

Finger Lakes Workforce Investment Board, Inc.  
FINANCE & AUDIT COMMITTEE MEETING MINUTES  
FLWIB Offices, Conference Room B  
February 26, 2014

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

Motion to approve minutes from December 4, 2013 was made by Mr. Kelly and seconded by Ms. Scheetz. Minutes were approved as written.

FINANCIAL STATEMENTS – January 2014

Ms. Sowards discussed financial statements through the end of January 2014. She noted that spending is back on track after the sequester and Government shutdown in the beginning of Program Year 2013 (PY'13). Spending is slightly over budget in Administrative funds, however, this will even out and is only due to full payment of membership dues and accounting fees paid in the first half of PY'13. Two of the county contractors are on track with meeting their goals for PY'13 and two are behind but within 10%. Customer training has been overwhelming, thus obligating all of the training funds. Discussion amongst the committee was had about the County Contractor goals and current positioning. Mr. Doeblin inquired about carry-over and Ms. Sowards noted that it was too soon to tell.

AUDIT PROPOSALS - REVIEW

Ms. Murphy discussed the three auditing firms that have sent proposals in response to the RFP. The committee discussed the advantages and disadvantages of each firm. A motion to recommend continuing to contract with The Bonadio Group to the board was made by Ms. Scheetz and seconded by Mr. Schillaci. All in favor, motion carried.

KEY HIGHLIGHTS REVIEW

Ms. Springmeier distributed and discussed the Financial Key Highlights sheet, which is distributed at the full board meeting bi-monthly. Ms. Springmeier requested input on the efficiency of this sheet, and ways to improve it. **Action: Mr. Doeblin or Ms. Springmeier will review with full board at the March 19<sup>th</sup> Board Meeting.**

ITAs AND OJTs – ENROLLMENTS COMPARISON

Mr. Schillaci distributed a letter from the Seneca County Workforce staff regarding their progress on the county's OJT and ITA numbers. Mr. Schillaci explained that the staff is serving a good amount of customers but some do not qualify, or due to other circumstances, cannot use WIA funding.

QUARTERLY REPORTS

- A. County Spending
  - Previously discussed.
- B. Vendor History (see Financial Statements)
  - A motion to approve the vendor history was made by Mr. Kelly and seconded by Mr. Schillaci. All in favor, motion carried.

UNEMPLOYMENT INSURANCE - WIB

Ms. Sowards discussed the change in unemployment insurance by the WIB. In January 2013 the WIB changed from being self-pay to paying in based on employee salaries. This created a new UI account number for the agency effective 1/1/13. Paychex was made aware of this, however never made the change when completing the quarterly reports NYS-45 for the first three quarters of 2013. This caused the appearance that the WIB was out of compliance and delinquent in submitting payment and quarterly reports. The reports were corrected in January 2014; but have been held up in the tax pay unit of Paychex pending review. Ms. Sowards has been in contact with Paychex and they have escalated this to ensure the reports are reviewed and submitted as soon as possible. Ms. Sowards will stay in contact with Paychex to ensure this is completed in a timely manner.

WORK PLAN

Ms. Springmeier noted the implementation of the donation button on the Finger Lakes Works website ([www.fingerlakesworks.com](http://www.fingerlakesworks.com)). This allows anyone to donate money that can be used for non-federally funded events and programs. Ms. Springmeier discussed the partnership with the Ad Council to work on branding and the strategic plan. **Action: Add the Review of Youth Contracts. Add the Budget Guidelines.** Ms. Springmeier spoke on the "Cluster Support/Funding" item- noting that she was contacted by NYATEP and Cornell to partner in creating a Food Technology cluster in Western New York. She will be meeting on April 29<sup>th</sup> to discuss this opportunity.

OTHER BUSINESS

- None.

Next scheduled meeting: **Wednesday, March 26, 2014 at 3:00pm (please note the time change).**

A motion to adjourn was made by Ms. Scheetz and seconded by Mr. Schillaci. All in favor, motion carried.

*Respectfully submitted by:  
Dinah Brennan  
Executive Assistant*

*Note presented by Mr. Schillaci attached.*

## Seneca County

Seneca County would like the Finance Committee to understand the full story of our work with both business services and OJT and ITA's. Here is an update on what services Seneca County has provided to our customers and businesses towards achieving the goals as outlined in our agreement.

We do expect to meet the contractual obligation of 8 WIB funded OJT's before June 30, 2014. Please take into consideration the services we have provided utilizing other funding sources for OJT's that result in meeting the needs of our businesses and hardest to serve customers. Because of the wage and hour limitations on WIA funds, they are not available for the most hard to service of our customers though they are a priority of WIA funding. We highly encourage the WIB to look into ways that both our local funding and WIA can be combined to provide additional reimbursement to businesses who hire the hardest to serve. Seneca County funding is the equivalent to the local OJT's benefits to businesses. This would have resulted in 6 additional OJT's if WIA funding had been utilized. We understand the rules and regulations related to performance and also believe that it is the WIB that advocated for changes and support of service to our most needy clients.

### **OJT ( PY '13 Agreement -8; YTD -5)**

- Local OJT (Adult) projected to start Thursday, February 27<sup>th</sup>..
- Partnered with Seneca county IDA using local funding to promote business services; 32 businesses visited since inception. 16 businesses visited in PY '13. 1 OJT produced at this time (I NEG OJT/Xylem)
- (5) –Locally funded TEAPs & /or FFFS OJT's; these are the hardest to serve customers; not eligible for WIA OJT(lower paying positions; 20-25 hrs per week) ( average \$ 2300 each)
- Originally a WIA OJT this was modified into a Work Try Out w/ACCES-VR as more dollars were available for the employer (\$ 1280.00; \$ 5780.00 with tax credits) and additional tax credit was shared (\$ 2100.00) for a second worker.

Seneca County provided the necessary paperwork for an additional 9 ITA's to be funded by WIA, but due to cancelled courses, sequestration, and PELL & TAP funding, the obligated money was not spent. We feel the 9 ITA's that were obligated should be considered in work performed by this County. We are currently coordinating a Spring CNA class with WFL-BOCES and Seneca Nursing and Rehab Center (Mary Lee Burnell/WIB Member) for 8 Finger Lakes students. We hope that they are all from Seneca if the class comes to fruition. We also utilized local Seneca County dollars to provide training to 2 individuals, 1 during sequestration and the other as a prerequisite for an LPN ITA training that we expect to be funded through WIA funding in the future.

### **ITA (PY'13 Agreement -25; YTD- 12)**

- (3) Completed all paperwork and approved for ITA funding, but the class was cancelled by Cayuga Community College –Lost 3 ITA's
- (3) Completed all paperwork and approved for ITA funding but covered by PELL & TAP –Three ITA's are expected later this year.
- (3) Completed all paperwork and approved for ITA funding, but sequestration hit.
  - Customer 1- Completed using Seneca County FFFS funding
  - Customer 2- Class closed due to enrollment ; training pending
  - Customer 3- Ontario County ; referred by NYDOL /no Workforce Advisor
- (1) Customer is a FFFS –funded prerequisite course for LPN ITA training