



Mississippi Valley Workforce Development Board

Finance Committee Meeting Minutes Wednesday, November 29, 2023, at 3:00 p.m.

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

Members Absent: Angela Rheingans (unexcused), Lori Bassow (excused)

CEOs Present: Danny Chick

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

Fiscal Agent Staff: Kassie Ruth

Service Provider Staff: Cherisa Price-Wells, Regional Director, Cheryl Tipsword, Project Accountant, Taylor Longstreth, Operations Manager, Tabytha Seigfried, Quality Assurance, 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, Bassow's excused absence, and previous minutes. Willey 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. We have received the \$12,201.00 in Ticket to Work funds from IWD for the previous year. Modified budgets for the Adult and Dislocated Worker program were approved at the full board meeting on November, 20, 2023. Swafford advised that we have received the Notice of Award for the FY24 funding. Tripp discussed financial monitoring report updates.

WIOA FINANCIAL REPORT

Ruth presented budget expenditures for Adult, Dislocated Worker, and Youth. The remaining budget after expenditures is \$2,976,441.59. Ruth advised the administrative budget has \$342,396.18 remaining, Adult has \$878,577.50 remaining, DW has \$719,196.47 remaining, the Youth Out of school budget has \$835,160.68 left to expend, while the Youth in-school budget

has \$235,034.25 remaining. Swafford made a note that the WIOA financial reports already include the FY24 funding.

***OCTOBER PROGRAM INVOICE**

Weaver shared that funding for the Adult program is extremely low as they wait on the FY24 funds. The Adult and Dislocated Worker program have minimized spending to operating expenses as much as possible. The Adult budget expended \$60,679.20 in October. The Dislocated Worker expended \$36,543.23, and the Youth budget combined expenditures at \$111,715.20. Weaver shared that the Youth program once again exceeded their goal of 20% work-based learning expenditures, achieving 28.55% in October. Bergfeld made a motion to accept the final invoices, seconded by Brown, and the motion carried.

***ONE-STOP OPERATOR OCTOBER INVOICE**

Clayton advised the expenditures are \$8,438.67 of the contracted budget which is mostly salaries and travel. Willey made a motion to accept the invoice, seconded by Brown, and the motion carried.

***FISCAL AGENT INVOICE – CIJDC**

Ruth presented one invoice for September, the CIJDC wages invoice for \$3,984.00 for 35 hours. Ruth advised they only received one deposit from the state in October, which contributed to the lower amount, but it has balanced out in November. Stimpson motioned to approve the invoice, seconded by Bergfeld, and the motion carried.

NON-WIOA FINANCIAL REPORT

Ruth advised there was \$1,805.09 expended from Ticket to Work funds and 94.23% remains. Clinton County funds were spent on drinks and ice for the Clinton Youth Event in the amount of \$62.67, with 73.89% remaining. The North Scott Rotary Grant was used for food, clothing, and hygiene items for the Youth Space in the amount of \$192.13, with 88.40% remaining.

IFA INFORMATION

Swafford reviewed the IFA information that was presented at the full board meeting, which included sublease information and cost breakdowns for the Davenport and Burlington centers. Swafford discussed that the IFA will allocate a percentage of costs to each of the workforce system partners, regardless of collocation. Bergfeld inquired how the IFA will interact with the RFP committees that are being assembled, and Swafford advised that the sublease is broken down by FTE, so it shouldn't change much. Swafford encouraged committee members to send any questions or concerns that they have, as she will have an opportunity to ask them during the state's IFA office hours.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There was no public comment.

ADJOURNED

Bergfeld made a motion to adjourn, seconded by Brown. Motion carried, and meeting was adjourned at 3:25 p.m.