donated \$1000 to the board and that \$759.99 was used for food, Tripp advised, it was actually used for gas gift cards and bus passes to assist Clinton County residents who need them.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

Bassow welcomed Jack Willey to the committee.

ADJOURNED

Brown made a motion to adjourn the meeting, seconded by Bergfeld, the motion carried, and the meeting was adjourned by Bassow at 3:26 p.m.