



Mississippi Valley Workforce Development Board

Finance Committee Meeting Minutes

Wednesday, June 28, 2023, at 3:00 p.m.

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

Members Absent: none

CEOs Present: Jim Irwin and Danny Chick

Staff Present: Mandy Tripp, Executive Assistant

Fiscal Agent Staff: Kassie Ruth

Service Provider Staff: Kendra Schaapveld, Project Director, Tabytha Seigfried, Quality Assurance, Cheryl Tipsword, Project Accountant, Taylor Longstreth, Operations Manager, and Shannon Weaver Operations Manager

One-Stop Operator: Nick Clayton

Guest: Ryan Drew

CALL TO ORDER

Bassow called the meeting to order at 3:04 p.m.

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

There were no absences.

APPROVAL OF AGENDA

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

APPROVAL OF PREVIOUS MEETING MINUTES

Rheingans made a motion to approve the meeting minutes with the change to the grant amount from North Scott Rotary to \$2500, seconded by Willey and the motion carried.

FINANCIAL UPDATES

Tripp advised the CEOs approved the fiscal agent budget at their meeting last week.

WIOA FINANCIAL REPORT

Ruth presented budget expenditures for Adult, Dislocated Workers, Youth, and NDWG. The remaining budget after expenditures is \$1,578,212.45. The total budget for the PY22 is \$4,714,560.85. Ruth advised the administrative budget has \$199,680.87 remaining, Adult has \$318,607.24 remaining, DW has \$223,225.05 remaining, NDWG has \$183,179.05 remaining

and the Youth Out of school budget has \$361,193.42 left to expend, while the Youth in-school budget has \$292,326.82 remaining.

***MAY PROGRAM INVOICE**

Schaapveld shared the adult budget is on track with \$72,540.51 expended in May. The Dislocated Worker expended \$44,393.56, and the youth budget combined expenditures at \$127,459.01. NDWG expended \$7,126.96. Bergfeld made a motion to accept the final invoices, seconded by Willey, and the motion was carried.

***ONE-STOP OPERATOR MAY INVOICE**

Clayton advised the expenditures are \$9793.54 of the contracted budget which is mostly salaries and travel. Bergfeld made a motion to accept the invoice, seconded by Rheingans, and the motion was carried.

***FISCAL AGENT INVOICE – CIJDC**

Ruth presented one invoice for May, the CIJDC wages invoice for \$4,656 for 41 hours. Willey motioned to approve the invoice, seconded by Stimpson, and the motion was carried out.

NON-WIOA FINANCIAL REPORT

Ruth advised \$5544.30 in Ticket to Work funds have been expended with 87.85% of the TTW funds remaining.

PY23 DRAFT BUDGETS

Tripp advised the draft budgets have been included but are not yet finalized due to allocations coming late Friday afternoon from IWD. The state board meeting had some technical issues, so they did not get to do any of their voting items which included voting on the new Iowa Plains Workforce Area, there is a special meeting tomorrow to address those voting items. Tripp advised the draft budgets show budgeted amounts from PY22 in green and proposed levels for PY23. The OSO contract is similar to last year, last year's contract was for 9 months. Sublease payments are determined by IWD and are out of our control. Board staff increased due to adding additional staff. The outreach section decreased from last year since we were able to complete some of the tasks in-house without an external vendor. All outreach activities were not completed in PY22 due to the termination of the contract with the external vendor. The sector Strategy/Job Quality section will be used to support implementation strategies from Job Quality or sector boards that will be moving under the board from IWD. Youth System Strategy RFP will support the implementation of plans created by the Workforce Communities of Action. Incumbent worker training we are carrying over approximately \$37,000 from PY22 and the Business Committee has requested that we allocate another \$25,000 in PY23. The draft admin budget includes expenditures through 5/31/2023 and a proposed budget for PY23, most categories increased due to the addition of another board staff. Bassow and Willey requested that budget narratives be included with the actual budget so it can be seen where the money will be spent.

OTHER BUSINESS

Tripp asked if the committee wanted the meeting to continue to be at 3 p.m. on the 4th Wednesday, the committee decided to leave it. Tripp asked to move the November 22nd meeting to November 29th due to the holiday, and the group agreed. The December 27th meeting was decided to be moved to January 3, 2024, after Ruth advised it would not be an issue due to the state shutting down for two weeks around the holidays for drawdowns.

PUBLIC COMMENT

There was no public comment.

ADJOURNED

Bassow adjourned the meeting at 3:33 p.m. with all in favor.