

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
FLWIB, Conference Room B
October 30, 2013

ATTENDANCE: Members: Bob Doebelin, Tom Kelly, Lee Davidson, Charles Schillaci
 Absent: Sarah Purdy, John Garvey, Ken Riemer, Ann Scheetz
 Staff: Karen Springmeier, Debbie Sowards, Dinah Brennan, Barbara Murphy (via Telephone)

Motion to approve minutes from September 25, 2013 was made by Mr. Davidson and seconded by Mr. Schillaci. Minutes were approved as written.

FOLLOW-UP

The Business Needs Survey was addressed and determined that this committee will no longer review this topic.

FINANCIAL STATEMENTS – September 2013

Ms. Sowards discussed financial statements for September 2013. She noted that we are 25% of the way through Program Year 2013 (PY'13). The counties are struggling to reach the 20% goal for this point in the year due to sequestration and the government shutdown which led to a lack of funding. Ms. Springmeier recommended the committee give flexibility with these goals until the 3rd quarter due to the lack of funding and the counties being accommodating during the first quarter. Ms. Sowards noted the Admin funds are over budget due to paying certain things in full at the beginning of PY'13. The counties have been notified of the amount of training funds available.

PY'13 FUNDING UPDATE AND GOVERNMENT SHUTDOWN – impact and update

Ms. Springmeier discussed the immediate communication with the counties as soon as the government shutdown occurred. Ms. Springmeier noted she was required to submit a plan to the state in regards to how the FLWIB would operate if the shutdown continued, including the county plans. The FLWIB planned to lay-off two employees but never had to follow through with this. Minimal travel and purchases are two other ways the FLWIB staff operated during these 17 days. Finger Lakes Works did not have to close any centers, unlike Buffalo who closed two centers, and Rochester who closed one center during the shutdown.

RFP DISCUSSION

A draft RFP with recommended firms to send it to will be emailed to the committee for their review prior to the next meeting. The committee will review and make comments/changes. This will be discussed at the November meeting. Mr. Doebelin suggested meeting with a few firms face-to-face if the decision becomes difficult. Mr. Schillaci noted that in the future we may want to include a term in the contract that if we are satisfied we will extend the contract for another two years.

WORK PLAN

The work plan was reviewed and updated. The goals for Individual Training Accounts (ITA) and On-the-Job Training (OJT) will remain the same, with minor flexibility. Mr. Doebelin noted staff should review these goals and the contract performance goal.

OTHER BUSINESS

- Mr. Davidson inquired about the success of the Finger Lakes Works... *with their hands!* event. Ms. Sowards noted that every school district in the four county region attended. The Finger Lakes Times did a full page spread about the event. Ms. Springmeier added that Tompkins-Seneca-Tioga BOCES paid \$15 a student to attend the event.
- Ms. Springmeier noted that the 2014 Healthcare Career Day will be held on March 14, 2014. The Healthcare committee is seeking sponsors.
- Mr. Kelly questioned the WIB staff healthcare increases for 2014. Ms. Springmeier is in the process of reviewing options. There are a few issues that need to be resolved in the next week but Ms. Springmeier will update the committee at the following meeting.
- Mr. Kelly requested the Finance and Audit Committee meeting be moved to 3pm. Discussion will be had via e-mail and an update will be provided at the next meeting.
- Electromark in Wolcott, NY is moving to Mexico and laying off about 100 employees. These employees will be TAA eligible.
- Form 990 was e-mailed to the committee yesterday and discussed at the meeting. The committee approved as submitted. Ms. Murphy and the Bonadio Group looked over and made few corrections. The 990 will be presented for approval at the November Board Meeting.

Motion to adjourn by Mr. Davidson and seconded by Mr. Kelly.

Next scheduled meeting: **Tuesday, November 26, 2013 at 2:00pm, Go-To Meeting**

Respectfully submitted by:
Dinah Brennan
Executive Assistant