

Finger Lakes Workforce Investment Board, Inc.  
FINANCE & AUDIT COMMITTEE MEETING MINUTES  
FLWIB Offices, 41 Lewis Street, Geneva, NY  
Wednesday, February 24, 2016

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

APPROVAL OF MINUTES

A motion to approve the minutes was made by Mr. Schillaci, seconded by Ms. Percy. All in favor, minutes approved.

FINANCIAL STATEMENTS & COUNTY SPENDING (DECEMBER)

Ms. Sowards reviewed the financial statements and county spending. She noted that admin spending is slightly over 58%, which is where it should be at this point in the year. Adult and dislocated worker spending is under target, and youth spending is right on track. Ms. Murphy explained why spending is over budget in the "professional services" line of the WIB budget. This is due to a change in NYSDOL Financial Oversight and Technical Assistance (FOTA) monitoring requirements; FOTA is requiring the WIB go back in some cases 4 years and change the way we are currently reconciling. This requirement is causing a considerable amount of additional work by Ms. Sowards and Ms. Murphy to comply with this request. Ms. Murphy's expenses are reflected in the professional services line item (the bookkeeper costs are also reflected here). Ms. Springmeier noted that she has been in contact with people in Albany and with CNY Works (Onondaga County) finance department because they were handling the same issue with the state. Mr. Kelly requested information on the issue. Ms. Murphy noted that the tracking of cash was done by program but not in a format preferred by FOTA. The committee and staff discussed the topic of reconciliations and ways to handle the issue. Ms. Sowards noted that county spending is a little lower than usual due to the lack of funds available in the first quarter of PY'15. The county staff know where they stand with spending and are working to fix this issue. Ms. Sowards noted that a large portion of adult training funds have been obligated; however, spending for dislocated worker training funds has been low.

**Staff requests an internal transfer of funds so that adult customers can continue to be served through the rest of PY'15. The committee approved the transfer of \$100,000 from dislocated worker to adult for training purposes..**

FLWIB FUNDING SOURCES

Ms. Springmeier reviewed the funding sources through WIOA.

**Action: Staff will create a pie chart to illustrate the funding sources for the next finance meeting and May board meeting.**

UPDATE ON FORM 990

Ms. Murphy noted that the 990 was finalized yesterday. Staff will send the form 990 to the committee and full board for their review.

WORKPLAN

Ms. Springmeier noted she has applied for an \$18,000 grant for the SAME program in order to serve 15 students. This is an event that takes place for three weeks in July and is run by Wayne-Finger Lakes Technical Career Center. The committee recommends acceptance of this grant.

OTHER BUSINESS

None.

Next scheduled meeting: Wednesday, March 30, 2016 at 9am.

A motion to adjourn the meeting was made by Mr. Schillaci, seconded by Mr. Kelly. All in favor, meeting adjourned at 9:51a.m.

*Respectfully submitted by:  
Dinah Brennan,  
Executive Assistant*