

Upper Des Moines Opportunity, Inc.

Finance/Audit Committee Meeting Minutes
Via Teleconference- (712) 432-3920 ID#475813 or Zoom
Tuesday, June 20, 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
Dawn Hoffman	

Absent:

David Scott	
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1. Call to Order-
2. **Approval of Agenda.** Julie would like to add an item to the Agenda. Under Other Business add letter f) Hold the July 18th meeting, or skip it.

*Motion to approve agenda with the addition of letter f) under Other Business- Hold July meeting, or skip it:
Bruce Reimers*

Second: Jerry Kloberdanz

Discussion: None

Action: CARRIED

3. **Financial Report for May 2023**– Tyler Henderson Fiscal Director, highlighted the report information through May2023. 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 May were reviewed Henderson highlighted the following:

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

CSBG 2022 Funding –Under budget by \$13,844.

CACFP – Under budget by \$28,968.

*EHS – Over budget by \$202,354.

EHS Construction Carryover-Section 1303- \$233,491 available.

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

Head Start- Over budget by \$183,382.

HS/EHS COVID Supplement- \$67,414. available.

*Spencer CDC – Under budget by \$4,698.

*Storm Lake CDC – Under budget by \$6,460.

Prevent Child Abuse – Under budget by \$23,190.

*Early Childhood 4yr Old Funding – Over budget by \$6,752.

1st Five Grant-Northern Counties CSA1- Under budget by \$40,164.

1st Five Grant Southern Counties CSA4- Under budget by \$82,046.

FaDSS PY'23 – Under budget by \$48,125.

WRAP – Over budget by \$40,301.

IN-KIND-

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

*OUTREACH CENTERS-

- Expenses exceed revenue.

Other program information:

TBRA 6 (Tenant Based Rental Assistance) – Under budget by \$21,646.

Clay County Expansion Project- Awaiting reimbursement.

ESG (Emergency Solutions Grant) – Under budget by \$2,215.

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

ERA2 Rapid Re-housing- \$588,586 available.

Total LIHEAP FY2023- \$34,415 available.

LIHEAP-23ES-16 FY2023- \$647,534 available.

LIWAP- Total LIWAP balance is at \$87,000.

WEATHERIZATION- Total Weatherization balance is at \$2,662,997.

Corporate and Indirect – Corporate is over budget by \$9,860. Indirect cost rate is under budget by \$50,838. 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 May 2023 Financials: Jerry Kloberdanz

Second: Kodie Borchers

Discussion:

Action: CARRIED

5. Grants

- a) Emmet County Foundation Grant, Roosevelt- We were awarded \$10,000 to be used for the Early Head Start Roosevelt Renovation project.
- b) IPL-23-16 Amendment 1- Notification.
- c) BHE-23-16 Amendment 1- Notification.
- d) DOE-23-16 Amendment 1- Effective July 1, 2023 the Iowa Department of Human Rights and the Iowa Department of Human Services, along with other state agencies, will merge and become the Iowa Department of Health and Human Services (HHS). This is the same for IPL-23-16 Amendment 1 & BHE-23-16 Amendment1.
- e) Weatherization HEAP 3E-16 Contract- A new contract running 6/1/2023-9/30/2024 for \$158,280.
- f) LIHEAP-23ES-16 Amendment 4- An increase of \$110,000 for ECIP or crisis funds.
- g) LIHEAP-23ES-16 Amendment 5- \$144,361.37 was moved to ECIP, and Program Support to be used for crisis and the support of Outreach wages.
- h) LIWAP-21ARPA-16 Amendment 4-The state had extra money from agencies who could not spend all of their funds. We applied for more assistance and received \$87,000, it will be spent before the September 30th expiration date.
- i) FaDSS FY2024 Funding- Notification that the FaDSS program for FY2024 will receive \$380,619. They have adjusted our Agency capacity to 76 families.
- j) FaDSS-23-16 Amendment 4- Effective July 1, 2023 the Iowa Department of Human Rights and the Iowa Department of Human Services, along with other state agencies, will merge and become the Iowa Department of Health and Human Services (HHS).
- k) FaDSS-23-16 Amendment 5- A current contract showing the adjustments made from line items Administrative, Personnel A & B, Travel, Space/Utilities, and Other to reflect their budget of \$380,619.
- l) ICAA TBRA Amendment- A breakdown of how the ICAA 2021-2023 TBRA Agreement was amended, we received an additional \$16,300.
- m) CSBG-23-16 Amendment 5- Effective July 1, 2023 the Iowa Department of Human Rights and the Iowa Department of Human Services, along with other state agencies, will merge and become the Iowa Department of Health and Human Services (HHS).

6. Other Business

- a) Casey's & Sinclair Gas Cards- The Casey's account has been zeroed out and they have recognized our claim of fraud, and we will not be responsible for the charges. Since staff have been using the Sinclair cards there have been issues. The cards do not work when staff go to use them. There are also billing issues as they do not bill according to how our billing cycle runs. Julie spoke with the lawyer to see if there would be any issues with going back to Casey's and he said no. This would work a little differently if we go back. The cards would be issued by program with staff listed under their individual program. The discount with Casey's would be better also. Committee members felt that we should go back to the Casey's card.
- b) Weatherization Program Notice 23-01- Effective June 1, 2023 the Policy and Procedures Manual for Weatherization has been updated. The use of updated manuals and Retrofitting Guide are required.
- c) Dept. of Human Rights Contract Audit- The Iowa Department of Human Rights, Division of Community Action Agencies has received the audit report for our Agency for October 1, 2019-September 30, 2020. These contracts must be audited by an independent auditing firm, we use WIPFLI. Based upon the audit report it was found that the provisions of the contracts were met and generally accepted accounting principles were followed.
- d) UDMO TBRA 7 Grant Update- Notification that we have made it through the first round of applying, no deficiencies were found and no further action is needed at this time. We should hopefully hear something around September 6, 2023.
- e) Prevent Child Abuse Iowa (KIDS) Audit- They were found to be in-compliance and demonstrated adequate financial controls for managing a complex funding system.
- f) Holding the July 18, 2023 Finance Meeting- Sometimes in the past the Board has voted to skip the Finance meeting and the Board meeting in the month of July. Julie would prefer to have the Finance meeting to keep moving forward with reporting on Head Start. The committee members agreed with this.

Motion to hold the July 18, 2023 Finance Meeting: Jerry Kloberdanz

Second: Kodie Borchers

Discussion: None

Action: CARRIED

7. Adjournment

Motion to adjourn: Jerry Kloberdanz

Second: Kodie Borchers

Discussion: None

Action: CARRIED

 6-27-23
Glenn Bohmer, Secretary/Treasurer Date

 6/27/23
Dawn M. Hoffman, Recorder Date