Attendees: Jesse Bolinger, Katrina Fleharty, Daniel Ray Christensen. Dennis Brown

**The agenda is as follows:**

1. Call to Order
	1. SO MOVED
2. Agenda Approval
	1. SO MOVED
3. Approval of Minutes
	1. SO MOVED
4. Old Business
	1. One Stop Operator
		1. Jesse: sent out report from Ashley; last night received an email that Ashley is leaving and her supervisor is going to talk with him and review her documentation
	2. DOL Compliance
		1. Jesse: weekly meets are set with Danna and her team; has gone through training with compliance team on how to use reporting system; an error has been found in the reporting system; preparing for monitoring visit in March by reviewing State’s checklist
5. New Business
	1. Ticket to Work Policy
		1. Jesse: we can use it for people with disabilities; wants to be legitimate in how we use it; State requires that we have a policy on how we want to spend it; policy is drafted and it was too detailed, so this policy is from the recommended changes
			1. Katrina: any Ticket to Work funds are going to be reviewed by who? Executive? Finance?
				1. Jesse: that is who we need to decide; it can go to Finance which could be appropriate, but that might be too much on them and could
				2. Daniel: Finance has to be the oversight to know where the money is going; Finance can then kick it to us and then we have a vote to approve it
			2. Katrina: update this policy so that’s reviewed and accepted by the Finance committee
		2. Jesse: moving forward, expenses will be reviewed and approved by Finance and then Exec
			1. Katrina: we will review and approve in that order
			2. Dan: bring the policy to Finance and then Executive committee
	2. Reimbursement Policy
		1. Katrina: southwest Iowa workforce board to reimburse travel expenses incurred
			1. Jesse: the only edit is that Amanda and I are the only Board staff
		2. Katrina: most invoices go to the chairperson of the Finance committee, so wouldn’t it make sense to pass that along to them?
			1. Jesse: they were going to me; they were going to Finance because of Michelle’s transition and firewall policy; I’ve been getting with Finance chair and going through FInance packet prior to the meeting
				1. The way this policy is now written, if our Board expands or if we realign, then the policy doesn’t have to get rewritten
		3. Jesse: these travel guidelines came from a policy in the state of Indiana, which is common practice for Iowa workforce boards
		4. Daniel: make a motion to approve
			1. Dennis: seconded
			2. Aye: all in favor - SO MOVED
6. Public Comment
7. Establish Next Meeting
	1. Jesse: early or mid-January
		1. Monday, January 23rd is the next Full Board meeting
		2. Thursday, January 19th @ 7:30 AM via Zoom
			1. Dan: it’ll be after the Finance Comm. meets on the 18th, so after they review & approve it then we can approve it
	2. Katrina: the 23rd will be my last meeting as Board Chair and will be my formal resignation of that role, but I intend to still be a part of the Board
		1. Jesse: the Board will have to nominate a new chair, Scott Cohen would be a good chair and has the availability to do it
8. Adjourn
	1. SO MOVED

Action Items:

* Jesse will set up meeting with One Stop Operator supervisor
* Upcoming meetings:
	+ Exec. Comm. meeting: Thursday, January 19th @ 7:30 AM via Zoom
	+ Full Board meeting: Monday, January 23rd @ 6:30 PM via Zoom