



Finance/Audit Committee Meeting Minutes  
Via Teleconference- (712) 432-3920 ID#475813 or Zoom  
Tuesday, March 21, 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
Kodie Borchers	Donna Tonderum
Bruce Reimers	Julie Edwards
David Scott	Dawn Hoffman

**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 February 2023**– Donna Tonderum, Fiscal Director, highlighted the report information through February 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. Donna spoke about some fraudulent charges on our Casey’s card, they are working on having the charges removed. As the financial reports for February were reviewed Tonderum highlighted the following:  
*\* denotes which programs are co-funded with CSBG on financial report*

CSBG 2022 Funding –Under budget by \$20,217.

CACFP – Under budget by \$60,108.

\*EHS – Under budget by \$79,225.

EHS Construction Carryover-Section 1303- \$301,210 available.

Head Start Construction Carryover- Section 1303-\$0 available.

Head Start- Over budget by \$237,013.

HS/EHS COVID Supplement- \$270,989. available.

\*Spencer CDC – Over budget by \$4,708.

\*Storm Lake CDC – Over budget by \$3,077.

Prevent Child Abuse – Under budget by \$16,182.

\*Early Childhood 4yr Old Funding – Over budget by \$16,801.

1<sup>st</sup> Five Grant-Northern Counties CSA1- Under budget by \$27,616.

1<sup>st</sup> Five Grant Southern Counties CSA4- Under budget by \$41,148.

FaDSS PY'23 – Under budget by \$44,144.

WRAP – Over budget by \$27,592.

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 \$154,896.

Clay County Expansion Project- \$24,561 available.

ESG (Emergency Solutions Grant) – Under budget by \$45,463.

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

ERA2 Rapid Re-housing- \$720,091 available.

Total LIHEAP FY2023- \$392,964 available.

LIWAP- Total LIWAP balance is at \$95,503.

WEATHERIZATION- Total Weatherization balance is at \$910,045.

Corporate and Indirect – Corporate is under budget by \$18,254. Indirect cost rate is under budget by \$22,599. 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 February 2023 Financials:* Bruce Reimers

*Second:* Jerry Kloberdanz

*Discussion:*

*Action:* CARRIED

#### 5. Grants

a) HEAP-23-16 Amendment 2- The Pollution Insurance has been added in the amount of \$2,525. This is a requirement of the Weatherization program.

b) LIHEAP-23-16 Amendment 3- Funds were moved within the line items from Admin. to Regular Assistance and Program Support and Assurance 16 was moved to ECIP for clients.

*Motion to approve the HEAP-23-16 Amendment 2 and LIHEAP-23-16 Amendment 3:* Jerry Kloberdanz

*Second:* David Scott

*Discussion:*

*Action:* CARRIED

#### 6. Other Business

a) Admin. Fees from Donations- Fiscal Director Donna was going to bring examples of how charging an Admin. fee to donations would impact the Outreach's. She will bring this information to the next Board meeting using 3 different percentage amounts.

b) Liberty Mutual- The Worker's Compensation audit is still in progress. They have been moving employees into different classification codes which in turn raises our costs. Donna is in discussions with them on this issue. Other companies have been looked at but due to the number of claims in the past we need to stay with this provider for now.

c) ACA Filing- 1095's showing insurance coverage, have been filed without any issue.

d) Gas Card Update- Casey's cards were not used for the month of February. We did use our new cards from Sinclair. Casey's is not budging on the fraud dispute. The lawyer will be following up on this issue. Fiscal will also be keeping an eye on the charges, to try to prevent this from happening again.

#### 7. Adjournment

*Motion to adjourn:* Jerry Kloberdanz

*Second:* David Scott

*Discussion:* None

*Action:* CARRIED

 3/28/23  
Glenn Bohmer, Secretary/Treasurer Date

 3/28/23  
Dawn M. Hoffman, Recorder Date