



Southwest Iowa Local Workforce Development Board Finance Committee Minutes

Thursday, November 18, 2021 at 12 pm- Zoom

Members Present: Carol Smith, Chair; Katrina Fleharty, Don Keast, Dan Christensen

Absent: Lana McMann

Board staff present: Michelle Wilson

- 1) Meeting was called to order at 12:02 by Chair Carol Smith.
- 2) Approval of 11/4 Minutes: Don moved to approve the minutes; Katrina seconded; motion passed unanimously
- 3) Agenda Approval: Dan moved to approve the agenda; Don seconded; motion passed unanimously.
- 4) Monthly Financial Report: Committee reviewed MATURA's October draw-down request. At next month's meeting, the fiscal agent will include the percentages on the expenditure report, for tracking year-long expenses compared to budget.
Michelle followed up regarding the youth carryover funding. Michelle spoke to Jamie Swacker at IWD. Jamie completed the annual audit with MATURA for PY20, and all the funding requests matched the expenditures. The independent audit for that time frame was also clean, which Jamie reviewed. The contract between IWD and MATURA has been closed, so there is not a concern related to these funds. The committee would like to know how much additional carryover funding remains from that time period; Michelle will follow up with MATURA's CFO.

Don moved to approve the payment request; Dan seconded. Motion passed unanimously.
- 5) Additional Business: None
- 6) Establish Next Meeting: The service provider's invoice is submitted by the 15th each month. Next meeting is scheduled for December 16 at 12 pm.
- 7) Adjournment: Katrina moved to adjourn; Don seconded; Motion passed unanimously. Meeting adjourned at 12:15 pm