

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
FLWIB Offices, Meeting Room A
Wednesday, February 28, 2018 9:00 am

ATTENDANCE: Members: Tom Albanese, Bob Doeblin, Bonnie Percy
Staff: Karen Springmeier, Debbie Sowards, Barbara Murphy, Jennifer May
On Phone: Ann Scheetz

APPROVAL OF MINUTES

A motion to approve the minutes from January 31, 2018 was made by Ms. Percy, seconded by Mr. Doeblin. All in favor, motion carried.

JANUARY FINANCIAL STATEMENTS

Ms. Sowards reviewed the January Financial Statements with the Committee. All counties are on track or near with their spending. Ms. Springmeier noted that the FAME Scholarship funds will soon be removed from the Balance Sheet when they are transferred to the foundation that is now managing the scholarship.

ACTION ITEM: Other Programs will be modified to reflect individual programs in future financial statements.

RECONCILIATION UPDATE

Ms. Sowards reported that with the help of the temporary accountant, she is up submitting June 2013. On track to meet the deadline.

ACTION ITEM: A report on the Reconciliation will be given at the March 21st Board meeting.

PY'18 WIOA Allocations, Budget Guidelines and Performance

Ms. Springmeier reported that the allocations has not yet been received, but they are expected to be similar to last year. The Budget Guidelines will be set once the allocations have been received.

ACTION ITEM: Performance and Evaluation Committee to review the OJT program's minimum reimbursement rate and industries that are reimbursed.

WORK PLAN

ACTION ITEM: Add to work plan CEO meeting in late April or early May, when update on Reconciliation will be given.

ACTION ITEM: Add to work plan PY'18 Allocations and Budget Guidelines Review

ACTION ITEM: Add to work plan RFP Youth information to be shared at April meeting.

OTHER BUSINESS

The Healthcare Career Day will be held on March 20th at FLCC. At the moment, the budget is short <\$1000.00, but a possible contribution by BOCES will help with the deficit. Michael Woloson is still solicitation donations for the event. The Ag Career Day will be held on April 25th. There are sufficient funds for this event and solicitation is still ongoing. Solicitation of funds for the 2018 "Finger Lakes Works...with their hands!" event will begin in April, after the Ag Career Day.

A motion to adjourn was made by Ms. Percy, seconded by Mr. Albanese. All in favor, motion carried. Meeting adjourned at 9:42 a.m.

Next scheduled meeting: Wednesday, March 28, 2018 10:00 a.m.

*Respectfully submitted by:
Jennifer May, Executive Assistant*