

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
FLWIB Offices, 41 Lewis Street, Geneva, NY
Thursday, January 28, 2016

ATTENDANCE: Members: Bob Doeblin, Bonnie Percy, Bob Trouskie (via Phone), Tom Kelly (via Phone)
Absent: Ann Scheetz, Charlie Schillaci
Staff: Karen Springmeier, Debbie Sowards, Dinah Brennan, Barbara Murphy (via Phone)

APPROVAL OF MINUTES

October 30, 2015 were unanimously approved by the committee after an amended portion was made by Ms. Murphy to reflect the Bonadio Group's peer review information.

FINANCIAL STATEMENTS & COUNTY SPENDING (DECEMBER)

Ms. Sowards reviewed the financial statements and county spending. She noted that spending is on target for this point in the year. Some areas are lower including county spending, however, the counties were not allowed to have full training funds for the first quarter, and therefore they are currently working towards getting back on track with spending goals. Ms. Sowards recommends the committee does not hold the counties to their 40% spending target as of December 31st due to this lack of spending allowed for in the first quarter. Ms. Springmeier noted that the National Association of Workforce Boards Conference budget will be exceeded due to four people attending from our organization, however, other funding sources will absorb the extra costs.

QUARTERLY REPORTS/ VENDOR HISTORY

The committee reviewed the vendor history report. A motion to approve the vendor history report was made by Mr. Kelly, seconded by Ms. Percy. All in favor, motion carried.

UPDATE ON FORM 990

Ms. Murphy noted that the 990 was reviewed and sent with changes and questions to the Bonadio Group in November. Bonadio should be sending the 990 back with the changes within the next week. At this time, Ms. Murphy and staff will review, send to the committee and board for their review, and will file the form by the February 15th deadline.

WORKPLAN

Ms. Springmeier noted that staff is working on raising funds for the April 25th Agricultural Day. As of right now the event has received \$4,000 from Farm Credit East and a grant from the Agricultural Society for \$2,000. **Add: Event Fundraising.** Ms. Springmeier reviewed the 5% Pledge through FAME.

OTHER BUSINESS

Ms. Springmeier noted that WIOA allocations will not be ready in February but she will keep the committee updated when they are received. The committee discussed strategies to be able to send the financial statements to the committee in a more timely fashion. Ms. Murphy suggested amending the county contracts to change the monthly deadline for vouchers to an earlier date. The committee and staff will continue to discuss this and work to improve the system.

Next scheduled meeting: Wednesday, February 24, 2016 at 9am.

A motion to adjourn the meeting was made by Ms. Percy, seconded by Mr. Kelly. All in favor, meeting adjourned at 9:29a.m.

*Respectfully submitted by:
Dinah Brennan,
Executive Assistant*