

## Finance Committee Meeting

July 18, 2024

1:00 p.m. to 2:00 p.m.

### Agenda/Minutes

Agenda Item	Person Responsible	Status
Call to Order <ul style="list-style-type: none"> <li>Welcome and Check-In</li> </ul> <b>Approve Consent Agenda</b> <ul style="list-style-type: none"> <li>Approve 7/18/2024 Agenda</li> <li>Approve 5/23/2024 Minutes</li> <li><a href="#">Approve May and June 2024 Invoices (except Title I service provider invoices)</a></li> <li><a href="#">Approve May and June 2024 Board Credit Card</a></li> <li><a href="#">Approve May and June 2024 Payroll</a></li> <li>Administration Report</li> <li>Program Funds</li> <li>Grant Balances Update</li> <li>Legacy* (TTW) Fund</li> </ul>	Michelle Seibert  Michelle Seibert	I  I/D/A
<ul style="list-style-type: none"> <li><i>Michelle Seibert called the meeting to order at 1:10 pm.</i></li> <li><i>Board/Committee Attendance: Michelle Seibert, Lisa Heddens, Tom Hayes, and Amy Landas.</i></li> <li><i>Staff/Service Provider Attendance: Eric Kress, Tom Diehl, Kassie Ruth, Heather Brooks, Alejandra Sinecio, Samantha Marlatt.</i></li> <li><i>Tom Hayes motioned to approve the consent agenda. Amy Landas seconded. Ayes: All.</i></li> </ul>		
<b>Reports</b> <ul style="list-style-type: none"> <li><a href="#">Infrastructure Funding Agreement Status Update</a></li> <li>Local Monitoring Status Update/Schedule</li> </ul>	Eric Kress / Lana Pol Eric Kress/ Tom Diehl	I/D
<ul style="list-style-type: none"> <li><i>Eric Kress provided updates on the Infrastructure Funding Agreement and MOU for the Des Moines IowaWORKS office. It is complete and is being distributed for signatures.</i></li> <li><i>Eric Kress shared a status update on fiscal monitoring. A meeting will be held in August with Tom Diehl, Eric, and Tom Hayes to complete fiscal monitoring. Other committee members are welcome. Eric shared that technical assistance on developing cost allocation plans is needed and will look to Tom Diehl for that assistance.</i></li> </ul>		
<b>Action</b> <ul style="list-style-type: none"> <li>Title I Close Out               <ul style="list-style-type: none"> <li><a href="#">Title I Service Provider Invoice Approval</a></li> <li>Equipment Transition - Laptops</li> </ul> </li> <li>Recommend PY24 budget</li> <li>Translator Funding – Response Center</li> </ul>	Eric Kress / Tom Diehl/ Kassie Ruth  Eric Kress Eric Kress	I/D/A  I/D/A I/D/A

- *Tom Hayes motioned to approve the Title I invoices. Amy Landas seconded. Ayes: All.*
- *Tom Hayes motioned to recommend the PY24 Admin Budget to the Executive Committee. Amy Landas seconded. Ayes: All.*
- *Tom Hayes motioned to recommend the PY24 Title I Program Budget to the Executive Committee. Amy Landas seconded. Ayes: All.*
- *Discussion occurred around DW funding of translators for the Perry response center to support Unemployment provision and workforce services. No formal action taken.*

Wrap Up and Adjourn	Michelle Seibert	I/D/A
<i>Michelle Seibert adjourned the meeting at 2:00 pm.</i>		