

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
GoTo Meeting
Tuesday, February 28, 2017

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

APPROVAL OF MINUTES

A motion to approve the January 25, 2017 minutes was made by Mr. Schillaci, seconded by Mr. Kelly. All in favor, minutes approved.

FINANCIAL STATEMENTS & COUNTY SPENDING

Ms. Sowards reviewed the financial statements. Adult and Dislocated Worker are underspent due to the Assessment Coordinator position not being filling; Admin is overspent and will be researched as to the cause. The county contract budgets should be at about 60% spending as of March 31st. As of the end of January, average spending by county is at 54%. At January's meeting, the committee had approved internally moving dislocated worker training funds to adult training funds as needed with updates provided at committee meetings. Up through 2/28, \$50,000 has been transferred for adult training.

ITA/OJT FUNDING

ITA goals have been reached by all counties except Yates who is at 30% of their goal. OJT goals have not been reached by any county and range from 0% (Seneca County) to 50% (Yates County). Reviewing these numbers, it is most likely two counties will not meet their ITA/OJT requirements. Discussed ensued as to why OJTs are so low this year; the following reasons were discussed: low unemployment rate, Board members do not use the system, HIRED program provides more funding to the employer. There were also questions brought up about people on public assistance, DSS, etc. and if they could benefit from on OJT.

Action Item: 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. Ms. Springmeier will contact peers in other WIB regarding OJTs.

RECONCILIATION UPDATE

Ms. Murphy noted since the last meeting, she has completed an analysis of the report provided to us by FOTA and found several errors in their submission to us and has brought this to their attention. We have also submitted 1 year of reconciliation of which the method was declined. The method imposed by FOTA is considerably more time consuming; at this point FOTA will not allow any other method except the one devised by them. Staff will complete past years as required by FOTA using FOTA's method. The committee suggested contacting our area assemblymen and statement representatives as well as Senator Helming.

PY'17 ALLOCATIONS

Ms. Springmeier noted we have received the tentative funding amounts for PY'17. At this time they are about \$100,000 less than PY'16.

FOLLOW UP

- A. Training Numbers/Traffic Number Comparison will be provided at the March meeting.
- B. ITA/OJT funding – see notes above.
- C. RFP – One Stop Operator – Ms. Springmeier updated the committee one response was received from the RFP from the Consortium led by Joe Davis and co-chair John Vrabel. The proposal was reviewed by the Performance and Evaluation Committee. Next it will go to the Executive Committee and full board in March.

WORKPLAN

- 990 and CHAR 500 have been mailed; this item can be removed.
- One Stop Operator RFP; this item can be removed.
- Add: county contracts and meeting goals

Next scheduled meeting: Wednesday, March 29, 2017 at 9am at the FLWIB offices in Geneva.

Respectfully submitted by:
Debbie Sowards
Fiscal Coordinator