



**Southwest Iowa Local Workforce Development Board
Finance Committee Minutes
Wednesday February 23, 2022 at 12 pm via Zoom**

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

Excused Absence: Lana McMann

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) Agenda Approval: Dan moved to approve the agenda; Katrina seconded. Motion passed unanimously.
- 3) Minutes: Dan moved to approve the January minutes; Katrina seconded. Motion passed unanimously.
- 4) Monthly Financial Report: Dan moved to approve the January MATURA invoice; Katrina seconded. Motion passed unanimously. Michelle mentioned that there are expenditures on work experience and making progress towards the 20% requirement. Members would like the Fiscal Agent report to be sent in 8.5x11 format for printing.
- 5) Additional Business: If committee members want to see anything added or changed on the report to let Michelle know. Report from Fiscal Agent is only through January 31.
- 6) Upcoming Tasks: Michelle – members could discuss if they want the Fiscal Agent and Title I Director to start coming to meetings if there are any questions on reports. Carol mentioned they need to start working on financial policies. The committee will decide which policies need to be reviewed and Michelle can get templates. Dan asked if they received two financial reports on the total amounts. Michelle – yes, one from Fiscal Agent and one from Title I. Dan asked for an update with part time help from Nicole. Michelle – Nicole has been supporting with typing up notes so that has been great. Also, monitoring is done. Will start establishing other committees and processes soon.
- 7) Establish Next Meeting: Next meeting will be Wednesday, March 23, 2022 at 12 pm via Zoom.
- 8) Public Comment: There was no public present.
- 9) Adjournment: Dan moved to adjourn; Katrina seconded. Motion passed unanimously. Meeting adjourned at 12:12 pm