



Mississippi Valley Workforce Development Board

Finance Committee Meeting Minutes

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

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

Members Absent: Ali Debus (unexcused) and Angela Rheingans

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, Shannon Weaver, Operations Manager, Taylor Longstreth, Operations Manager

One-Stop Operator: Nick Clayton

CALL TO ORDER

Bassow called the meeting to order at 3:00 p.m. and handed off the chairman responsibilities to Bergfeld for the remainder of the meeting.

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

Brown made a motion to approve Rheingans' absence, seconded by Willey and the motion carried. Debus had an unexcused absence.

APPROVAL OF AGENDA

Brown made a motion to approve the agenda, seconded by Willey 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 she did not have any financial updates.

WIOA FINANCIAL REPORT

Ruth presented budget expenditures for Adult, Dislocated Workers, Youth, and NDWG. The remaining budget after expenditures is \$2,447,106.44. The total budget for the PY22 is \$4,714,560.85. Ruth advised the administrative budget has \$276,835.60 remaining, Adult has

\$562,671.84 remaining, DW has \$352,908.04 remaining, NDWG has \$202,629.10 remaining and the Youth Out of school budget has 696,070.22 left to expend, while the Youth in school budget has \$355,991.64 remaining.

***FEBRUARY PROGRAM INVOICE**

Schaapveld shared the adult budget is on track with \$52,018.01 expended in February. The Dislocated Worker expended \$34,720.44, and the youth budget combined expenditures at \$113,007.31. NDWG expended \$8198.06. Brown made a motion to accept the final invoices, seconded by Willey, and the motion was carried.

***ONE-STOP OPERATOR FEBRUARY INVOICE**

Clayton advised the expenditures are \$5386.43 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. Brown made a motion to accept the invoice, seconded by Willey, and the motion was carried.

***FISCAL AGENT INVOICE – CIJDC**

Ruth presented one invoice for February, the CIJDC wages invoice for \$5182.00 for 50.75 hours. Brown motioned to approve the invoice, seconded by Bassow, and the motion carried.

NON-WIOA FINANCIAL REPORT

Ruth advised \$4153.04 in Ticket to Work funds have been expended with 90.43% of the TTW funds remaining.

SUPPORT SERVICES POLICY MODIFICATION

Seigfried shared a visual representation of the change from PY21/PY22 that illustrated the drastic expenditures that took place after the increase from \$.23/mile to the federal mileage reimbursement rate and again when it was increased due to inflation. The increase in expenditures in transportation for Dislocated Workers was \$61582.77. Weaver advised we are helping more participants due to the layoffs at Siemens, so far 54 dislocated workers have received mileage support in this program year. Weaver advised there is \$4280 left in the dislocated worker support services and will not make it through the end of the month. Schaapveld advised once that is gone, they will be unable to pay for books or other support services for the remainder of the program year. Support services are capped currently at \$6000 per year. Willey made a motion to change the mileage rate to \$.40/mile, but without a second the motion died on the floor. After additional discussion with Irwin suggesting that it be a percentage of the federal rate, so this topic did not need to be revisited when the rates changed. Brown made a motion to change the mileage rate to 65% of the federal mileage reimbursement rate, Willey 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 Brown, the motion carried, and the meeting was adjourned by Bergfeld at 3:46 p.m.