

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
FLWIB Offices, Meeting Room B
Wednesday, October 31, 2018 9:00 am

ATTENDANCE: Members: Bob Doebelin, Bonnie Percy, Ann Scheetz, Eileen Tiberio
Staff: Debbie Sowards, Karen Springmeier, Jennifer May
Guest: Mark Waterstram

REVIEW OF PY'17 AUDIT

Mr. Waterstram reviewed the PY'17 Audit with the committee and discussion ensued. A motion to recommend the PY'17 Audit be approved by this committee and recommended for approval to the Executive and full board was made by Ms. Tiberio and seconded by Ms. Percy. All in favor, motion carried.

A motion to enter into executive session was made by Ms. Scheetz and seconded by Ms. Percy. All in favor, motion carried. The committee entered into executive session at 9:20 a.m.

A motion to end executive session was made by Ms. Percy and seconded by Ms. Scheetz. All in favor, motion carried. The executive session was ended at 9:27 a.m.

APPROVAL OF MINUTES

A motion to approve the minutes from August 28, 2018 was made by Ms. Percy and seconded by Ms. Scheetz. All in favor, motion carried.

Reconciliation – Update

At this point in the process, FOTA's summary of expenses is being compared to the WIB's summary of expenses. There have been no disallowed costs, but adjustments will need to be made between program years. It was also noted that the extensions have been mutually decided upon by the WIB and FOTA, as they have been beneficial to both parties. The current extension continues through November 30, 2018.

QUARTERLY REPORTS

After being reviewed, a motion to approve Vendor History through September 30, 2018 was made by Ms. Scheetz and seconded by Ms. Percy. All in favor, motion approved.

Contractor spending was also reviewed by Ms. Sowards. All counties are in compliance with their contracts except Ontario County youth is underspent at this time but has indicated they will be in compliance by the end of December.

TRANSFER OF FUNDS

The WIB has only received about 25% of the PY'18 funding which is resulting some challenges with Adult funds running low. As a result, Ms. Sowards is requesting transferring \$55,000 from Dislocated Worker to Adult funding.

A motion to approve the transfer of funds between Adult and Dislocated Worker programs was made by Ms. Percy and seconded by Ms. Tiberio. All in favor, motion approved. The resolution will be presented to the board on November 28, 2018.

WORK PLAN

The Work Plan was reviewed and updated.

Next scheduled meeting: Wednesday, December 12, 2018 9:00 a.m. via GO TO MEETING

*Respectfully submitted by:
Jennifer May, Executive Assistant*