



**NORTHWEST REGIONAL  
WORKFORCE INVESTMENT BOARD**  
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**Finance Committee Meeting Minutes  
Tuesday, December 8<sup>th</sup>, 2020 at 12:00 PM**

**VIA Virtual Conference Video Call at:**

<https://global.gotomeeting.com/join/234072029>

United States: +1 (872) 240-3212

Access Code: 234-072-029

***Participating: G. LaCapra, W. Starbuck, K. Lucey, W. Pizzuto,***

***Others in attendance: C. Awwad, M. Hayden, S. Mertz, C. Chasse, M. Sabol, K. Swol, T. McKaveney***

***Meeting commenced at 12:00PM***

**1. Approval of Minutes of April, 2019**

*A motion to approve was made by G. LaCapra and seconded by W. Starbuck. Motion approved.*

**2. Presentation of Draft Audit by Mahoney Sabol - PY 2020**

*By the recommendation of the finance committee, this item was moved to the Full Board of Directors meeting that will be held on December 10<sup>th</sup>, 2020. A motion to move was made by G. LaCapra and seconded by W. Starbuck. Motion approved.*

**3. Review of Budget Versus Actual Expenditures**

*A motion to approve was made by G. LaCapra and seconded by W. Starbuck. Motion approved.*

**4. Update on Revision of Financial Policies and Procedures**

*C. Awwad notified the committee that the financial policies and procedures continue to be updated and will be presented to the Executive Committee at the meeting in January for approval.*



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**5. Discussion Regarding Agency Credit Card**

*There was a discussion regarding increasing the limit of the credit card as a result of the pandemic, requiring additional use of the card. Consideration was made to use a debit card instead. Staff will research and report back to the full board at the December 10<sup>th</sup>, 2020 meeting.*

**6. Meeting Schedule for 2021**

*The standing Finance Committee meeting will be scheduled on the first Thursday prior to the full Board of Directors meeting on a quarterly basis.*

**7. Other Business**

*No other business was discussed.*

**8. Adjournment**

*A motion to adjourn was made by G. LaCapra and seconded by K. Lucey. Motion approved.*

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