

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
FLWIB Offices, Meeting Room B
Wednesday, April 26, 2017 – 9:00am

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

APPROVAL OF MINUTES

Motion to approve March 29, 2017 minutes made by Mr. Trouskie, seconded by Ms. Percy. All in favor, minutes approved.

FINANCIAL STATEMENTS - MARCH 2017

Ms. Sowards reviewed the financial statements. Month to date income is (\$9,141); year to date is \$86,884. Expenses were reviewed and meeting the 80% expenditure level by 6/30 was discussed. The counties have been contacted regarding expenses for the current year to help in projecting. Reviewing the WIB budget, Admin is at 93.1% (target is 75%) – this in part is attributed to the difficult transition we have experienced with Paychex switching payroll modules and receiving accurate reports (July-February). Any adjustments needed will be reflected in the April statements.

Action Item: The committee will be updated on the 80% spending at the next meeting.

ITA/OJT FUNDING

The committee previously approved WIB staff to internally transfer Dislocated Worker funds to Adult for OJT/ITA purposes. To date \$86,586.76 has been transferred. The committee agreed to continue to support the internal transfer of funds for training; updates will be provided each meeting. There was discussion regarding ITA/OJT goals in PY'17 and what the consequences would be if the goals were not met.

Action Item: Ms. Murphy and Ms. Sowards have been asked to provide options to review at the next meeting regarding performance based contracts.

RECONCILIATION UPDATE

After March's meeting, Ms. Percy suggested contacting the other counties for assistance in data entry portion of the reconciliation; Mr. Kelly suggested a high school student intern. As a result, Yates County has provided assistance with some of the data entry and Ms. Brennan provides help when possible. Ms. Sowards reported we are very near to submitting PY11 reconciliations to FOTA and should have some submitted before the next committee meeting.

QUARTERLY REPORT – VENDOR HISTORY

The Vendor History report for 7/1/16-3/31/17 was reviewed. Motion to approve made by Mr. Schillaci and seconded by Mr. Trouskie. All in favor; motion approved.

PY'17 ALLOCATIONS AND BUDGET REVIEW

Ms. Springmeier noted allocations are still tentative at ~\$100,000 less than PY16. The counties and WIB submitted budgets reflecting 6-7% decrease in each program. A summary was also prepared and reviewed with a bar graph depicting allocations from PY'02-PY'17. At this point, 30% of the adult and dislocated worker funding has been budgeted for training. There was discussion about offering Incumbent Working training; however, this would only utilize adult funds and would not have an impact on performance. Ms. Springmeier noted Finger Lakes Hired and America's Promise are some other funding sources that could be utilized for Individual Training Accounts and On-the-Job Training. The draft WIB budget was reviewed in detail and suggestions were made for additional reductions.

Action Item: Ms. Springmeier and Ms. Sowards will review the draft with suggestions at the next meeting.

WORKPLAN

- Add: PY'16 Audit
- Add: PY'17 Allocations & Budget Review

OTHER BUSINESS

- An amended Resolution #10-16 – Approval to Accept Sole Source Bid for One Stop Operator was reviewed. Ms. Springmeier noted although the proposal went out and only one response was received, it is considered sole source and amending the resolution was required. Motion to approved by Mr. Schillaci; seconded by Mr. Kelly. All in favor; motion approved.

Next scheduled meeting: Wednesday, May 31, 2017 at 9am at the FLWIB offices in Geneva.

*Respectfully submitted by:
Debbie Sowards, Fiscal Coordinator*