

Finger Lakes Workforce Investment Board, Inc.  
FINANCE & AUDIT COMMITTEE MEETING MINUTES  
FLWIB Offices, Meeting Room B  
Wednesday, March 4, 2018 9:00 am

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

APPROVAL OF MINUTES

A motion to approve the minutes from February 28, 2018 was made by Ms. Scheetz, seconded by Mr. Doebelin. All in favor, motion carried.

FEBRUARY FINANCIAL STATEMENTS

Ms. Sowards reviewed the February Financial Statements with the Committee. By program, Admin and Youth are over the 70% target, and Adult and Dislocated Worker are under target. Admin is currently over target due to the expense of accounting services, insurance premiums, office supplies and subscriptions being paid for the year. Ontario, Yates and Wayne Counties are well on track to meet the 70% spending target, but Seneca County and the Finger Lakes One Stop Operator Consortium are at 56.5% and 50.7%, respectively. The Committee discussed ways to ensure county spending requirements are met, but no concrete decisions have been made. For Individual Training Accounts and On the Job Trainings, Adult funds are over budget and Dislocated Worker funds are under. A request will be made to the state, per this committee, to transfer funds from Dislocated Worker to Adult.

RECONCILIATION UPDATE

Ms. Sowards ensured the Committee that she and staff will meet the June 30, 2018 deadline; reconciliations through August 2013 have been submitted. It was suggested that Ms. Springmeier contact NYSDOL representative to gauge progress and inquire about processing and review time after submission. Ms. Sowards was asked to alert Ms. Springmeier and this Committee should she feel that help is needed to complete the reconciliation.

**ACTION ITEM:** Ms. Springmeier to contact NYSDOL representative for progress report.

PY'18 WIOA Allocations, Budget Guidelines and Performance

The allocations for PY'18 have been received. The total amount received was \$96,051.00 more than was received for PY'17, which includes an additional \$84,000.00 in Youth funds. A change in staff health insurance benefits was discussed as a way to lower rising administrative costs.

WORK PLAN

Ms. Springmeier discussed her research into the Social Security Administration's Ticket to Work Program. As she continues her research, this committee will be updated.

**ACTION ITEM: Update PY'18 Allocations and Budget Guidelines Review date**

**ACTION ITEM: Revision of Other Programs to be completed during the summer, after reconciliation finalized.**

OTHER BUSINESS

No other business was noted during this meeting.

The meeting was adjourned at 10:25 a.m.

Next scheduled meeting: Wednesday, April 25, 2018 10:00 a.m.

*Respectfully submitted by:  
Jennifer May, Executive Assistant*