

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
FLWIB Offices, Meeting Room B
Wednesday, February 27, 2019 9:00 am

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

APPROVAL OF MINUTES

A motion to approve the minutes from January 30, 2019 was made by Ms. Tiberio and seconded by Ms. Percy. All in favor, motion carried.

Financial Statements

Ms. Sowards reviewed the January financial statements with the committee. As of January 31st, all spending per program is on target or above. Admin is above the required 58.3% due to accounting services, technology upgrades and annual memberships and dues which were paid at the beginning of the program year. Ms. Sowards has examined contractor spending numbers and counties have shared their plans that will ensure they meet the March 31st requirement of 70%. As of this meeting, 99.9% of Adult funds have been obligated and 77.8% of Dislocated Worker funds budgeted for ITA and OJT training have been obligated. This committee unanimously approved the transfer of \$10,000.00 from Dislocated Worker to Adult.

RECONCILIATION

The reconciliation project is coming to an end, with PY'11, 12 and 13 being completed and PY'14 almost completed. FOTA is scheduled to meet with fiscal staff on March 20th to do a final review. Ms. Murphy will send out a summary of current standing to Mr. Marren, as well as to this committee and the Executive Committee. The committee then discussed the likelihood of other workforce investment boards experiencing the same issues regarding reconciliation through NYSDOL or other similar financial strains.

ACTION ITEM: Ms. Springmeier to speak with NYATEP about gathering all WIB fiscal staff on an annual basis so that they can share experiences and gain advice.

CASH BASIS FINANCIAL STATEMENTS – UPDATE

Ms. Murphy will be working on the cash basis financial statements once the reconciliation process is complete. She will be reaching out to some of the other agencies that are reporting to FOTA to see what they provide to their committees and board.

OTHER BUSINESS

Ms. Springmeier stated that PY'19 allocations have not yet been received. She also mentioned that she will be reaching out to Seneca County Manager and board member Mitch Rowe to ascertain his interest in joining this committee. After discussion, Ms. Percy made a motion to approve the transfer from the FLWIB staff server to the Integrated cloud, with was seconded by Ms. Tiberio. All in favor, motion carried.

WORK PLAN

ACTION ITEM: #6 to be updated with the March 20th meeting with FOTA for final review

ACTION ITEM: #8 “budgeting process” will be changed to “monthly financials”

ACTION ITEM: #9 to be updated to include approval of transfer by this committee and that Ms. Springmeier has reviewed the quotes from Integrated.

ACTION ITEM: #10 has been completed and will be removed from work plan

A motion to adjourn this meeting was made by Ms. Tiberio, seconded by Ms. Percy. All in favor, motion carried. Meeting adjourned at 9:40 a.m.

Next scheduled meeting: Wednesday March 27, Conference Room B.

*Respectfully submitted by:
Jennifer May, Executive Assistant*