

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
FLWIB Offices, 41 Lewis Street, Geneva, NY
Wednesday, April 27, 2016

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

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 (FEBRUARY)

Ms. Sowards reviewed the financial statements and county spending. Ms. Sowards noted that two times a year the state finance system closes for 4-5 weeks. Ms. Sowards needed to order cash in advance to cover these weeks, so the cash amount is higher than usual in order to plan ahead for spending. All funding should be at about 75%. DW and Adult spending are lower than 75%, admin spending is a fraction over 75%, and youth spending is right on track. Ms. Sowards is reviewing to make sure everything is allocated properly. County spending is mostly right on track. Yates County had staff changes which affected ability to spend their contracted amount as of 3/31/16, but is working with Ms. Sowards to make sure they get back on track. The committee reviewed WorkKeys and the new Assessment Coordinator position. An internal transfer of training funds was done in February from DW to Adult .

QUARTERLY REPORTS

- a. Vendor History – Mr. Kelly motioned to approve the vendor history, seconded by Mr. Schillaci. All in favor, vendor history approved.

PY'16 ALLOCATIONS

- a. Budget Guidelines – Ms. Springmeier noted that the budget allocations and guidelines were received. There was about a 10% decrease in allocations. Ms. Springmeier has partnered with other WIB directors in order to urge the state to release some of the money they've withheld. Preliminary budgets from the county contractors have been submitted as requested with a 0% increase/decrease. A competitive bid will be done for the contract of services for PY'17 (next year).

PY'16 BUDGET

The committee reviewed the PY'16 budget. A recommendation was made by the committee to move forward with the budget as a fluid document. With the understanding that unallocated funds and carryover will be addressed at a later date, a motion to approve the budget as submitted by Ms. Percy, seconded by Mr. Schillaci. All in favor, motion carried.

WORKPLAN

- The money from AT&T was received.
- The audit prep will begin at the end of July/beginning of August.

OTHER BUSINESS

None.

Next scheduled meeting: Wednesday, May 25, 2016 at 9am.

A motion to adjourn the meeting was made by Mr. Schillaci, seconded by Ms. Percy. All in favor, meeting adjourned at 9:55a.m.

*Respectfully submitted by:
Dinah Brennan,
Executive Assistant*