

Finger Lakes Workforce Investment Board, Inc.  
FINANCE & AUDIT COMMITTEE MEETING MINUTES  
FLWIB, Conference Room B, 41 Lewis Street, Geneva, NY  
Wednesday, January 25, 2017

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

#### APPROVAL OF MINUTES

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

#### FINANCIAL STATEMENTS & COUNTY SPENDING

Ms. Sowards reviewed the financial statements. The voucher for the 5% Pledge CEIS Grant has been submitted and staff is awaiting payment. The WIB Budget is right on target, which is at about 50% spending for the year. The administrative funding stream is a little over the 50% due to payment of fees and dues in the beginning of the year. Some funding areas are below the 50% due to the unfilled Assessment Coordinator position. The county contract budgets should be at about 40% spending as of December 31<sup>st</sup>. Most are meeting this level except for Yates County. Yates County had staff turnover in the beginning of the year and are working with FLWIB staff to meet their spending goals. Ms. Sowards reviewed the training goals set forth by the Board for the contractors. Most counties have met their ITA goals but all counties are below their OJT goals. Ms. Springmeier noted that staff will look at the number of customers coming into the centers and the unemployment levels in the counties in relation to the lower training numbers. Mr. Doeblin requested that staff look into other funding sources being used by the centers and if those numbers are also down this year. **Action: Staff to compare training numbers to traffic and unemployment of previous years, as well as research other funding sources and determine if those numbers are also down.**

#### ITA/OJT FUNDING

Ms. Sowards noted that adult funding has been depleted. The dislocated worker funding stream has over \$160,000. Staff suggests an internal transfer of funds to better serve the customers. *The committee suggests moving monies as needed from dislocated worker to adult up to a maximum of \$50,000, with updates monthly to the committee by Ms. Sowards. Mr. Trouskie made a motion to approve the internal transfer of funds with the prior stated guidelines, seconded by Mr. Kelly. All in favor, motion carried.*

Ms. Sowards and Ms. Springmeier will be meeting with the center managers on February 9<sup>th</sup> to discuss funding of customers after goals have been met by some counties and not by others. Follow-up details will be provided to the committee.

#### RECONCILIATION UPDATE

Ms. Sowards noted that a new monthly reporting format has been required from the Financial Oversight and Technical Advisory (FOTA); this new process currently requires about 1 day to complete. Ms. Sowards will also be dedicating half of her time to reconciling past years, as required by FOTA. Ms. Murphy has found the miscommunication error between FOTA and the FLWIB, which created issues over the past few months. Ms. Springmeier noted that she feels positive about this process moving forward once the miscommunication has been resolved.

#### ADMINISTRATIVE COST POLICY

Ms. Murphy recommends that no specific policy be put into place for non-federally funded grants. She and staff have consulted with several other organizations that deal with grants on a regular basis and they suggest having a check list of costs. This will allow staff to allocate spending of grant money better on an administrative level.

#### VENDOR HISTORY

The committee reviewed the vendor history for year-to-date as of December 31<sup>st</sup>. Ms. Scheetz made a motion to approve, seconded by Mr. Kelly. All in favor, motion carried.

#### WORKPLAN

- Ms. Springmeier noted that Mr. Albanese is a new committee member.
- Ms. Murphy is working on the Form 990.
- Ms. Sowards can remove the administrative cost policy for grants.
- The Board approved the resolution to release the RFP for One Stop Operator. The RFP was released. **Action: Update committee at the February meeting on the review of submissions.**

#### OTHER BUSINESS

- Mr. Kelly provided the committee with information regarding the FAME Scholarship. The funds will no longer be kept under the FLWIB, and will be put into another account in order to grow. More information will be provided in future meetings.

- Ms. Springmeier noted that there has been word of spending cuts to WIOA under the new Trump Administration. She will keep everyone updated moving forward.

Next scheduled meeting: Wednesday, February 22, 2017 at 9am – GoTo Meeting.

*Respectfully submitted by:  
Dinah Brennan,  
Executive Assistant*