



Mississippi Valley Workforce Development Board

Finance Committee Meeting Minutes

Wednesday, August 23, 2023, at 3:00 p.m.

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

Members Absent: Angela Rheingans (excused), and Jack Willey (joined late after meeting had adjourned)

CEOs Present: Jim Irwin

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

Drew 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 Rheingan's excused absence. Brown made a motion to approve the consent agenda items, seconded by Bergfeld, and the motion carried.

FINANCIAL UPDATES

Swafford gave an overview of the financial updates. The board's Form 990s have been filed. Swafford advised the NDWG contract has ended, notice of award has been received for PY23 Title I Adult, Dislocated Worker, and Youth funds, and will receive notice of award for FY24 in October after the state has received the funds from the federal level. The Adult/Dislocated Worker, Youth, and One Stop Operator contracts were modified to include PY23 deliverables and extended to June 30, 2024. Swafford provided the carryover amounts, which totaled \$943,249.83.

WIOA FINANCIAL REPORT

Ruth presented budget expenditures for Adult, Dislocated Worker, and Youth. Ruth advised the report would be brought up to date now that they have received approved budgets. The

remaining budget after expenditures is \$940,136.08. The total budget for PY23 is \$1,188,635.78. Ruth advised the administrative budget has \$454,874.15 remaining, Adult has \$139,579.99 remaining, DW has \$149,229.34 remaining, NDWG has \$174,827.33, the Youth Out of school budget has \$140,582.23 left to expend, while the Youth in-school budget has \$55,870.37 remaining.

***JULY PROGRAM INVOICE**

Schaapveld shared that spending for July is typically relatively low due to the start of the new program year and pending budget approvals. The Adult budget is on track with \$51,393.76 expended in July. The Dislocated Worker expended \$41,334.98, and the Youth budget combined expenditures at \$93,940.04. Schaapveld shared that the Youth program did not meet their goal of 20% work-based learning expenditures due to only having one payroll in July, however that will balance out in August. Bergfeld made a motion to accept the final invoices, seconded by Brown, and the motion carried.

***ONE-STOP OPERATOR JULY INVOICE**

Clayton advised the expenditures are \$7,555.63 of the contracted budget which is mostly salaries and travel. Bergfeld made a motion to accept the invoice, seconded by Brown, and the motion carried.

***FISCAL AGENT INVOICE – CIJDC**

Ruth presented one invoice for July, the CIJDC wages invoice for \$4,885.00 for 44 hours. Bassow motioned to approve the invoice, seconded by Brown, and the motion was carried.

NON-WIOA FINANCIAL REPORT

Ruth advised \$669.20 in Ticket to Work funds have been expended with 98.32% of the TTW funds remaining, None of the Clinton County funds have been expended in July with \$240.01 carried over, and none of the North Scott Rotary Grant has been spent in July with \$1,655.80 carried over.

PROGRAM BUDGETS

Schaapveld reviewed the PY23 program budgets that were approved at the Full Board meeting on Monday, August 21, 2023. Schaapveld advised that programs saw a decrease in funding. As a result, merit increases for program staff were pushed to January instead of July, one staff member will be split between the Adult and Youth program, and they will be reducing their investment in virtual reality headsets when it is time to renew their subscription in June 2024. Drew inquired about the causes of the funding decrease and Schaapveld advised it is due to budget cuts at the federal level, unemployment rates for our local area, and less carryover than previous years.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There was no public comment.

ADJOURNED

Bassow made a motion to adjourn, seconded by Bergfeld. Motion carried, and meeting was adjourned at 3:26 p.m.