

Finger Lakes Workforce Investment Board, Inc.  
FINANCE & AUDIT COMMITTEE MEETING MINUTES  
FLWIB Offices, Meeting Room B  
Wednesday, March 29, 2017 – 9:00am

ATTENDANCE: Members: Bob Doeblin, Bonnie Percy, Charlie Schillaci  
By Telephone: Tom Kelly, Bob Trouskie, Ann Scheetz  
Absent: Tom Albanese  
Staff: Karen Springmeier, Debbie Sowards, Barbara Murphy

APPROVAL OF MINUTES

A motion to approve the February 28, 2017 minutes was made by Mr. Schillaci, seconded by Mr. Trouski. All in favor, minutes approved.

FINANCIAL STATEMENTS - FEBRUARY 2017

Ms. Sowards reviewed the financial statements. Month to Date income is \$43,402; Year to Date is \$96,100. Expenses were reviewed and meeting the 80% expenditure level by 6/30 was discussed. Reviewing the WIB budget, Admin is at 81% (target is 67%) – this in part is attributed to the difficult transition we have experienced with Paychex switching payroll modules and receiving accurate reports (July-February). Now we seem to be have better reports and an analysis will be finalized and adjustments made if needed. Also, not filling the Assessment Coordinator position (Adult and Dislocated Worker) has affected Admin spending levels to increase while Adult and Dislocated Worker spending levels decrease. Spending levels will be closely monitored to achieve the 80% requirement. The county contract budgets should be at about 60% spending as of March 31<sup>st</sup>; as of 2/28/17, all have reached this goal.

ITA/OJT FUNDING

ITA goals have been reached by all counties except Yates who is at 40% 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. Mike Woloson presented information for previous years that indicate the Unemployment Rate has a direct correlation to the number of OJTs funded. Mr. Woloson also noted area manufacturers have been heading towards temp agencies to high new employees. The possibility of using funds for incumbent workers could also be an option. Ms. Springmeier contacted other WIB who do not have trouble obtaining OJTs in their respective areas. The committee previously approved WIB staff to internally transfer Dislocated Worker funds to Adult for OJT/ITA purposes. To date \$59,206.90 has been done. The committee agreed to continue to support the internal transfer of funds for training; updates will be provided each meeting.

RECONCILIATION UPDATE

Ms Sowards noted nothing has been submitted to FOTA as of yet – we are in the process of preparing all of PY11. A lot of time is being done with entering each check, journal entry and deposit, outstanding checks, etc. before the actual reconciliation can begin. Progress is being made, albeit slow.

PY'17 ALLOCATIONS

Allocations are still tentative at ~\$100,000 less than PY16. The committee discussed proceeding with preparation of PY'17 budgets for the WIB and counties. Ms. Springmeier will email the counties with information to prepare budgets for this committee to review in April. PY'17 contracts will also include monthly vouchers to be submitted to the WIB no later than the 12<sup>th</sup> of each month for the previous month.

WORKPLAN

- Search for additional committee members can be removed.
- Add: Strategies to meet 80% spending levels by June
- Add: PY'17 Allocations & Budget Review

Next scheduled meeting: Wednesday, April 26, 2017 at 9am at the FLWIB offices in Geneva.

*Respectfully submitted by:*  
*Debbie Sowards*  
*Fiscal Coordinator*