



Mississippi Valley Workforce Development Board

Finance Committee Meeting Minutes

Wednesday, October 26, 2022, at 3:00 p.m.

Members Present: Lori Bassow, Cory Bergfeld, Cheryl Plank, Kelley Brown, Angela Rheingans, Brad Quigley, and Joyce Stimpson (late)

Members Absent: Ali Debus, unexcused

CEOs Present: Jim Irwin, Nathan Mather

Staff Present: Miranda Swafford, Executive Director, Andrea Taylor, Associate Director and Mandy Tripp, Executive Assistant

Fiscal Agent Staff: Kassie Ruth

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

One-Stop Operator: Robert Ryan

CALL TO ORDER

Bassow called the meeting to order at 3:01 p.m.

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

There were no excused absences.

APPROVAL OF AGENDA

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

APPROVAL OF PREVIOUS MEETING MINUTES

Kelley made a motion to approve the meeting minutes, seconded by Plank, and the motion carried.

FINANCIAL UPDATES

Swafford reported the only update was Michelle advised the contracts for carryover funds will be sent out by end of this week.

***SEPTEMBER PROGRAM INVOICE**

Schaapveld shared the adult budget is at 25% expenditure, which is on track with the current cost of \$48,333.74. The Dislocated Worker budget is 20% invested with a lot of support going out to trade-impacted participants with a current cost of \$44,591.48. The youth budget is at 24% expenditure with a lot of awards and incentives being utilized with the current combined youth cost of \$83,513.73. Schaapveld also advised they are at 14% for enrollments and 20% for operating, they are working on that. NDWG grant has been a struggle due to being dual enrolled,

they cannot do OJT with them total cost \$1,715.41. The target youth population is those who have not decided what is next regarding post-secondary education. Quigley made a motion to accept the final invoices, seconded by Bergfeld, and the motion carried.

***1/2 SEPTEMBER ONE-STOP OPERATOR INVOICE**

Ryan presented the September OSO from 9/1/22 – 9/15/2022 due to the end of his contract he was at a 96.16% budget expenditure with cost of \$3,978.18. Bergfeld made a motion to accept the final invoices, seconded by Stimpson, and the motion carried.

***END OF YEAR ONE-STOP OPERATOR INVOICE**

Ryan's new contract started on 9/16/2022 – 6/30/2023. Ryan advised he is at 5 % expenditure of the new contract budget as of 9/30/22 which is mostly salaries and travel with cost of \$4,436.12. Bergfeld made a motion to accept the final invoices, seconded by Plank, and the motion carried.

***FISCAL AGENT INVOICE – CIJDC**

Ruth presented one invoice for July, the CIJDC wages invoice for \$4553 for 40.5 hours. Bergfeld motioned to approve the invoice, seconded by Rheingans, and the motion carried.

***REIMBURSEMENT OF INDIRECT RATE**

Swafford advised the indirect rate was 10.43%, which was higher than the proposed rate of 9.77% with the difference being \$5624.20 to reimburse them. Bergfeld motioned to approve the reimbursement, seconded by Rheingans, and the motion carried.

FISCAL AGENT SEPTEMBER REPORTS

Ruth presented budget expenditures for Adult, Dislocated Workers, Youth, and NDWG at \$810,780.23. The remaining budget after expenditures is \$3,933,531.29. The total budget for the PY22 is \$4,744,311.52. Committee requested comparable budget numbers with both year-to-date and monthly to allow for comparison to previous years for overview purposes. Ruth requested finance meeting notes from the last year to prepare that document, Swafford advised she would send Ruth the meeting notes.

OTHER BUSINESS

Swafford reminded committee members the December 1st, 2022, 3rd Annual Board training registration is now open until November 24, 2022. Swafford also advised the board of the upcoming meeting Iowa Workforce Development is having on November 16, 2022, at 12:30 p.m. at the DMACC campus in Des Moines. This meeting is only available in-person, and the topic is the requirement of having a sub-recipient in place by July 1, 2023. This will focus on the financial side of how the board operates. MVWDB is the only board in Iowa that could be our own sub-recipient due to being a 501.3c. Ultimately this will be determined by the CEO's, Irwin requested additional in-person support at the meeting.

PUBLIC COMMENT

There was no public comment.

ADJOURNED

Bergfeld made a motion to adjourn the meeting, seconded by Plank, the motion carried, and the meeting was adjourned by Bassow at 3:57 p.m.