

Upper Des Moines Opportunity, Inc.

Finance/Audit Committee Meeting Minutes
Via Teleconference- (712) 432-3920 ID#475813 or Zoom
Tuesday, May 16, 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	Tyler Henderson
Bruce Reimers	Julie Edwards
David Scott	Dawn Hoffman

Absent:

--	--

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

Motion to approve agenda: Jerry Kloberdanz

Second: Bruce Reimers

Discussion: None

Action: CARRIED

3. **Financial Report for April 2023**– Julie Edwards, Executive Director, highlighted the report information through April 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 financial reports for February were reviewed Edwards highlighted the following:

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

CSBG 2022 Funding –Under budget by \$8,306.

CACFP – Under budget by \$64,426.

*EHS – Under budget by \$49,607.

EHS Construction Carryover-Section 1303- \$195,699 available.

Head Start Construction Carryover- Section 1303- Funds have been spent.

Head Start- Over budget by \$55,017.

HS/EHS COVID Supplement- \$69,861. available.

*Spencer CDC – Over budget by \$13,397.

*Storm Lake CDC – Over budget by \$10,058.

Prevent Child Abuse – Under budget by \$19,187.

*Early Childhood 4yr Old Funding – Over budget by \$67,833.

1st Five Grant-Northern Counties CSA1- Under budget by \$39,104.

1st Five Grant Southern Counties CSA4- Under budget by \$70,720.

FaDSS PY'23 – Under budget by \$49,492.

WRAP – Over budget by \$46,085.

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 \$139,170.

Clay County Expansion Project- Awaiting reimbursement.

ESG (Emergency Solutions Grant) – Under budget by \$7,033.

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

ERA2 Rapid Re-housing- \$631,788 available.

Total LIHEAP FY2023- \$4,289 available.

LIHEAP-23ES-16 FY2023- \$267,152 available.

LIWAP- Total LIWAP balance is at \$1,370.

WEATHERIZATION- Total Weatherization balance is at \$2,814,960.

Corporate and Indirect – Corporate is over budget by \$4,920. Indirect is under budget by \$36,686. 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 April 2023 Financials: Bruce Reimers

Second: David Scott

Discussion:

Action: CARRIED

5. Grants

- a) LIHEAP-23ES-16 Amendment 3- An amendment for \$175,000. The new contract total is \$1,134,385.00, the contract ends 9/30/2023.
- b) LIWAP-21ARPA-16 Amendment 3- This closes out the LIWAP contract, the funds have been spent.
- c) DOE-23-16 Contract- Weatherization contract for \$479,447 running 4/24/23-3/31/24.
- d) DOE-BIL-22-16 Amendment 1- Weatherization amendment for \$1,094,532.00. The new contract total is \$1,532,853.00.

6. Other Business

- a) Paylocity- This is the proposed contract for next year, January 1 through December 31, 2024 with Paylocity. There have been some challenges within the system that have been addressed, so things are running smoother now. The fee for Paylocity is \$26,544. Paylocity has stated we will be able to lock in this rate for 2024 and 2025.

Motion to approve taking the Paylocity Contract before the Board at the meeting on May 23, 2023: Jerry Kloberdanz

Second: David Scott

Discussion:

Action: CARRIED

- b) Roosevelt Budget Update- Julie Edwards, Executive Director, gave an overview of the Roosevelt budget. Prior to the 1303, the 1303, and projected overages within the 1303. This included a breakdown the original estimated costs included in the 1303 compared to actual expenses. This information was submitted to Head Start Regional Office also.
- c) Head Start Utilization of COVID Funds- Head Start Regional Office requested written explanation of the overage of salaries, fringe, and indirect which required the utilization of CRRSA and ARP (COVID) Funds due to the COVID crisis. The committee was furnished a copy of this submission.
- d) Head Start Fiscal Issues- Head Start Regional Office also requested information regarding changes made or planned in personnel, monitoring, and policies to correct the current fiscal issues faced by Head Start. The committee was furnished with a copy of the response.

- e) Head Start Region VII Visit-May 23rd- Three of the top officials with Region VII will be visiting our program on May 23rd. They will be attending the Policy Council meeting, touring some of the Head Start sites including Roosevelt and attend the Annual Dinner/Board meeting in the evening.
- f) Fiscal Director Update- Pending Board and Policy Council approval Tyler Henderson will be named our new Fiscal Director. He has been an Accountant within the Fiscal department for three years now. A primary responsibility is payroll and oversight of a number of UDMO's grants which requires working with Directors on a monthly basis. He has a calm nature and has provided strong leadership in the absence of a Fiscal Director. Tyler is an excellent candidate for this position.
- g) Spencer Outreach Project Update- A current breakdown has been provided showing expenses and revenues on the project.

7. Adjournment

Motion to adjourn: Bruce Reimers

Second: Jerry Kloberdanz

Discussion: None

Action: CARRIED

 5/23/23
Glenn Bohmer, Secretary/Treasurer Date

 5/23/23
Dawn M. Hoffman, Recorder Date