

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
FLWIB Offices, Meeting Room B
Wednesday, April 25, 2018 10:00 am

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

APPROVAL OF MINUTES

A motion to approve the minutes from April 4, 2018 was made by Ms. Scheetz, seconded by Ms. Percy. All in favor, motion carried.

MARCH FINANCIAL STATEMENTS

Ms. Sowards reviewed the March Financial Statements with the Committee. Further analysis of Youth expense is needed to determine if correct and why. All counties are on track to meet their 70% goal. Finger Lakes One Stop Operator Consortium had a late start, but whatever is not spent of their \$10,000.00 budget will be added to the WIB carryover. A motion to recommend that \$120,000.00 of Dislocated Worker funds be transferred to Adult funds was made by Ms. Scheetz and seconded by Ms. Percy. All in favor, motion carried.

ACTION ITEM: Quarterly Reports to be reviewed at next meeting.

RECONCILIATION UPDATE

Two full days of the week are being dedicated to the Reconciliation and months through June 2013 have been submitted, reviewed and accepted. FOTA has reviewed months through November 2013, months through May 2014 have been handed in, but have yet to be reviewed. June 2014 through November 2014 will be submitted the week of April 30th.

ACTION ITEM: Ms. Murphy to review submitted and accepted months and calculate the decrease from the original total alleged by the state.

ACTION ITEM: Monthly Reconciliation update report that is being sent to Mr. Marren to also be sent to this Committee.

PY'18 BUDGET REVIEW

The PY'18 budget was reviewed and compared to the PY'17 budget. Staff benefits rose \$2,138 due to increase in healthcare. Staff will be looking at possible policy changes to offset the higher cost, before January 2019. The \$5,000 increase in office supplies is because Chmura was not in the PY'17 budget.

A motion to approve the PY'18 budget, with the understanding that there may be subtle changes, was made by Ms. Percy and seconded by Ms. Scheetz. All in favor, motion carried.

WORK PLAN

ACTION ITEM: Remove #9, PY'18 Allocations and Budget Guidelines Review - Complete

ACTION ITEM: Remove #10, RFP Youth Information to be shared with Finance and Audit Committee – Complete

ACTION ITEM: Add Chief Elected Officials Meeting, May 2018

OTHER BUSINESS

ACTION ITEM: At next meeting, Committee will discuss consequences for counties that do not meet OJT/ITA targets.

The meeting was adjourned at 10:58 a.m.

Next scheduled meeting: Wednesday, May 30, 2018 9:00 a.m.

*Respectfully submitted by:
Jennifer May, Executive Assistant*