

**Finance/Audit Committee Meeting Minutes**  
**Via Teleconference- (712) 432-3920 ID#475813**  
**Tuesday, July 16, 2024**  
**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	Tyler Henderson
Jerry Kloberdanz	Dawn Hoffman
Kodie Borchers	

**Absent:**

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1. Call to Order-
2. **Approval of Agenda.** Julie would like to make two addition to the Agenda. Under Business/Grants add letter e) LIHEAP-24-16 Amendment 4. Under Other Business on letter b) Outreach Update add Approval for Fiscal Director, Tyler Henderson to use sole-source procurement for the duration of the 6-month recovery period.

*Motion to approve the Agenda, with the addition of, Under Business/Grants add letter e) LIHEAP-24-16 Amendment 4. And under Other Business on letter b) Outreach Update, add Approval for Fiscal Director, Tyler Henderson to use sole-source procurement for the duration of the 6-month recovery period: Jerry Kloberdanz*

*Second: Bruce Reimers*

*Discussion: None*

*Action: CARRIED*

3. **Financial Report for June 2024**– Tyler Henderson, Fiscal Director highlighted the report information through June 2024. 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 June were reviewed Henderson highlighted the following:

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

CSBG 2023-2024 Funding – Under budget by \$28,502.

CACFP – Under budget by \$50,799.

\*EHS – Under budget by \$130,966.

Head Start- Under budget by \$253,388.

\*Spencer CDC – Over budget by \$6,845.

\*Storm Lake CDC – Over budget by \$5,637.

North Central ECI- Under budget by \$13,916.

Prevent Child Abuse – Under budget by \$37,444.

\*Early Childhood 4yr Old Funding – Over budget by \$41,190.

1<sup>st</sup> Five Grant-Northern Counties CSA 1- Under budget by \$11,006.

1<sup>st</sup> Five Grant-Southern Counties CSA 4- Under budget by \$25,072.

FaDSS PY'24 – Under budget by \$43,531.

WRAP – Over budget by \$20,063.

IN-KIND-

- EHS- They will meet their requirement.
- HS – They will meet their requirement.
- Spencer CDC – They will meet their goal.
- Storm Lake CDC – They will meet their goal.

\*OUTREACH CENTERS-

- Revenue exceeds expenses, mostly due to influx of funds for disaster recovery.

Other program information:

TBRA #7 (Tenant Based Rental Assistance) – \$723,542 available.

Clay County Expansion Project- \$200,969 available.

ESG (Emergency Solutions Grant) – Under budget by \$12,574.

ERA2 Rapid Re-housing- \$201,439 available.

Unsheltered Rural Set Aside (HUD)- \$1,419,442 available.

Total LIHEAP FY2024- \$247,341 available.

WEATHERIZATION- Total Weatherization balance is at \$1,396,258.

Corporate and Indirect – Corporate is over budget by \$21,300. Indirect cost rate is over budget by \$16,305. 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 June 2024 Financials:* Kodie Borchers

*Second:* Jerry Kloberdanz

*Discussion:* None

*Action:* CARRIED

#### 4. Committee Business/Grants

- a) Early Childhood North Central Iowa-KIDS Contract- Contract is running from 7/1/2024-6/30/2025. The fees are not to exceed \$70,000 and the rate of the visits will be reimbursed at \$165.00 per visit.
- b) 1<sup>st</sup>/Five Contract- Contract is running from 8/1/2024-6/30/2025 for \$150,108.
- c) 1<sup>st</sup>/Five Contract- Contract is running 8/1/2024-6/30/2025 for \$200,994.
- d) City of Storm Lake Notice of Award- The Outreach in Storm Lake has been awarded \$20,000 from the City Council to be used for services in Storm Lake.
- e) LIHEAP-24-16 Amendment 4- An additional \$165,812 was received for Summer Pre-Buy. The new contract total is now \$2,876,333.

#### 5. Other Business

- a) Moving our September 17<sup>th</sup> Finance Meeting, due to All-Staff Inservice- After a brief discussion it was decided that the Committee did not have any conflicts with rescheduling the meeting for Monday September 16<sup>th</sup> at 1:00 p.m.
- b) Outreach Update- Tyler Henderson, Fiscal Director drafted a memo at the direction of Mike Webber of WIPFLI. The memo shows a timeline and provided information of what has been taking place at the Outreach office in Clay since the severe flooding that occurred on June 22,2024. Since then the building has been cleared. The insurance company and various contractors have come through to access the work that needs to be done. They are all stressing that time is of the essence as far as getting the building back in working order.

A temporary location for Outreach has been established at the former Northwest Iowa Fitness building, this is a large space, and will meet our needs. We have also undertaken the responsibility as being the main distribution center for the City of Spencer. The community has helped with pulling together funds so we can afford to be there. The building is currently for sale so they would only allow us to be there for 6 months. This means that the work on the Outreach building must be completed by the end of December.

Tyler has created a time-line of the projects that need to take place. The Committee members have all been furnished with a copy of this document. There will be 3 primary contractors who have signed-on to help us with the project. Cory Elbert Construction of Emmetsburg, Loren Bates Electric of Estherville, and Tjarks Plumbing and Heating of Iowa Falls-they work with the Weatherization program, and come highly recommended. Getting local contractors from Spencer

has been impossible due to them being inundated at this time. The Committee members voiced that they felt that we needed to get going on these projects as soon as possible. Dawn Hoffman, Recorder will send a copy of the memo and also the time-line to the full Board. Tyler would like to have approval to use sole-source procurement for the duration of the 6-month recovery period. Tyler will provide updates to the Committee and the Board as the project moves along. And also estimated costs as we receive quotes from the contractors.

*Motion to approve giving Tyler Henderson, Fiscal Director sole-source procurement for the duration of the 6-month recovery period:* Jerry Kloberdanz

*Second:* Kodie Borchers

*Discussion:* None

*Action:* CARRIED


**6. Adjournment**

*Motion to adjourn:* Jerry Kloberdanz

*Second:* Bruce Reimers

*Discussion:* None

*Action:* CARRIED

 8-27-24  
Glenn Bohmer, Secretary/Treasurer      Date

 8/27/24  
Dawn M. Hoffman, Recorder      Date