



**NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD  
FINANCE COMMITTEE MEETING**

**Monday, July 29, 2024**

**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   | Eric Branson                 | I                            |
| <p>Eric Branson called the meeting to order at 3:00 p.m.<br/> <b>Attendance:</b> Jamie Benson, Eric Branson, Jennifer Breister, Carly Carper, Gary McVicker, Heidi Nederhoff, Ed Raber, Doug Reimer.<br/> <b>Guests:</b> Kassie Ruth.<br/> <b>Board Staff:</b> Taylor Williams, Erika Lippmann, Caraline Eggena, Johnna Forbes.</p> |                              |                              |
| <b>1. Consent Agenda</b> <ul style="list-style-type: none"> <li>July 29, 2024 Agenda</li> <li>June 24, 2024 Minutes</li> </ul>  | Eric Branson                 | I/D/A                        |
| <p><b>Motion</b> by Doug Reimer, <b>second</b> by Jamie Benson to approve the July 29, 2024 Agenda and the June 24, 2024 Minutes. <b>Ayes:</b> All. <b>Motion carried.</b></p>  |                              |                              |
| <b>2. Ticket-to-Work</b> <ul style="list-style-type: none"> <li>Title I Ticket-to-Work Fund Request with Possible Action</li> <li>Ticket-to-Work Financial Report</li> </ul>  | Taylor Williams              | I/D/A<br>I/D                 |
| <p><b>Motion</b> by Ed Raber, <b>second</b> by Gary McVicker to approve the Ticket-to-Work fund request as presented. <b>Ayes:</b> All. <b>Motion carried.</b></p>  |                              |                              |
| <b>3. One-Stop Operator Budget with Possible Action</b>   | Eric Branson                 | I/D/A                        |
| <p><b>No Action</b></p>   |                              |                              |
| <b>4. USDOL's 2022 WIOA Key Provisions Review Finding 12</b>  | Taylor Williams              | I/D                          |
| <b>5. Central Iowa Juvenile Detention Center (Fiscal Agent)</b> <ul style="list-style-type: none"> <li>Consider Action to Affirm June 2024 Invoice Approvals</li> <li>Jansen Products LLC Invoice with Possible Action</li> <li>Fiscal Year 2023 Audit Report Notification Update</li> <li>Financial Reports</li> </ul>             | Fiscal Agent                 | I/D/A<br>I/D/A<br>I/D<br>I/D |
| <p><b>Motion</b> by Ed Raber, <b>second</b> by Gary McVicker to affirm the June 2024 Invoice Approvals as presented. <b>Ayes:</b> All. <b>Motion carried.</b></p>   |                              |                              |
| <p><b>Motion</b> by Ed Raber, <b>second</b> by Jamie Benson to approve the Jansen Products LLC Invoice. <b>Ayes:</b> All. <b>Motion carried.</b></p>  |                              |                              |
| <b>6. Affirm NEIWDB PY24/FY25 Budget</b>  | Taylor Williams              | I/D/A                        |
| <p><b>Motion</b> by Doug Reimer, <b>second</b> by Ed Raber to approve the budget as presented. <b>Ayes:</b> All. <b>Motion carried.</b></p>   |                              |                              |
| <b>7. Next Steps</b> <ul style="list-style-type: none"> <li>Title I Service Provider Update</li> </ul>  | All                          | I/D                          |

|   |              |       |
|---|--------------|-------|
| <b>8. Announcements</b> <ul style="list-style-type: none"> <li>• NEIWDB/CEO Joint Quarterly Meeting August 1, 2024 10:00-12:00 at North Iowa Area Community College, John V. Hanson Center in Forest City, Iowa</li> <li>• Next Finance Committee Meeting August 26, 2024 (3:00 – 4:00 p.m.)</li> </ul> | All          | I/D   |
| <b>9. Adjournments</b>  | Eric Branson | I/D/A |
| <b>Motion</b> by Gary McVicker, <b>second</b> by Ed Raberto adjourn the meeting. <b>Ayes:</b> All. <b>Motion carried.</b>   |              |       |
| <b>Meeting adjourned at 3:51 p.m.</b>   |              |       |

*Minutes by Johnna Forbes*