

**FINANCE COMMITTEE MEETING**  
**Southwest Florida Workforce Development Board, Inc.**  
**May 11, 2022**  
**2:30 p.m.**

**MINUTES**

**Members Present:**

Michael Dalby  
Joe Wheeler

Bill Diamond

**Members Absent:**

James Coalwell

**Guests Present:**

Mike Biskie, Board Chair  
Greg Urbancic, Board Attorney

Mike Jackson, Board Member

**Staff Present:**

Mike Egan  
Benita Richards

Peg Elmore

**I. CALL TO ORDER**

The meeting was called to order by Bill Diamond, Chair, 2:30 p.m. at CareerSource Southwest Florida, Fort Myers.

**II. APPROVAL OF MINUTES**

Bill Diamond made a **motion** to approve the March 9, 2022, minutes; Joe Wheeler seconded, and the motion was unanimously approved by the Committee.

**III. FY 22-23 COMMITTEE MEETING SCHEDULE**

Staff noted the meetings were to occur at 2:30 p.m., prior to the Board meetings.

Joe Wheeler made a **motion** to approve the FY 22-23 Committee Meeting Schedule; Michael Dalby seconded, and the motion was unanimously approved by the Committee.

**IV. FUNDING SCHEDULE 03.31.22**

Schedule was shown as a normal matter of course. There was no discussion.

## V. ITA REPORT/YOUTH STATS 03.31.22

Staff reviewed the stats as of 03.31.22. Together, SFWDB exceeded the 50% ITA Training, exceeded the 75% Out-of-School, and exceeded the 20% Work experience for the current year.

## VI. SIGNATURE AUTHORITY FOR TRUIST/VALLEY ACCOUNTS WITH NEW EXECUTIVE DIRECTOR

## VII. LIMITS OF SIGNATURE AUTHORITY (MAX AMOUNT/SINGLE SIGNATURE/USE OF STAMP)

Staff presented items that needed to be addressed for the new signatures effective 06/01/2022.

After much discussion and recommendation for Board approval, Michael Dalby made the following **motion**:

Authorized Signers:	Peg Elmore	Executive Director
	Michael Biskie	Board Chair
	Michael Dalby	Board Vice Chair
	Bill Diamond	Treasurer

Authorized for checks up to \$ 75,000

Authorized for checks equal/greater than \$ 75,000

Authorized if Executive Director unavailable:

Executive Director

Executive Director PLUS one of the three above in order of (Chair/Vice Chair/Treasurer)

Up to \$ 75,000 one of the above in order of (Chair/Vice/Treasurer)  
Equal/Greater than \$ 75,000 two of the above any order

Joe Wheeler seconded, and the motion was unanimously passed by the Committee.

## VIII. OPEN DISCUSSION

Greg Urbancic brought up an item as requested by the Board Chair who was running late. It was discussed if an additional Service Appreciation Award for the current Executive Director was in order and if the amount of \$25,000 was acceptable. Clarification and acknowledgement the Program Year was near the end.

After much discussion and recommendation for Board approval, Joe Wheeler made a **motion** to approve a \$25,000 Service Appreciation Award for current Executive Director; Bill Diamond seconded, and the motion was unanimously passed by the Committee.

## IX. ADJOURNMENT

There being no further business, the meeting adjourned at 3:30 p.m.