



# NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD

## FINANCE COMMITTEE MEETING

Monday, November 24, 2025

3:00 – 4:00 p.m.

Zoom Meeting

### MINUTES

<u>Agenda Item</u>	<u>Person(s) Responsible</u>	<u>Status</u>
Welcome and Call to Order	Ed Raber	I
Ed Raber called the meeting to order at 3:01		
<b>Attendance:</b> Jamie Benson, Jennifer Breister, Carly Carper, Gary McVicker, Heidi Nederhoff, Ed Raber <b>Guests:</b> Kassie Ruth, Raji Sljivo, Averi Nugent. <b>Board Staff:</b> Erika Lippmann, Caraline Eggena, Johnna Forbes.		
1. Consent Agenda	Ed Raber	I/D/A
<ul style="list-style-type: none"> <li>November 24, 2025 – Agenda</li> <li>October 27, 2025 – Minutes</li> </ul>		
<b>Motion</b> by Jamie Benson, <b>second</b> by Gary to approve the November 24, 2025 – Agenda and the October 27, 2025 Minutes. <b>Ayes:</b> All. <b>Motion carried.</b>		
2. Title I Service Provider	Title I Service Provider	I/D/A I/D I/D I/D
<ul style="list-style-type: none"> <li>September 2025 Invoice with Possible Action</li> <li>Payment Approval Process/QA Updates</li> <li>Title I Service Provider Budget Update</li> <li>Follow-Up: Title I Focus Areas and Fund Spend-Down Strategies</li> </ul>		
<b>No Action.</b>		
3. Central Iowa Juvenile Detention Center (Fiscal Agent)	Fiscal Agent	I/D/A I/D/A I/D
<ul style="list-style-type: none"> <li>Consider Action to Affirm October 2025 Invoice Approvals</li> <li>Consider Action to Affirm October 2025 Bank Reconciliation</li> <li>Financial Reports</li> </ul>		
<b>Motion</b> by Carly Carper, <b>second</b> by Gary McVicker to affirm the October 2025 Invoice Approvals. <b>Ayes:</b> All. <b>Motion carried.</b>		
<b>Motion</b> by Carly Carper <b>second</b> by Heidi Nederhoff to affirm the October 2025 Bank Reconciliation. <b>Ayes:</b> All. <b>Motion carried.</b>		
4. Single Audit Findings and Corrective Action Tracker	Taylor Williams	I/D I/D
<ul style="list-style-type: none"> <li>General Ledger Draft</li> </ul>		
5. Ticket to Work Proposal with Possible Action	Erika Lippmann	I/D/A
<b>Motion</b> by Jamie Benson, <b>second</b> by Carly Carper to approve the Ticket to Work Proposal as presented. <b>Ayes:</b> All. <b>Motion carried.</b>		

<b>6. Next Steps</b> <ul style="list-style-type: none"> <li>FY25 Audit with Forge Financial</li> <li>990 Filing Update</li> </ul>	All	I/D I/D
<b>7. Announcements</b> <ul style="list-style-type: none"> <li>Next Finance Committee Meeting December 29, 2025 (3:00 – 4:00 p.m.)</li> </ul>	All	I/D
<b>8. Adjournments</b>	Ed Raber	I/D/A
<b>Motion by Gary McVicker, second by Carly Carper to adjourn the meeting. Ayes: All. Motion carried.</b> <b>Meeting adjourned at 3:39 p.m..</b>		

*Minutes by Johnna Forbes, Board Consultant*