



## **Southwest Iowa Local Workforce Development Board Executive Committee Minutes**

**January 14, 2021, 7 pm- Zoom**

**Members Present:** Dennis Brown, Katrina Fleharty, Jason Cook, Dan Christensen

**Board staff present:** Michelle Wilson

**The agenda is as follows:**

- 1) Meeting was called to order at 7:02 pm by Katrina Fleharty.
- 2) Approval of Minutes & Agenda: Jason moved to approve the minutes; Dan seconded; motion passed unanimously
- 3) Executive Director Review: Discussed board accomplishments for the previous year, including successful seating and certification of the board; updating bylaws; RFP procurement for service provider; fiscal agent procurement and new fiscal agent procedures in place. In the coming year, the board will need to develop additional committees, update the MOU, and develop the new service plan. Staff time to devote to these tasks has been stretched, with the executive director working part-time.

Michelle was excused at 7:32 pm;

Committee discussed executive director contract extension and modification: Maintain \$900/month base salary plus \$22.50 per hour for additional hours of 11-25 hours/week as needed, to accomplish necessary board tasks. Dan motioned to update the contract as stated above; Jason seconded. Motion passed unanimously. Dennis agreed to inform Michelle of the contract update.

- 4) Next Meeting: No meeting established.
- 5) Public Comment: None
- 6) Meeting Adjournment: Jason moved to adjourn; Dan seconded; motion passed unanimously. Meeting adjourned at 8 pm.