



Mississippi Valley Workforce Development Board

Finance Committee Meeting Minutes Wednesday, September 27, 2023, at 3:00 p.m.

Members Present: Ryan Drew, Jack Willey, Lori Bassow, Cory Bergfeld, Kelley Brown, Joyce Stimpson, and Kimberly Jaber (late)

Members Absent: Angela Rheingans (excused)

CEOs Present: Jim Irwin and Danny Chick

Staff Present: Miranda Swafford, Executive Director, Mandy Tripp, Compliance Officer, and Tyler Lanz, Communications Assistant

Fiscal Agent Staff: Kassie Ruth

Service Provider Staff: Kendra Schaapveld, Project Director, 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. Bergfeld made a motion to approve the consent agenda items, seconded by Brown, and the motion carried.

FINANCIAL UPDATES

Swafford gave an overview of the financial updates. The Adult/Dislocated Worker, Youth, and One Stop Operator contract modifications have been fully executed. Swafford discussed that IWD has begun a random sampling process of line items from invoices submitted for payment. The drawdown request from August 25, 2023, which included 9 checks, has not yet been paid by IWD. Though there was an initial miscommunication about the backup documentation required, it has been clarified and was submitted as of September 15, 2023, however Ruth confirmed they still had not received payment. Bergfeld inquired whether the board will incur late fees. Swafford advised that none of the pending checks will incur late fees and the Equus invoices will be submitted separately moving forward.

Swafford discussed that IWD will be moving to a new grant management system which will require that 100% of backup documentation be submitted with invoices, so changes in processes will need to be made locally in preparation for the new system. Swafford advised that we will be

receiving \$12,201.00 in Ticket to Work funds for the previous year. The budget for those funds will be presented at the Executive Committee meeting next week.

Lastly, Swafford discussed the potential of a government shutdown and the impacts that could have on current Adult and Dislocated Worker programming. In the event of a shutdown, we will evaluate finances to determine how long operations can continue without receiving the remainder of their funds. While funds can be moved around within the Adult/Dislocated Worker program, funds are not able to be reallocated from Youth to A/DW. Current obligations will be met, however the program will not incur new participant expenses and would reallocate funds to maintaining operations.

WIOA FINANCIAL REPORT

Ruth presented budget expenditures for Adult, Dislocated Worker, and Youth. The remaining budget after expenditures is \$3,545,341.64. Ruth advised the administrative budget has \$401,877.94 remaining, Adult has \$1,017,735.59 remaining, DW has \$821,363.52 remaining, the Youth Out of school budget has \$965,553.82 left to expend, while the Youth in-school budget has \$338,810.77 remaining.

***AUGUST PROGRAM INVOICE**

Schaapveld shared that spending for August saw an increase in tuition due to start of the semester. The Adult budget expended \$59,764.20 in August. The Dislocated Worker expended \$46,220.90, and the Youth budget combined expenditures at \$119,425.88. Schaapveld shared that the Youth program did not meet their goal of 20% work-based learning expenditures in July due to only having one payroll, however has balanced itself out they achieved 25% in August. Brown made a motion to accept the final invoices, seconded by Bassow, and the motion carried.

***ONE-STOP OPERATOR AUGUST INVOICE**

Clayton advised the expenditures are \$8,251.75 of the contracted budget which is mostly salaries and travel. Clayton discussed that the travel expenses are higher than normal for August because he traveled to Davenport 4 times rather than the typical 3 times. Bergfeld made a motion to accept the invoice, seconded by Bassow, and the motion carried.

***FISCAL AGENT INVOICE – CIJDC**

Ruth presented one invoice for August, the CIJDC wages invoice for \$4,859.00 for 48 hours. Willey motioned to approve the invoice, seconded by Brown, and the motion carried.

NON-WIOA FINANCIAL REPORT

Ruth advised there was only one expenditure in August, which was \$442.45 in Ticket to Work funds have been expended. 97.20% of the TTW funds remain. Ruth advised she will add in the new amount received once the budget has been approved. 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.

OTHER BUSINESS

Schaapveld advised this will be her last Finance Committee meeting as she has accepted another position. Her last day will be October 13, 2023.

Brown and Willey discussed a new agricultural business, Quality Flow Environmental LLC, is coming to Maquoketa and bringing higher paying jobs to the area!

Drew inquired whether there were any updates following the State Boards and Commissions meeting. Swafford advised that the State Workforce Development Board will be reducing their members from 33 to 29 and that Local Workforce Boards are encouraged to consolidate, however she does not anticipate any changes at the local level at this time.

Irwin highlighted the upcoming Clinton Youth career exploration event, featuring simulators, virtual reality headsets, and employee ambassadors representing a variety of different career fields. Drew and Bergfeld discussed that apprenticeship applications will be opening in October and expressed interest in participating. Lanz will follow up with them individually.

PUBLIC COMMENT

There was no public comment.

ADJOURNED

Bassow made a motion to adjourn, seconded by Bergfeld. Motion carried, and meeting was adjourned at 3:43 p.m.