



## Finance Committee Meeting

Thursday, December 17, 2020 – 12:00 p.m. to 1:00 p.m.

### MINUTES

Agenda Item	Person Responsible	Status
Call to Order <ul style="list-style-type: none"> <li>Welcome, Check-In</li> </ul> Consent Agenda <ul style="list-style-type: none"> <li>Approve 12/17/2020 Agenda and 11/19/2020 Minutes</li> </ul>	Stacy Sime	I/D/A
Michelle Rich called the meeting to order. <b>Attendance (Via Zoom):</b> Amy Landas, Tom Leners, Michelle Rich, Stacy Sime. Guests: Galen Briggs, Cheryl Johnson, Lisa Lajoie, Jodi Spargur-Tate. Board Support: Heather Garcia, Johnna Forbes.  <b>Motion</b> by Amy, <b>second</b> by Tom to approve 12/17/2020 Agenda and 11/19/2020 Minutes. <b>Ayes:</b> All. <b>Motion carried.</b>		
Reports <ul style="list-style-type: none"> <li>CFI</li> <li>IES</li> <li>CIWDB</li> <li>Ticket to Work</li> </ul>	Jodi Spargur-Tate Galen Briggs Heather Garcia Lisa Lajoie	I/D
Review Finance Committee Duties	All	I/D/A
<b>Motion</b> by Amy, <b>second</b> by Tom to approve Finance Committee Summary of Duties as shared at the meeting. <b>Ayes:</b> All. <b>Motion carried.</b>		
IES – Financial Deadlines <ul style="list-style-type: none"> <li>December 31, 2020: Final day of IES Operations</li> <li>January 20, 2021: Preliminary December 2020 Financial Status Reports to be submitted to IWD on TM1 System</li> <li>February 14, 2021: Final December 2020 Financial Status Reports to be submitted to IWD on TM1 System</li> <li>February 14, 2021: Closeout Release Forms to be filed with Jamie Swacker at IWD (paper copies)</li> <li>TBD: Fiscal Agent of CIWDB funds to transition from DMACC to Polk County Auditor</li> </ul>	Lisa	I/D
New Business	All	I/D
Wrap Up and Adjourn	Stacy Sime	

Next Meeting: January 21, 2021

Minutes by Johnna Forbes-Board Support