



Finance Committee Meeting

July 23, 2025

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

Agenda/Minutes

Agenda Item	Person Responsible	Status
Call to Order Welcome and Check-In	Amy Landas	
Approve Consent Agenda - Approve 7/23/2025 Agenda - Approve 4/23/25 Minutes Approve Invoices	Amy Landas	I/D/A
<i>Amy Landas called the meeting to order at 1:06 pm.</i> <i>Committee members in attendance: Amy Landas, Lana Pol, and Lisa Heddens.</i> <i>Others in attendance: Eric Kress, Kassie Ruth, Ethan Wherry, Mark VanderLinden, Terri Johanson, Samantha Marlatt, and Heather Brooks.</i> <i>Lana Pol Motioned to approve the 7/23/25 agenda. Lisa Heddens seconded. Ayes: All.</i> <i>Lana Pol motioned to approve the 4/23/25 minutes. Lisa Heddens seconded. Ayes: All.</i> <i>Lisa Heddens motioned to approve the invoices presented. Lana Pol seconded. Ayes: All.</i>		
Reports - PY24 Close Out Financial Reports ❖ Administration ❖ Program ❖ Fund Balances - Single Audit Updates - Federal WIOA Funding Updates - Committee Roster Updates	Kassie Ruth/Eric Kress Eric Kress Eric Kress Eric Kress	I/D I/D I/D I/D
<i>Kassie Ruth gave an overview of the close out timeline for PY24/SFY25.</i> <i>Lana Pol motioned to accept the financial report. Lisa Heddens seconded. Ayes: All.</i> <i>The audit determination is complete for PY23/SFY24.</i> <i>The state auditor's office has stated that PY22/SFY23 audit will be completed by August 1, 2025.</i> <i>Eric Kress reported that the federal government has released the Title I YYA funds to the states. The notice of funding has been received.</i> <i>Michelle Seibert is no longer serving on the committee or board. Amy Landas will take on committee leadership duties.</i>		
Discussion Items and Updates - Mid-Iowa Planning Alliance Integration - Review Chart of Work - Review Financial Operating Standards - Local Sub-Recipient Monitoring Update	Eric Kress Amy Landas Amy Landas Eric Kress	I/D I/D I/D I/D

Vision – All Central Iowan's are engaged and thriving in our workforce.



- *An introduction into the Mid Iowa Planning Alliance for Community Development was provided as the new Local Grant Recipient for administering the WIOA grant for Central Iowa.*
- *Kassie Ruth was recognized for her and CIJDC's contributions serving as Fiscal Agent under Polk County.*
- *Amy Landas provided a high-level overview of the chart of work. Priorities included the integration of WIOA and Board Finance Committee operating best practices with MIPA's policies and procedures.*
- *Amy Landas shared the CIWDB Financial Operating Standards document. She asked that everyone review them and come back with recommendations for revision at the next committee meeting. Some of the operating standards may not be relevant in the future or contradict the operating standards MIPA has in place.*
- *Eric Kress provided an overview of the annual local sub-recipient monitoring report findings. Full reports will be sent to committee members. The board will be asked to accept the monitoring reports at the August full CIWDB meeting.*

Wrap Up and Adjourn	Amy Landas	I/D/A
• <i>Amy Landas adjourned the meeting at 1:50 pm.</i>		