

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
FLWIB Offices, 41 Lewis Street, Geneva, NY
Wednesday, October 29, 2014

ATTENDANCE: Members: Bob Doebelin, Ken Riemer, Tom Kelly (via GoTo), John Garvey, Ann Scheetz
Absent: Bonnie Percy, Charlie Schillaci
Staff: Karen Springmeier, Debbie Sowards, Dinah Brennan, Barbara Murphy
Guests: Mark Waterstram, Brett McDermott

PY'13 AUDIT PRESENTATION

Mr. Waterstram of The Bonadio Group reviewed the audit for Program Year 2013 (July 1, 2013 to June 30, 2014). Mr. Waterstram discussed the Form 990 and the Non-Profit Revitalization Act of 2013 with the committee. He noted the audit was clean and there were no findings. Ms. Springmeier noted that there needs to be changes to the Board Member List, as Ron Golumbeck is listed twice. **Action: Staff will review the list and make necessary changes before the finalization.**

Mr. Garvey made a motion to enter into Executive Session at 3:25p.m, seconded by Ms. Scheetz.

The committee came out of Executive Session at 3:35p.m.

Mr. Garvey made a motion to approve the Audit for PY'13 (July 1, 2013 – June 30, 2014), seconded by Ms. Scheetz. All in favor. Motion carried.

APPROVAL OF MINUTES

Motion to approve minutes from August 27, 2014 was made by Mr. Garvey, seconded by Mr. Riemer. Minutes were approved as written.

FINANCIAL STATEMENTS – July - September 2014

Ms. Sowards discussed financial statements for July, August, and September, as the committee did not meet last month. We are 25% into PY'14 and all spending is on target. Ms. Sowards noted that spending is over budget in Admin due to paying certain bills in full at the start of the year. This will even out over the course of PY'14. The county contractors should be at 20% spending and they are all between 21.7% and 33%. On-the-Job Training and Individual Training Accounts are going well. Mr. Doebelin noted that the situation is much better than this time last year.

Ms. Springmeier announced the FLWIB has received its final allocations for PY'14. The funding is at about \$36,000 less than expected due to a state withholding of 2%. The state was able to hold onto this 2% of funding to prepare for the transition into the new WIOA legislation in July of 2015. The state must give back at least 50% of what they withhold when the FLWIB submits a final transition spending plan. This will result in less carry-over but will not affect the overall spending of the FLWIB. Ms. Springmeier will continue to keep the committee up to date on this topic. Ms. Springmeier has a November 18th meeting scheduled to discuss this topic with other WIB's and the State.

REVIEW OF QUARTERLY REPORTS

- a. Contractor Spending – previously discussed as part of the financial statements.
- b. Vendor History – The committee reviewed the vendor history. Mr. Riemer requested more information on Seneca County spending levels. **Action: Ms. Sowards will contact Seneca County regarding this topic.** A motion to approve the vendor history was made by Ms. Scheetz, seconded by Mr. Garvey. All in favor. Motion carried.

WORK PLAN

The committee requested the spending plan for WIOA guidance be added to the work plan. The committee agreed to keep item two and remove item three from the plan. Ms. Springmeier noted that in reference to item one, the Finger Lakes (including Monroe and GLOW) have received a \$5.2 million, four-year grant to provide training, assistance and other services to long term unemployed (27+ weeks). This grant should serve about 1,500 customers. Rochester Works will be the lead on the grant, with staff out-stationed in the GLOW and Finger Lakes Regions. More information will be reported to the committee as it becomes available.

OTHER BUSINESS

None

Next scheduled meeting: A poll will be sent to the committee to determine the next best time to meet.

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

Respectfully submitted by:
Dinah Brennan
Executive Assistant