



Mississippi Valley Workforce Development Board

Finance Committee Meeting Minutes Wednesday, April 26, 2023, at 3:00 p.m.

Members Present: Cory Bergfeld, Kelley Brown, Joyce Stimpson, and Angela Rheingans

Members Absent: Lori Bassow and Jack Willey (unexcused)

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

One-Stop Operator: Nick Clayton

CALL TO ORDER

Bergfeld called the meeting to order at 3:00 p.m.

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

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

APPROVAL OF AGENDA

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

APPROVAL OF PREVIOUS MEETING MINUTES

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

WIOA FINANCIAL REPORT

Ruth presented budget expenditures for Adult, Dislocated Workers, Youth, and NDWG. The remaining budget after expenditures is \$2,165,360.19. The total budget for the PY22 is \$4,714,560.85. Ruth advised the administrative budget has \$255,439.83 remaining, Adult has \$467,759.19 remaining, DW has \$330,901.92 remaining, NDWG has \$197,013.13 remaining and the Youth Out of school budget has \$580,199.69 left to expend, while the Youth in school budget has \$334,046.40 remaining.

***MARCH PROGRAM INVOICE**

Schaapveld shared the adult budget is on track with \$57,868.05 expended in March. The Dislocated Worker expended \$44,936.57, and the youth budget combined expenditures at \$130,828.04. NDWG expended \$5615.97. Stimpson made a motion to accept the final invoices, seconded by Rheingans, and the motion was carried.

***ONE-STOP OPERATOR MARCH INVOICE**

Clayton advised the expenditures are \$11,619.41 of the contracted budget which is mostly salaries and travel with \$900 transferred due to an increase in licensing costs and travel to NAWB. Clayton advised there is a difference in salary from the last OSO to him and that money will be transferred from the salary line item to travel next month. 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 March, the CIJDC wages invoice for \$4600 for 87 hours, the actual bill was \$7384. Ruth advised they did not bill for the actual hours worked due to the contract and making sure they would be paid through the end of the contract. Swafford advised she expects a fiscal contract increase, as this was the first year of fiscal monitoring which required more hours. Rheingans motioned to approve the invoice, seconded by Brown, and the motion carried.

NON-WIOA FINANCIAL REPORT

Ruth advised \$5115.89 in Ticket to Work funds have been expended with 88.21% of the TTW funds remaining. Swafford advised the Lee County line item can be removed next year as the proposal was rejected by the Governor.

FISCAL AGENT MONITORING

Swafford completed monitoring, with no issues or findings. The only area of concern was CIDJC does not track their hours specifically for each contract. Swafford clarified the CEOs require the time to be tracked in this contract with CIJDC.

FISCAL MONITORING

Ruth advised they found a few areas of concern and the entries were already corrected. The report will be submitted with the program monitoring report. Swafford advised there were no disallowed costs.

OTHER BUSINESS

There was no other business.

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 Bergfeld at 3:29 p.m.