

**FINANCE COMMITTEE MEETING**  
**Southwest Florida Workforce Development Board, Inc.**  
**March 10, 2021**  
**2:30 p.m.**

**MINUTES**

**Members Present: VIRTUALLY via ZOOM**

James Coalwell  
Joe Wheeler – PRESENT

Michael Dalby

**Members Absent:**

**Guests Present:**

Mike Jackson, Board President - PRESENT    Greg Urbancic, Board Attorney

**Staff Present:**

Mike Egan, Staff Liaison

**I. CALL TO ORDER**

The meeting was called to order by Michael Dalby, Chair, 2:30 p.m. via ZOOM. A verbal roll call was taken and established a quorum was present.

**II. APPROVAL OF MINUTES**

James Coalwell made a **motion** to approve the January 13, 2021, minutes; Michael Jackson seconded, and the motion was unanimously approved by the Committee.

**III. FUNDING SCHEDULE 01.31.21**

Staff noted there has been no additional funding during January 2021. Funding received to date is more than adequate to cover expenses through the remainder of the year. Certain funds (Apprenticeship) will be returned to the State because of our inability to use them correctly as a result of COVID-19.

**IV. ITA REPORT/YOUTH STATS 01.31.21**

Staff reviewed January 2021 data and it showed that ITA's are again above the 50% and WIOA-Youth stats are showing early signs of accomplishing all of the required benchmarks. Work Experience percentages continue to be an issue as the COVID-19 Employer and State restrictions apply.

**V. AUDIT REPORT 06.30.20**

Final Report was presented. There was no change from the draft. All required reports have been electronically filed.

**VI. PRIOR YEARS EXPENSES**

Staff showed a five-year comparison of costs in order to demonstrate the impact of COVID-19. The major expense reduction was in training, again the result of CDC guidelines restricting access to Education providers and the reduced OJT costs, again due to restrictions for large crowds.

**VII. IMMOKALEE**

Staff discussed the Immokalee site within the current standings for renters and charges to the funding streams. The original intent of the building has been changed over the last twenty years. We are now in a situation where the required space is significantly less than before, and the amount of space sub leased is not increasing. Plans include the Executive Director talking with the school district to see if there is any interest on their part to buy the building. Also, staff and Committee members will be looking at anything and everything as alternatives going forward. Currently, we are not in a negative cash flow position.

**VIII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:20 p.m.