



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

6. Next Steps	All	I/D I/D
• FY25 Audit with Forge Financial		
• 990 Filing Update		
7. Announcements	All	I/D
• Next Finance Committee Meeting December 29, 2025 (3:00 – 4:00 p.m.)		
8. Adjournments	Ed Raber	I/D/A
Motion by Gary McVicker, second by Carly Carper to adjourn the meeting. Ayes: All. Motion carried. Meeting adjourned at 3:39 p.m..		

Minutes by Johnna Forbes, Board Consultant