

# Northeast Iowa Workforce Development Board

## Finance Committee Meeting

Monday, November 21, 2022 2:00 p.m.-3:00 p.m.

Join Zoom Meeting:

<https://us06web.zoom.us/j/85197404989?pwd=Q2w3UjQyS0ZlQ3lZcIFNY0lQaXBNQT09>

Or Dial: 1.312.626.6799

Meeting ID: 851 9740 4989

Passcode: 699311

### Minutes

| Agenda Item  | Person(s)<br>Responsible | Status         |
|--|--------------------------|----------------|
| <b>Welcome and Call to Order</b><br><br><i>Steve Abbott called the meeting to order at 2:01 p.m.</i><br><br><b>Present:</b> Steve Abbott, Amber Anderson, Jennifer Breister, Ed Raber, Melissa Simmons <b>Absent:</b> Amber Anderson<br><b>Guests:</b> Kassie Ruth, Emily Smith<br><b>Board Support:</b> Taylor Williams | Steve Abbott             | I              |
| <b>1. Consent Agenda</b> <ul style="list-style-type: none"><li>November 21, 2022 Agenda</li><li>October 19, 2022 Minutes</li></ul>   | Steve Abbott             | I/D/A          |
| <b>Motion</b> by Melissa Simmons, <b>second</b> by Ed Raber to approve the November 21, 2022 Agenda and the October 19, 2022 Minutes. <b>Ayes:</b> All. <b>Motion carried.</b>   |                          |                |
| <b>2. Goodwill Update</b>  | Emily Smith              | I/D            |
| <b>3. Goodwill Financial Reports</b>   | Steve Abbott             | I/D            |
| <b>4. Amended FY23 NEIWDB Budget</b>   | Steve Abbott             | I/D/A          |
| <b>Motion</b> by Jennifer Breister, <b>second</b> by Melissa Simmons to approve the amended budget as presented. <b>Ayes:</b> All. <b>Motion carried.</b>  |                          |                |
| <b>5. NEIWDB Financial Report</b>  | Steve Abbott             | I/D            |
| <b>6. CIJDC Financial Reports</b>  | Steve Abbott             | I/D            |
| <b>7. 2023 NAWB Forum and 2023 Annual NAWDP Conference</b>   | Taylor Williams          | I/D/A          |
| <b>Motion</b> by Melissa Simmons, <b>second</b> by Jennifer Breister to approve the Executive Director to attend 2023 NAWB Forum and the 2023 NAWDP Annual Conference. <b>Ayes:</b> All. <b>Motion carried.</b>  |                          |                |
| <b>8. Policy Updates with Possible Action</b> <ul style="list-style-type: none"><li>Travel Policy</li><li>Credit Card Policy</li></ul>   | Taylor Williams          | I/D/A<br>I/D/A |
| <b>Motion</b> by Ed Raber, <b>second</b> by Jennifer Breister to approve the updated Travel Policy as presented. <b>Ayes:</b> All. <b>Motion carried.</b>  |                          |                |
| <b>Motion</b> by Jennifer Breister, <b>second</b> by Melissa Simmons to approve the credit card policy as presented. <b>Ayes:</b> All. <b>Motion carried.</b>  |                          |                |

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| <b>9. Miller Results Group Technology Infrastructure Proposal</b>   | Taylor Williams | I/D/A |
| <b>Motion</b> by Ed Raber, <b>second</b> by Melissa Simmons to extend the date to allow for more time for the Committee to look over the proposal. Item will be added to the next Finance Committee Agenda. <b>Ayes: All. Motion carried.</b> |                 |       |
| <b>10. Next Steps</b>   | Taylor Williams | I/D/A |
| <ul style="list-style-type: none"> <li>• 2023 Meeting Schedule</li> <li>• Next Meeting December 19, 2022 2:00 p.m.-3:00 p.m.</li> </ul>   |                 | I/D   |
| <b>Motion</b> by Melissa Simmons, <b>second</b> by Ed Raber to approve the 2023 Meeting Schedule. <b>Ayes: All. Motion carried.</b>   |                 |       |
| <b>11. Adjournment</b>  | Steve Abbott    | I/D/A |
| <b>Motion</b> by Jennifer Breister, <b>second</b> by Ed Raber to adjourn the meeting. <b>Ayes: All. Motion carried.</b>   |                 |       |
| <b>Meeting was adjourned at 2:50 p.m.</b>   |                 |       |

*Minutes by Taylor Williams, Executive Director*