

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
FLWIB Offices, Meeting Room B
Wednesday, May 31, 2017 – 9:00am

ATTENDANCE: Members: Bob Doebelin, Charlie Schillaci, Ann Scheetz, Tom Albanese, John Mueller
By Telephone: Tom Kelly, Barbara Murphy
Staff: Karen Springmeier, Debbie Sowards
Absent: B. Trouski, B. Percy

APPROVAL OF MINUTES

Motion to approve April 26, 2017 minutes made by Mr. Schillaci, seconded by Mr. Kelly. All in favor, minutes approved.

FINANCIAL STATEMENTS - APRIL 2017

Ms. Sowards reviewed the financial statements. Month to date income is (\$32,252); year to date is \$54,632. Expenses were reviewed and meeting the 80% expenditure level by 6/30 was discussed. Ms. Sowards continues to monitor the WIB, training and county expenses to ensure the 80% requirement is met in all programs and has expressed concern of Wayne County's spending levels at this time. The committee discussed and has requested Ms. Springmeier request a meeting with Wayne County to discuss.

Action Item: The committee will continue to be updated on the 80% spending at committee meetings; update on meeting with Wayne County. In addition to the Key Highlights Summary, the Board will also be provided the balance sheet, income statement and statement of cash flows at every meeting.

ITA/OJT FUNDING

The committee previously approved WIB staff to internally transfer Dislocated Worker funds to Adult for OJT/ITA purposes. To date \$61,463 has been transferred. A formal request to NYSDOL has to be made by 6/30/17 and requires prior board approval. The committee recommends to transfer \$100,000 from dislocated worker to adult PY16 funds with board approval. Customized training was discussed – it is for those who already have jobs but would receive training to help them advance. Customized training is not available for people on unemployment.

RECONCILIATION UPDATE

Ms. Springmeier referenced the monitoring letter received from FOTA regarding the reconciliation; we have 30 days to response. Ms. Sowards indicated additional help with data entry has been received from Yates County and WIB staff as time allows. The Bonadio Group has been contacted and is reviewing letters received from FOTA along with the WIB's reports to the state; the CFO from CNY Works is also coming to our offices next week to assist as well and a Title V worker is coming for an interview to possibly help with data entry.

PY'17 ALLOCATIONS AND BUDGET REVIEW

PY'17 Allocations remain tentative. The WIB budget has been revised per the committee recommendation and is now at 9.1% less overall WIOA funding; areas decreased were meeting expense, conference and training and the Assessment Coordinator position will not be filled. There is also an additional grant, America's Promise, added to the budget. WIB summary overall was provided with an estimated 10% carryover for Adult and Dislocated Worker. Training funds were increased to more than 35% of total funding. County contracts will be sent out with it noted the allocations used to develop amounts are tentative and subject to change. A motion to approve all budgets made by Mr. Schillaci and seconded by Ms. Scheetz. All in favor; motion passed. Budgets will now go to the Executive Committee and then to the Board for approval.

PY 17 ITA/OJTs – performance vs. goals

Staff will continue to pursue options and update committee as needed.

WORKPLAN

- Add Ms. Springmeier to meet with Wayne County staff to discuss budgets.

OTHER BUSINESS

- Paychex – Ms. Murphy announced we have received a \$500 credit towards payroll processing and a guarantee of no increase in fees until February 2018. This is a result of the conversion to new software and the delay in getting the agency set up correctly.

Next scheduled meeting: Wednesday, June 28, 2017 at 9am – GoTo Meeting

*Respectfully submitted by:
Debbie Sowards, Fiscal Coordinator*