

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

ATTENDANCE: Members: Bob Doebelin, Bonnie Percy
On Phone: Ann Scheetz, Barbara Murphy
Staff: Karen Springmeier, Jennifer May
Absent: Eric Biletzky, Rick House, Mitch Rowe, Eileen Tiberio

APPROVAL OF MINUTES

A motion to approve the minutes from February 27, 2019 was made by Ms. Percy and seconded by Ms. Scheetz. All in favor, motion carried.

FINANCIAL STATEMENTS

Ms. Springmeier and Ms. Murphy reviewed the February financial statements with the committee. All counties have reported their expectation to be at 90-100% expenditure levels by the end of PY'18 for Adult, Dislocated Worker and Youth, except Ontario County for Youth. Ontario County is on track, though, to meet the 80% spending requirement. Professional Services is at a deficit, due to Ms. Murphy's work on the reconciliation project. Discretionary funds will have to be used to cover future admin expenses related to the ongoing project.

PY'17 CARRYOVER/PY'19 ALLOCATIONS

Carryover has been added to the training pool. Currently, customer training accounts are robust. PY'19 allocations have not yet been received. If they have not been received by May, a June board meeting will be required to approve the PY'19 budget.

PY'18 CONTRACTOR PROJECTED SPENDING/80% REQUIREMENT

For budgeting purposes, Mr. Doebelin suggested asking counties to come in with budgets for PY'19 equal to PY'18 numbers. Once the allocations are received, cuts or additions could be made as needed. It was also suggested that the counties be asked what numbers they think they can achieve in PY'19, for ITAs and OJTs and whether they want to be held accountable by individual county or as the four county system. Also, the counties will be asked for Youth numbers
ACTION ITEM: Ms. Springmeier to pose the options to the counties and ask for more realistic numbers to which they will be held accountable.

RECONCILIATION

Fiscal staff met with FOTA on March 20th for review. PY'11 is now complete and PY'12-16 have been reviewed. FOTA requested some additional information for PY's 12-16 as well as H-1B, TAA and NEG. Ms. Murphy will work on getting it to them. FOTA will be on-site for two weeks in April to complete their Financial Management reviews from October 2015 through February 2019. Also, a formal policy will be created for reviewing journal entries, which will then need to be approved by this committee and the full board.

OTHER BUSINESS

No other business was noted at this meeting.

WORK PLAN

ACTION ITEM: #2 to be updated: Funding is available; for budgeting purposes, different ways for counties to select numbers to which they will be held accountable must be sought.

ACTION ITEM: #4 Mr. Rowe and Mr. Biletzky have agreed to serve on this committee - Complete

ACTION ITEM: #6 to be updated with the April meeting with FOTA; Ms. Murphy to send update - Complete

ACTION ITEM: Addition of #10: Draft and approval of policy for reviewing journal entries

A motion to adjourn this meeting was made by Ms. Percy, seconded by Ms. Scheetz. All in favor, motion carried. Meeting adjourned at 9:55 a.m.

Next scheduled meeting: Wednesday, April 24, 2019, Conference Room B.

*Respectfully submitted by:
Jennifer May, Executive Assistant*