



**Southwest Iowa Local Workforce Development Board  
Finance Committee Minutes  
Wednesday April 20, 2022 at 2 pm via Zoom**

**Members Present:** Carol Smith, Chair, Katrina Fleharty, Lana McMann

Excused Absence: Dan Christensen

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

- 1) Meeting was called to order at 2:08 by Chair Carol Smith.
- 2) Minutes: Katrina moved to approve the March minutes; Lana seconded. Motion passed unanimously.
- 3) Agenda Approval: Katrina moved to approve the agenda; Lana seconded. Motion passed unanimously.
- 4) Monthly Financial Report: Katrina moved to approve the March MATURA invoice; Lana seconded. Motion passed unanimously.
- 5) Additional Business: Michelle mentioned Ticket to Work funds being returned to the board. Hoping to get guidance and have a document that shows where the funds are coming from or add a line item on the budget spreadsheet. Found unexpended Rapid Response funds and have to have a detailed invoice for any funds coming in. Lana discussed Fiscal Technical assistance meeting was informational.
- 6) Upcoming Tasks: New budget spreadsheet will be an interactive tool to use to help track finances.
- 7) Establish Next Meeting: Next meeting will be Wednesday, May 18, 2022 at 2 pm via Zoom.
- 8) Public Comment: There was no public present.
- 9) Adjournment: Katrina moved to adjourn; Lana seconded. Motion passed unanimously. Meeting adjourned at 2:25 pm