



Mississippi Valley Workforce Development Board

Finance Committee Meeting Minutes

Wednesday, July 26, 2023, at 3:00 p.m.

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

Members Absent: Ryan Drew, Angela Rheingans (unexcused), and Jack Willey (unexcused)

CEOs Present: Jim Irwin and Danny Chick

Staff Present: Miranda Swafford, Executive Director, Andrea Taylor, Strategic Partnership Specialist, Mandy Tripp, Compliance Officer, and Tyler Lanz, Communications 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

CALL TO ORDER

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

QUORUM

The committee had a quorum to conduct business.

CONSENT AGENDA

The consent agenda included approval of the agenda, previous minutes, and Drew's excused absence. Brown made a motion to approve the consent agenda items, seconded by Bassow, and the motion carried.

FINANCIAL UPDATES

Swafford gave an overview of the admin and program budgets. There were no questions.

WIOA FINANCIAL REPORT

Ruth presented budget expenditures for Adult, Dislocated Workers, Youth, and NDWG. The remaining budget after expenditures is \$1,118,798.84. The total budget for the PY22 is \$4,714,560.85. Ruth advised the administrative budget has \$160,906.79 remaining, Adult has \$225,681.69 remaining, DW has \$173,959.68 remaining, NDWG has \$174,827.33 remaining and the Youth Out of school budget has \$140,403.39 left to expend, while the Youth in-school budget has \$243,019.96 remaining.

***JUNE PROGRAM INVOICE**

Schaapveld shared the adult budget is on track with \$85,736.31 expended in June. The Dislocated Worker expended \$41,570.77, and the youth budget combined expenditures at

\$262,772.57. NDWG expended \$8,351.72. Brown made a motion to accept the final invoices, seconded by Bassow, and the motion was carried.

***ONE-STOP OPERATOR JUNE INVOICE**

Clayton advised the expenditures are \$8,193.83 of the contracted budget which is mostly salaries and travel. Brown made a motion to accept the invoice, seconded by Bassow, and the motion was carried.

***FISCAL AGENT INVOICE – CIJDC**

Ruth presented one invoice for June, the CIJDC wages invoice for \$4,171 for 35.25 hours. Bassow motioned to approve the invoice, seconded by Brown, and the motion was carried.

NON-WIOA FINANCIAL REPORT

Ruth advised \$5,897.30 in Ticket to Work funds have been expended with 87.08% of the TTW funds remaining, \$759.99 of the Clinton County funds have been expended with 24% remaining, and \$844.20 of the North Scott Rotary Grant have been expended with 66.23% remaining.

***PROGRAM INCOME POLICY**

Swafford presented the draft policy, advising it was a required policy that addressed if the program earns income that it will be reinvested back into the program. Bergfeld asked a question to clarify the types of instances that would cause a program to earn income and Swafford provided examples. Brown motioned to approve the Program Income Policy, seconded by Bassow, and the motion was carried.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There was no public comment.

ADJOURNED

Brown made a motion to adjourn, seconded by Bassow. Motion carried, and meeting was adjourned at 3:24 p.m.