

# Upper Des Moines Opportunity, Inc.

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

**Absent:**

Kodie Borchers	Bruce Reimers
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1. Call to Order-
2. **Approval of Agenda.** Julie would like to make an addition to the Agenda. Add letter c) Outreach under Other Business.

*Motion to approve the Agenda, with the addition of letter c) under Other Business:* David Scott

*Second:* Jerry Kloberdanz

*Discussion:* None

*Action:* CARRIED

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

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

CSBG 2022 Funding –All funds were allocated and spent.

CACFP – Under budget by \$83,852.

\*EHS – Under budget by \$108,299.

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

HS Construction Carryover-Section 1303- Funds have been allocated and spent.

\*Head Start – Over budget by \$55,430.

HS/EHS COVID Supplement- \$1,141 available.

\*Spencer CDC – Under budget by \$13,247.

\*Storm Lake CDC – Under budget by \$10,075.

Prevent Child Abuse – Over budget by \$6,010.

\*Early Childhood 4yr Old Funding – Under budget by \$176,896.

1<sup>st</sup>/Five Grant- Northern Counties CSA1- Under budget by \$3,448.

1<sup>st</sup>/Five Grant Southern Counties CSA4- Under budget by \$338.

FaDSS PY2023- Under budget by \$2,622.

WRAP around Programs – Under budget by \$13,498.

IN-KIND-

- EHS- They will meet their requirement.
- HS – They will meet their requirement.
- Spencer CDC – They will meet their requirement.
- Storm Lake CDC – They will meet their requirement.

\*OUTREACH CENTERS-

- Expenses exceed revenue.

Other program information:

TBRA 6 (Tenant Based Rental Assistance)- Under budget by \$7,302.

Clay County expansion Project- Awaiting reimbursement.

ESG (Emergency Solutions Grant) – Over budget by \$68.00.

ERA2 Rapid Re-housing- \$433,415 available.

LIHEAP- Total LIHEAP FY2023- \$281,417.

Total LIHEAP-23ES-16- \$13,251.

LIWAP- Total LIWAP balance is at \$3,610.

WEATHERIZATION- Total Weatherization balance is at \$1,989,827.

Corporate and Indirect – Corporate is under budget by \$24,060. Indirect cost rate is under budget by \$28,127. 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, SINCLAIR, CHECKS OVER \$5,000, LIHEAP CHECKS, CORPORATE BALANCE SHEET, CORPORATE INCOME, and INDIRECT- Were all reviewed by the committee.

*Motion to approve the September 2023 financials:* Jerry Kloberdanz

*Second:* David Scott

*Discussion:*

*Action:* CARRIED

4. Grants

- a) HOME TBRA Amendment 1- Amends the ending date from November 1, 2023 to December 31, 2023. Changes the dollar amount to \$78,871.
- b) TBRA 7 Contract #23-1-HM-579- Contract signed and received for \$750,000.

5. Other Business

- a) CSBG FY2024 Application Approval- The FFY 2024 CSBG action plan and application has been accepted. The new contract will be issued soon.
- b) ESG CV-2 Desk Review Results- The review is complete and there were no findings.
- c) Outreach- The Outreach offices in Pocahontas and O'Brien county just do not have the foot traffic to warrant them being open every day, they could potentially only be open 3 days a week. They are looking at closing for 2 weeks out of the year, once in May and once in August, this does save the Outreaches some money. By implementing some cost saving strategies, there may be a possibility for a small COLA for all Outreach employees. Julie was looking for some feedback from the Committee on what some ideas might be going forward. More information to come.

6. Adjournment

*Motion to adjourn:* Jerry Kloberdanz

*Second:* Glenn Bohmer

*Discussion:* None

*Action:* CARRIED

  
Glenn Bohmer, Secretary/Treasurer

  
Dawn M. Hoffman, Recorder

