

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
Go-To Meeting
December 4, 2013

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

Motion to approve minutes from October 30, 2013 was made by Mr. Kelly and seconded by Ms. Scheetz. Minutes were approved as written.

HEALTH INSURANCE UPDATE

Ms. Springmeier discussed her research into the Affordable Care Act, as well as the inquiry into a plan similar to the one currently in place for FLWIB staff. The current provider, Excellus, provided us with the best new plan. Ms. Springmeier noted that this will have little to no impact on the budget.

FINANCIAL STATEMENTS – October 2013

Ms. Sowards discussed financial statements for October 2013. We are one-third of the way through Program Year 2013 (PY'13), which means spending should be at about 33% of allocation. Youth funding is high due to the push for Youth account spending in the first quarter due to the sequester disallowing us to spend Adult and Dislocated Worker funds. Spending in the beginning of every program year is always high due to payment for the audit, insurance, professional fees, etc. but will level out over time. The committee recommends the staff focus on acquiring more Dislocated Worker Individual Training Accounts (ITA's) and On-the-Job Training (OJT). Ms. Sowards noted that healthcare training is picking up for the second semester, as well as funding for Career Navigator and CDL/CDL-A training.

RFP DISCUSSION

The RFP will be sent to four audit firms next week and will be due back by February 7, 2014.

WORK PLAN

Mr. Kelly inquired if the 990 was filed. Ms. Sowards noted that the 990 has been approved by the board, yet we haven't received the final copy yet. By committee request, the 990 will remain on the Work Plan until it is submitted and we have received the final copy. Ms. Springmeier noted that ITA and OJT goals have not been altered at this time to reflect the unallocated spending for the first quarter due to the sequester. The committee will be presented in January with numbers of enrollment from the Career Centers in comparison to the implemented goals. These will be evaluated at the year progresses. **Action: Provide comparison of current ITA and OJT enrollments to the goals set in the county contracts at the January Finance and Audit meeting.**

OTHER BUSINESS

- None.

Next scheduled meeting: **Wednesday, January 29, 2013 at 3:00pm (please note the time change).**

*Respectfully submitted by:
Dinah Brennan
Executive Assistant*