



**Southwest Iowa Local Workforce Development Board
Finance Committee Minutes
January 27, 2022 at 12 pm via Zoom**

Members Present: Carol Smith, Chair; Dan Christensen, Lana McMann, Katrina Fleharty

Excused Absence: None

Board staff present: Michelle Wilson – Executive Director, Nicole Krause – Executive Assistant

- 1) Meeting was called to order at 12:02 by Chair Carol Smith.
- 2) Minutes: Dan moved to approve the December minutes; Katrina seconded. Motion passed unanimously.
- 3) Agenda Approval: Katrina moved to approve the agenda; Dan seconded. Motion passed unanimously.
- 4) Monthly Financial Report: Dan moved to approve the November MATURA invoice; Katrina seconded. Motion passed unanimously. Carol asked if there was a balance on hand in prior months. Michelle will find out and let the committee know. Carol mentioned that going forward, there should be no blank spaces.
- 5) Additional Business: Michelle mentioned fiscal monitoring and that a certain percentage of youth funds needs to go to work experiences and there are other staff activities that can be charged under the WEP line item. Potential work experience, meeting with youth, overseeing WEP, and prescreening with youth are examples of what can be charged to work experiences. Will have fiscal related policies by the end of program year.
- 6) Establish Next Meeting: Next meeting will be February 23, 2022 at 12 pm via Zoom.
Dan suggested to move the meetings to Wednesdays or Fridays.
- 7) Public Comment: None.
- 8) Adjournment: Katrina moved to adjourn; Dan seconded; Motion passed unanimously. Meeting adjourned at 12:15 pm