

Finger Lakes Workforce Investment Board, Inc.  
FINANCE & AUDIT COMMITTEE MEETING MINUTES  
41 Lewis Street, Conference Room B  
Wednesday, November 30, 2016

ATTENDANCE: Members: Bob Doebelin, Charlie Schillaci, Tom Kelly  
Absent: Bob Trouskie, Bonnie Percy, Ann Scheetz  
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 Mr. Kelly. All in favor, minutes approved.

ACTION ITEMS

Ms. Sowards requested the committee table the previous action item regarding funding if a county exceeds their goal before another county is able to spend their funding. The committee discussed this topic and agreed to table it until further notice. Ms. Sowards noted that Ms. Murphy is researching options on drafting a policy to include administrative costs when allocating grant funding. **Action: Fiscal unit to update the committee at next meeting.**

FINANCIAL STATEMENTS & COUNTY SPENDING

Ms. Sowards reviewed the financial statements ending 10/31. The WIB expense budget will be reviewed to ensure spending is on track. The contractor expense budgets are all pretty close to goal except for Yates County who has had staff changes and are working on their spending. Ms. Springmeier noted that the \$100k donation from del Lago Resort and Casino was received. Mr. Kelly requested this amount be put into differed revenue, along with the FAME Scholarship funding. Staff will make sure this is completed.

RECONCILIATION UPDATE

Ms. Sowards noted that staff have had numerous conference calls with FOTA regarding this topic. All of the H1B Grant reconciliation has been completed and submitted. Monthly reconciliations will now be the main priority. Ms. Sowards will be sending the October reconciliation to them tomorrow to ensure it meets their requirements. The committee discussed this topic.

WORKPLAN

Ms. Sowards has filed the 990 extension and it has been approved. **Action: Add administrative cost policy for grants to Workplan and present to committee at next meeting.**

Mr. Schillaci made a motion to enter into Executive Session at 9:39am, seconded by Mr. Kelly. All in favor, motion carried. Mr. Kelly made a motion to exit Executive Session and adjourn at 10:01am, seconded by Mr. Schillaci. All in favor, meeting adjourned.

Next scheduled meeting: Wednesday, December 28, 2016 at 9am.

*Respectfully submitted by:  
Dinah Brennan,  
Executive Assistant*