



Mississippi Valley Workforce Development Board

Finance Committee Meeting Minutes

Wednesday, February 22, 2023, at 3:00 p.m.

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

Members Absent: Ali Debus and Angela Rheingans

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

One-Stop Operator: Nick Clayton

CALL TO ORDER

Bassow called the meeting to order at 3:03 p.m.

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

Debus and Rheingans 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

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

FINANCIAL UPDATES

Swafford advised we withdrew our rapid response funds request due to the inability to agree on the scope of work with IWD. Bassow requested to review the Budget Modification Policy again which was approved on 1/4/2023 at the Finance Committee Meeting and 2/20/23 at the Full Board Meeting.

***JANUARY PROGRAM INVOICE**

Schaapveld shared the adult budget is on track with \$67,667.55 expended in January. The Dislocated Worker expended \$40,398.56, and the youth budget combined expenditures at

\$112,178.50. NDWG expended \$6,170.65. Bergfeld made a motion to accept the final invoices, seconded by Brown, and the motion was carried.

ONE-STOP OPERATOR JANUARY INVOICE

Clayton advised the expenditures are \$7,913.82 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. Willey made a motion to accept the invoice, seconded by Brown, and the motion was carried.

***FISCAL AGENT INVOICE – CIJDC**

Ruth presented one invoice for January, the CIJDC wages invoice for \$3999.00 for 32.5 hours. Willey motioned to approve the invoice, seconded by Bergfeld, and the motion carried.

WIOA FINANCIAL REPORT

Ruth presented budget expenditures for Adult, Dislocated Workers, Youth, and NDWG. The remaining budget after expenditures is \$2,730,173.36. The total budget for the PY22 is \$4,714,560.85. Ruth advised the administrative budget has 62% remaining, Adult has 52% remaining, DW has 47% remaining, NDWG has 91% remaining and the Youth budget has 61% left to expend.

NON-WIOA FINANCIAL REPORT

Ruth advised \$3750.65 Ticket to Work funds have been expended with 91% of the TTW funds remaining. Ruth will provide a breakdown of where the funds were spent moving forward.

TRANSFER REQUEST

Schaapveld advised there have been a lot of layoffs and this is a typical request this time of year. The request is to move \$30,000 to the Dislocated Worker budget from the Adult budget. Willey made a motion to approve the transfer request, Bergfeld seconded, and the motion carried.

SUPPORT SERVICES POLICY MODIFICATION

Swafford presented the policy to request the mileage reimbursement change to lower the rate due to the dislocated worker support services line item being near exhaustion. Reducing the mileage rate would result in the ability to serve more customers. After a lengthy discussion and Schaapveld advising, she has \$7,300 remaining in support services and no additional funds that can be moved. The federal rate increased to 65.5 cents per mile. Willey advised the county reimburses at a lower rate. Bergfeld made a motion to table this topic until the next meeting and the committee requests more data/numbers to back up the request. Brown seconded the motion and the motion carried.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There was no public comment.

ADJOURNED

Willey made a motion to adjourn the meeting, seconded by Stimpson, the motion carried, and the meeting was adjourned by Bassow at 3:57 p.m.