

Upper Des Moines Opportunity, Inc.

Finance/Audit Committee Meeting Minutes
Via Teleconference- (712) 432-3920 ID#475813
In-Person or Zoom

Wednesday February 22, 2023
1:00 p.m.

“Our vision for our region is that all residents play an active role as community citizens; have places to go if they face hard times; and have support and opportunities as they work toward economic security.”

Present:

Glenn Bohmer	David Scott
Dawn Hoffman	Donna Tonderum
Bruce Reimers	Julie Edwards
Alisa Schlieff	

Absent:

Jerry Kloberdanz	
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1. Call to Order-
2. **Approval of Agenda.**

Motion to approve agenda: David Scott

Second: Bruce Reimers

Discussion: None

Action: CARRIED

3. **Financial Report for January 2023**– Donna Tonderum, Fiscal Director, highlighted the report information through January 2023. The Financial Report, VISA, PRO-COOP Credit Cards, Wal-Mart Credit Cards, Casey’s Credit Cards, Checks over \$5,000, Corporate Balance Sheet and Statement of Revenue and Expenses, and Indirect Statement of Revenue and Expenses. As the January financial reports were reviewed Tonderum highlighted the following:

** denotes which programs are co-funded with CSBG on financial report*

CSBG 2022 Funding –Under budget by \$16,173.

CACFP – Under budget by \$25,423.

*EHS – Under budget by \$132,251.

EHS Construction Carryover-Section 1303- \$460,772.

Head Start Construction Carryover- Section 1303- \$8,653.

Head Start- Over budget by \$128,842.

HS/EHS COVID Supplement- \$277,076 available.

*Spencer CDC – Under budget by \$1,764.

*Storm Lake CDC – Over budget by \$2,131.

Prevent Child Abuse – Under budget by \$10,479.

*Early Childhood 4yr Old Funding – Under budget by \$14,762.

1st Five Grant-Northern Counties CSA1- \$14,800 available.

1st Five Grant-Southern Counties CSA4- \$23,333.

FaDSS PY2023- Under budget by \$39,571.

WRAP – Over budget by \$8,495.

IN-KIND-

- EHS- They will meet their requirement.
- HS – They will meet their requirement.
- Spencer CDC – In-Kind is entered a month behind, they expect to meet their goal.
- Storm Lake CDC – In-Kind is entered a month behind, they expect to meet their goal.

*OUTREACH CENTERS-

- Expenses exceed revenue.

Other program information:

TBRA 6 (Tenant Based Rental Assistance) – Under budget by \$163,656.

Clay County Expansion Project- Under budget by \$24,758.

ESG Funds (Emergency Solutions Grant) – Under budget by \$90,716.

ESG CV-2- Over budget by \$20.00.

REA2 Rapid Re-housing- Under budget by \$753,179.

LIHEAP – Total LIHEAP FY2023 balance is at \$994,064.

LIWAP- Total LIWAP balance is at \$143,992.

WEATHERIZATION- Total Weatherization balance is at \$947,637.

Corporate and Indirect – Corporate is under budget by \$11,503. Indirect cost rate is under budget by \$36,083. It is looked at on a month-to month basis.

CACFP Admin – This is allocated by the number of providers and claims the program has each month. Need to track this each month as to not lose money through admin expenses.

VISA, PRO-COOP CREDIT CARDS, WAL-MART CREDIT CARDS, CASEYS CREDIT CARDS, CHECKS OVER \$5,000, LIHEAP CHECKS, CORPORATE BALANCE SHEET, CORPORATE INCOME, and INDIRECT- Were all reviewed by the committee.

Motion to approve the January 2023 financials: Bruce Reimers

Second: David Scott

Discussion: None

Action: CARRIED

Outreach Budget Review- Donna showed a chart that detailed each of our Outreach offices. Many have funds for several things but some lack funds for General Operations. We need to find a way to drive more revenue in those counties. Some ideas are, just having donations go directly to General Operations and not a specific program or cause. Renting out office space, asking landlords to reduce the rent. The CSBG allocation could be going more to where it is needed most, instead of being divided by County. It was suggested that a General Operations fee be pulled from each donation, the Indirect rate of 19.1% was mentioned. This could be listed on the receipt. Donna will take a look at what is needed and present it at the next Finance meeting and then it will be discussed at the March Board meeting.

Casey's Gas Card Update- Over \$6,000 has been charged out of state, and the purchase was for diesel fuel, we do not have any vehicles that take diesel. Fiscal feels that it should have been caught by Casey's, it wasn't we had to bring it to their attention. They do not honor our fraud claim so the cards have been closed. The matter is still being disputed and the Agency lawyer has been contacted. We will be switching to Dinos/Sinclair. Employees are being reimbursed for any fuel they purchase for an Agency vehicle.

ACA Filing Tax Year 2020 & 2021- Fiscal received notice from the IRS that our 1095's (Proof of Insurance coverage) were incorrectly filed. Amended returns have been filed. There may be a penalty due for 2021. These forms are filed by the HR Dept.

Liberty Mutual Worker's Compensation Class Codes- Liberty Mutual wants to move the staff cooks into a higher rate class code which in turn will raise our Worker's Compensation by about \$50,000. We may try moving the cooks into two different categories to see if it will help. This was decided by a third party and not Liberty Mutual.

4. Grants

- a) HEAP-23-16 Amendment 1- There are three corrections on this document. The title was changed from DOE to HEAP. The CADF number and name were changed. And, the amount of insurance coverage.
- b) CSBG-23-16 Amendment 1- Notice of our FFY2023 CSBG allocation through the 2nd quarter is \$221,364.
- c) Unsheltered and Rural Homeless Assistance Award- Notice of award for \$1,491,339 from HUD we have received the funds or an official contract yet.
- d) Head Start NOA Year 5- Year 5 award in the grant cycle of \$6,248,859.

- e) Contract 113 1st Five Healthy Mental Development Initiative Implementation Plan- The Committee has been furnished with a copy of the Contract it is for \$89,135.
 - f) Contract 114 1st Five Healthy Mental Development Initiative Implementation Plan- The Committee has also been furnished a copy of this contract for \$120,650.
5. Other Business
- a) New Finance Committee Member- Kodie Borchers would like to join the Finance Committee beginning in March 2023.

Motion to approve Kodie Borchers to the Finance Committee, beginning March 2023: Bruce Reimers

Second: David Scott

Discussion: None

Action: CARRIED

6. Adjournment

Motion to adjourn: David Scott

Second: Bruce Reimers

Discussion: None

Action: CARRIED


Glenn Bohmer, Secretary/Treasurer Date


Dawn M. Hoffman, Recorder Date