



Finance/Audit Committee Meeting Minutes
Via Teleconference- (712) 432-3920 ID#475813
Tuesday, November 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	Bruce Reimers
Julie Edwards	Kodie Borchers
Jerry Kloberdanz	Dawn Hoffman
Tyler Henderson	

Absent:

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

Motion to approve agenda with the addition of under Grants add letter e) LIHEAP-23ES-16, and Other Business add letter d) UDMO Apartments: Jerry Kloberdanz

Second: Bruce Reimers

Discussion: None

Action: CARRIED

3. **Financial Report for October 2023**– Tyler Henderson, Fiscal Director highlighted the report information through October 2023. The Financial Report, VISA, PRO-COOP Credit Cards, Wal-Mart Credit Cards, Sinclair 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 October were reviewed Henderson highlighted the following:

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

CSBG 2023-2024 Funding –Under budget by \$4,667.

CACFP – Under budget by \$6,093.

*EHS – Under budget by \$81,361.

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

Head Start Construction Carryover- Section 1303- \$0 funds have been spent.

Head Start- Under budget by \$33,083.

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

*Spencer CDC – Under budget by \$18,049.

*Storm Lake CDC – Under budget by \$14,349.

North Central ECI- Under budget by \$4,621.

Prevent Child Abuse – Under budget by \$26,054.

*Early Childhood 4yr Old Funding – Under budget by \$122,018.

1st Five Grant-Northern Counties CSA 1- Under budget by \$10,258.

1st Five Grant-Southern Counties CSA 4- Under budget by \$11,221.

FaDSS PY'24 – Under budget by \$17,982.

WRAP – Under budget by \$30,999.

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 \$2,797.

Clay County Expansion Project- Awaiting reimbursement.

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

ERA2 Rapid Re-housing- \$397,680 available.

Total LIHEAP FY2023- \$221,275 available.

LIHEAP-23ES-16- \$9,850 available.

LIWAP-21-ARPA- \$334. available.

WEATHERIZATION- Total Weatherization balance is at \$2,093,350.

Corporate and Indirect – Corporate is under budget by \$3,246. Indirect cost rate is under budget by \$39,491. 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 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 October 2023 Financials: Jerry Kloberdanz

Second: Kodie Borchers

Discussion: None

Action: CARRIED

4. Grants

- a) CSBG 24-16 Amendment 1- UDMO has received their first quarter funding allocation from CSBG for \$56,401.
- b) Contract LIHEAP-24-16- New contract running from 10/1/23 to 12/31/2024, totaling \$2,402,664, the project budget is broken down by line item.
- c) LIWAP-21ARPA-16- An amendment for \$230.28 moving \$229.28 to Administration, and \$1.00 to ECIP to reach a \$0 balance.
- d) Head Start Notice of Award- The approval for the Conversion Grant, taking Alta Head Start slots and moving them into Early Head Start beginning on November 1, 2023.
- e) LIHEAP-23ES-16- Moving \$1,168.66 from Program support into Administration to reach a \$0 balance.

5. Other Business

- a) Outreach Update-Tyler Henderson spoke about the state of the Outreach offices financially. Some are operating at quite a deficit so some solutions have been put forth to help. We will be losing around \$13,000 from CSBG so some changes will have to be made. They will be implementing the 2-week shut down with those weeks running during different months of the summer, and are wondering about only being open 4 days a week. Tyler shared some projections with the committee. Some employees are on board with this, some may not be. There has been talk of possibly merging offices. More discussions will need to be had on this issue. The committee felt that this should go before the full Board. Tyler will bring more

Motion to recommend bringing this topic for discussion to the full Board meeting on November 28th: Jerry Kloberdanz

Second: Kodie Borchers

Discussion: None

Action: CARRIED

- b) WIPFLI Audit- Notice received that WIPFLI will be starting the audit process.
- c) Head Start 5-year Continuation Grant & T&TA- The grant was successfully submitted early, all parties worked well together.

- d) UDMO Apartments- We own 3 different apartment buildings in Spencer, they are managed by CHI, (Community Housing Initiative). We are at the point where we will be having to make some larger repairs. They generate about \$25,000 per year. Is it worth it for us to hold onto them? Or should we sell them? Committee members felt that we should have an appraisal done to determine their worth and report back, and then decisions can be made from there.

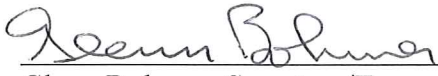
6. Adjournment

Motion to adjourn: Kodie Borchers

Second: Jerry Kloberdanz

Discussion: None

Action: CARRIED

 11/28/23
Glenn Bohmer, Secretary/Treasurer Date

 11/28/23
Dawn M. Hoffman, Recorder Date