

Upper Des Moines Opportunity, Inc.

Finance/Audit Committee Meeting Minutes
Via Teleconference- (712) 432-3920 ID#475813
Tuesday, January 17, 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	Jerry Kloberdanz
Dawn Hoffman	Donna Tonderum
Bruce Reimers	Julie Edwards
David Scott	

Absent:

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

Motion to approve agenda: Bruce Reimers

Second: Jerry Kloberdanz

Discussion: None

Action: CARRIED

3. **Financial Report for November 2022**– Donna Tonderum, Fiscal Director, highlighted the report information through November 2022. 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. Donna spoke about some fraudulent charges on our Casey’s card, they are working on having the charges removed. As the financial reports for November were reviewed Tonderum highlighted the following:

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

CSBG 2022 Funding –Under budget by \$8,088.

CACFP – Under budget by \$42,904.

*EHS – Under budget by \$112,445.

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

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

Head Start- Over budget by \$190,675.

HS/EHS COVID Supplement- \$305,959. available.

*Spencer CDC – Under budget by \$10,302.

*Storm Lake CDC – Under budget by \$15,029

Prevent Child Abuse – Under budget by \$12,752.

*Early Childhood 4yr Old Funding – Under budget by \$103,505.

FaDSS PY'23 – Under budget by \$122,091.

WRAP – Under budget by \$2,856.

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-

- Revenue exceeds expenses.

Other program information:

TBRA 6 (Tenant Based Rental Assistance) – Under budget by \$171,021.

Clay County Expansion Project- \$24,758 available.

ESG (Emergency Solutions Grant) – Under budget by \$1,246.

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

ERA2 Rapid Re-housing- \$825,305 available.

Total LIHEAP FY2023- \$66,953 available.

LIWAP- Total LIWAP balance is at \$0.

LIWAP-21-ARPA- \$213,236 available.

WEATHERIZATION- Total Weatherization balance is at \$596,584.

Corporate and Indirect – Corporate is under budget by \$10,084. Indirect cost rate is under budget by \$57,457. 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.

4. **Financial Report for December 2022**– Donna Tonderum, Fiscal Director, highlighted the report information through December 2022. 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 financial reports for December were reviewed Tonderum highlighted the following:

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

CSBG 2022 Funding –Under budget by \$12,133.

CACFP – Under budget by \$48,011.

*EHS – Under budget by \$116,785.

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

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

Head Start- Over budget by \$253,220.

HS/EHS COVID Supplement- \$305,959. available.

*Spencer CDC – Under budget by \$10,841.

*Storm Lake CDC – Under budget by \$16,430.

Prevent Child Abuse – Under budget by \$14,647.

*Early Childhood 4yr Old Funding – Under budget by \$30,411.

FaDSS PY’23 – Under budget by \$126,870.

WRAP – Over budget by \$2,539.

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 \$171,021.

Clay County Expansion Project- \$24,758 available.

ESG (Emergency Solutions Grant) – Under budget by \$269.

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

ERA2 Rapid Re-housing- \$785,119 available.

Total LIHEAP FY2023- \$2,257,148 available.

LIWAP- Total LIWAP balance is at \$174,018.

WEATHERIZATION- Total Weatherization balance is at \$596,583.

Corporate and Indirect – Corporate is under budget by \$11,704. Indirect cost rate is under budget by \$69,007. 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 November & December 2022 financials: Bruce Reimers

Second: Jerry Kloberdanz

Discussion: None

Action: CARRIED

5. Grants

a) Utility Companies

- I. BHE-23-16- A contract for \$33,258, this is the same amount we received last year.
- II. IPL-23-16- A contract for \$237,679, this is a little less than last year.
- III. MEC-23-16- A contract for \$91,547, this is a little less than last year.
- b) HEAP-23-16- A contract for \$680,659.
- c) LIHEAP-23ES-16- A new contract for \$467,944.
- d) LIHEAP-23-16 Amendment 2- There was a calculation error on the first document, \$71,664 should be under Regular Assistance the error was corrected and the new Amendment was sent.
- e) NOA Head Start 07CH010845-04-03- Moving funds for \$469,425 from 1303 carryover.
- f) NOA Head Start 07CH01845-04-04- Wrote a grant to pull unused funds from program year 1 for \$260,281 to program year 4 for construction.

Motion to approve the Utility Companies contracts BHE-23-16, IPL-23-16, MEC-23-16, HEAP-23-16, LIHEAP-23ES-16, LIHEAP-23-16 Amendment 2, NOA HS 07CH010845-03, NOA HS 07CH01845-04-04:

Jerry Kloberdanz

Second: David Scott

Discussion:

Action: CARRIED

6. Other Business

- a) INIA Grant Outreach Bids- Renovation grants have been applied for to be used at the new Outreach building in Spencer, we are awaiting the outcome. T.J Thayer-Facilities Director has received 3 bids to do the renovation, so far. He gave an overview of what needs to be done at the building. The building was a former medical/chiropractic office and is set-up with smaller exam rooms throughout the building. For Outreach purposes this will have to be opened up for freezers, refrigerators, shelving and things of that nature.

The first bid was from MW Contracting Inc. for \$124,997. This bid is missing the portion on reinforcing the floor for the freezers and food storage. And also, the over-head door for getting food deliveries into the building.

The next bid is from Woodruff Construction for \$98,087. This one pretty much covers everything, except for the ceiling there is a cement pad has been added so that would need to be discussed.

The last bid is from Quail Construction LLC for \$73,950. It was the least expensive bid. This bid does not address the floor reinforcement. Which compared with another company could run around \$9,000. There is no building permit fee, and the cutting in of the overhead door was low at around \$5,000, in visiting with other contractors T.J was advised that this could run around \$10,000.

T.J will go back to the contractors to get answers to the questions that arose. The project could get quite expensive due to HVAC relocation and electrical runs for the freezers and fridges.

T.J and Kyle Dietrich-Weatherization Director spent a good amount of time at the building and estimated that the renovations should cost between \$125,000 to \$150,000 with estimating high. T.J felt that \$100,000 was not out of line. The grant that was originally applied only allowed for purchasing the building. Had we gotten the amount we applied for the renovations would have been covered. There is \$25,000 left from the grant to go towards this. There have also been other grants applied for to help defer the cost.

It was suggested that the project be done in phases if the money was not available. Or, another option is to have Corporate cover the cost and depreciate it out to the programs who use it.

A Committee member asked if the amps coming into the building were sufficient? T.J responded with the basement being wet at some point and a panel being pretty rusty that it had

been discussed if the panels should be replaced. It was discussed putting the fridges and freezers on their own circuit. There is a dehumidifier in the basement to help with the moisture. The Committee members had concerns about doing the project in phases they felt it might be more expensive, and disruptive.

- b) Unsheltered/Rural Grants- We were supposed to receive word about those today. No information yet.
- c) C. D's coming due- They are finally starting to earn more interest. Donna would like to know how they would like that handled? Should she look at other Banking Institutions? They would like her to look in to seeing what is available. It was the consensus of the Committee to have Donna handle this and give quarterly updates to the Board.

6. Adjournment

Motion to adjourn: Jerry Kloberdanz

Second: David Scott

Discussion: None

Action: CARRIED

 1-24-23
Glenn Bohmer, Secretary/Treasurer Date

 1/24/23
Dawn M. Hoffman, Recorder Date