



**Southwest Iowa Local Workforce Development Board
Finance Committee Minutes
Wednesday March 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 12:20 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 February minutes; Katrina seconded. Motion passed unanimously.
- 4) Monthly Financial Report: 180k covid money – timeline being spent. Michelle mentioned the state is asking for extension but have not heard back yet. June 30, 2022 was when it was supposed to be spent. Dan moved to approve the February MATURA invoice; Katrina seconded. Motion passed unanimously.
- 5) Additional Business: Fiscal policies - Michelle will start the board travel policy and have it align with State travel policy. Will have for the group to provide feedback regarding mileage, hotel, per diem, etc. and then will go to full board for approval.
- 6) Upcoming Tasks: Meeting with the State beginning of April to look at budget. Fiscal Officer, CLEO, board chair, state staff for discussions about extra money Matura had. Ticket to Work is from social security administration and is not a drawdown. Will have a contract for those funds and it's the board's discretion on how the funds are spent.
- 7) Establish Next Meeting: Next meeting will be Wednesday, April 20, 2022 at 2 pm via Zoom.
- 8) Public Comment: There was no public present.
- 9) Adjournment: Katrina moved to adjourn; Dan seconded. Motion passed unanimously. Meeting adjourned at 12:30 pm