

Finger Lakes Workforce Investment Board, Inc.  
FINANCE & AUDIT COMMITTEE MEETING MINUTES  
FLWIB Offices, Conference Room B  
March 26, 2014

ATTENDANCE: Members: Bob Doebelin, Tom Kelly (via phone), Ann Scheetz, Ken Riemer  
Absent: John Garvey, Charles Schillaci, Bonnie Percy  
Staff: Karen Springmeier, Debbie Sowards, Dinah Brennan, Barbara Murphy (via phone)

Motion to approve minutes from February 26, 2014 was made by Ms. Scheetz and seconded by Mr. Reimer. Minutes were approved as written.

FINANCIAL STATEMENTS – February 2014

Ms. Sowards discussed financial statements through the end of February 2014. Spending levels are on track for Program Year 2013 (PY'13). All of the Adult Individual Training Account (ITA) funds are obligated, however, there is still some funding left for Dislocated Workers and Youth. On-the-Job Training (OJT) funding is still available. To meet demands of Adult training funds, Ms. Sowards requested approval from the committee to transfer 30% of Dislocated Worker funds to Adult for ITA/OJT training purposes. This transfer will formally take place in May or June. The committee approved. We are on track to meet or exceed the 80% expenditure required for PY'13. The Advanced Manufacturing Career Pathways Grant (H1B) funding was discussed due to the grant coordinator, Bill Rotenberg, has recently accepted a new job with MCC.

BUDGET GUIDELINES

The new program year will begin July 1, 2014. The allocation of funds is still unknown at this time. The possibility of the funding being somewhat similar to last year's allocation is possible. Guidelines remain the same with the exception of the WorkKeys program, which will no longer be mandated under the Business Services funding, instead, this program will be in the general funding pool. The committee has decided to request a flat funding budget from the FLWIB and the four county contractors. In the case that the budget is lower than expected- they will then need to resubmit a lower proposal. A motion to approve the PY'14 Budget Guidelines was made by Mr. Kelly and seconded by Mr. Riemer. All in favor, motion carried.

NON-PROFIT REVITALIZATION ACT 2013 (ARTICLE)

Ms. Murphy discussed an article that was included in the committee's financial packet. She noted two main points; first, auditors have to meet with the full board or the designated audit committee at least two times a year. The Bonadio Group currently only meets with the board post-audit for the presentation. Under this new act, Bonadio must meet with the FLWIB another time, possibly prior to the audit. Second, auditors must meet in an executive session with the board members. Discussion ensued on how to handle this. The committee requested to do an audit scope in May with the Bonadio Group prior to the audit. Ms. Murphy noted this Act will go into effect July 1, 2014. The committee decided to integrate the executive session portion with the full board post-audit presentation at the November Board meeting. Due to this being a new requirement, the cost of the audit should not increase. **Action: Send the article to the full board for the Finance and Audit Committee's report. Action: Invite the Bonadio Group to the June Finance and Audit meeting via telephone to possibly meet the twice a year meeting requirement.**

WORK PLAN

Ms. Springmeier noted the first action item on the work plan is "in process". She is working with the Genesee, Livingston, Orleans, Wyoming (GLOW) county region and Rochester Works (Monroe County) to acquire the "Ready to Work Opportunity Grant". This is a three year grant program for OJT and ITA funding. The fifth action item can be changed to "approved", as the committee motioned to accept the Budget Guidelines for PY'14 at this meeting. Ms. Springmeier noted the fourth action item will be completed the week after this committee meets next. The proposals from the four counties seem to remain the same, not requiring any oversight from this committee, unless otherwise requested.

OTHER BUSINESS

The FLWIB does not know if the sequester will affect the first quarter of PY'14, as it did last year for the first quarter of PY'13. However, there are plans in place and preparation can be made in order to duplicate last year's course of action.

Next scheduled meeting: **Wednesday, April 30, 2014 at 3:00pm.**

A motion to adjourn was made by Mr. Kelly and seconded by Ms. Scheetz. All in favor, motion carried.

*Respectfully submitted by:*  
*Dinah Brennan*  
*Executive Assistant*