

Finger Lakes Workforce Investment Board, Inc.  
FINANCE & AUDIT COMMITTEE MEETING MINUTES  
GoTo Meeting  
Wednesday, December 28, 2016

ATTENDANCE: Members: Bob Doebelin, Charlie Schillaci, Tom Kelly  
Absent: Bonnie Percy, Ann Scheetz, Bob Trouskie  
Staff: Karen Springmeier, Debbie Sowards, Dinah Brennan

APPROVAL OF MINUTES

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

FINANCIAL STATEMENTS & COUNTY SPENDING

Ms. Sowards reviewed the November financial statements. Ms. Sowards noted that the WIB spending should be around 42% for the year and we are just about on target. The administrative funding source is about 10% above this, due to the annual payment of dues and increase in professional services. The contractors are on target to meet their contracted 40% expenditure level by the end of December. The obligations as of December 21<sup>st</sup> was reviewed anticipating a need to request to move dislocated worker training funds to adult in February/March. Ms. Sowards reviewed the goals of ITA and OJTs for the county contractors. Wayne County is the only contractor that has met their ITA goal for the year. Ms. Sowards will be reviewing this with the counties and letting them know where they stand as of halfway through the program year and requesting their feedback on how they plan on meeting their goals by 6/30/17. Staff will be reviewing the All Other report for outside programs (FAME, FLWWTH, etc.) and improving it over the next few months to improve accuracy and information provided.

RECONCILIATION UPDATE

Ms. Sowards noted that a new monthly reporting format has been required from FOTA; this new process currently requires about 1 day to complete. Ms. Sowards will also be dedicating one day a week to reconciling past years, as required by FOTA. The CFO of the Central NY Works will be meeting with Ms. Sowards on January 5<sup>th</sup> to provide assistance in the reconciling process.

ADMINISTRATIVE COST POLICY

Ms. Murphy is working on this policy but was unable to attend today. Ms. Sowards requests the tabling of this topic for next meeting, as staff continues to work toward a policy.

ITA/OJT FUNDING

Staff will be meeting this week to discuss opportunities and create a plan for when one county exceeds goal and another county is behind – without taking funding away from one to provide for another, thus leaving one county without funding to meet their goal.

WORKPLAN

Ms. Sowards noted that she will update item 6, to review at the January finance meeting and present a resolution at the March board meeting.

OTHER BUSINESS

Ms. Springmeier noted that under WIOA, the one-stop operator needs to be competitively bid out as of July 1, 2017. Ms. Springmeier recommends issuing an RFP and attach \$10,000 for the operator. Discussion ensued on this topic. **Add to Workplan: One Stop Operator RFP.** Mr. Schillaci recommends that we set aside \$10,000 for the RFP, Mr. Kelly seconds. All in favor, motion approved. Ms. Springmeier recommends that the counties continue providing services in PY17 and not go out to bid; recommending the counties be awarded based on their PY'16 performance and meeting of the goals.

A motion to adjourn was made by Mr. Kelly, seconded by Mr. Schillaci. All in favor, meeting adjourned at 9:45am.

Next scheduled meeting: Wednesday, January 25, 2017 at 9am.

*Respectfully submitted by:  
Dinah Brennan,  
Executive Assistant*