

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
Go to Meeting
Tuesday, March 1, 2011

ATTENDANCE: Members: Bob Doebelin, Don Oakleaf, Sarah Purdy, Tom Kelly
Absent: Geoff Astles, Cindy Marushak, Charlie Schillaci
Staff: Karen Springmeier, Debbie Sowards, Barbara Murphy

Motion to approve minutes from January 26, 2011 was made by Ms. Purdy; seconded by Mr. Doebelin. Motion carried.

FOLLOW UP FROM JANUARY 26, 2011 MEETING:

- a. Form 990 was mailed February 14, 2011.
- b. Yates County – additional funding request. Yates County/Ms. Russell Orr has requested an additional \$3,000 be added to the current youth contract. The current youth budget did not account for retirement and worker's comp expenses. This amounts to \$5,000; however, they are able to move funds from other areas within the budget and request \$3,000. The committee approved the additional funds; a modified contract will be sent to Yates County. Ms. Purdy abstained from voting.

FINANCIAL STATEMENTS – JANUARY 2011

Customer Training: Ms. Sowards noted adult OJT/ITA funding is limited and a transfer of dislocated worker funds to adult funds may be necessary before the next meeting. The committee will be emailed prior to any transfers being requested.

Youth Funds: The four County Directors were surveyed regarding unused youth funds. Two OJTS are in placed out of 20 planned and 75% of the ITA funds budgeted have not been used.. If the youth funds cannot be spent, the directors were asked if they could use additional participant wages and fringes. Ontario and Wayne counties responded positively with \$10,000 and \$15,000 respectively. The committee approved increasing the youth contracts for Ontario and Wayne counties as noted above.

INDEPENDENT AUDIT PROPOSALS

The committee reviewed a summary of the proposals (in the meeting materials previously distributed) received as a result of the independent audit RFP. The committee is recommending to continue with The Bonadio Group. They are familiar with our organization and WIA funds and offer no more than a 5% price increase per year over the next 3 years. This recommendation will continue to the Executive Committee on March 2, 2011 and to the full board on March 16, 2011.

PY11 BUDGET & BUDGET GUIDELINES

Ms. Springmeier reported that we have not yet received our PY11 allocations and are not sure when we will; however, we can be fairly certain they will be decreased from PY10 allocations. The committee approved the guidelines and instructed Ms. Springmeier to send them out with a note that we do not have PY11 allocations but must begin planning. The instruction will request contractors to submit two budget scenarios – one at 10% less and one at 20% less than PY10 levels for Adult and Dislocated Worker. Youth RFP has been distributed and responses are due Friday, March 25, 2011. The counties will be kept apprised of congressional actions on PY11 funding.

CEO MEETING

Ms. Springmeier noted when updates are available for funding at the federal level, a meeting will be scheduled.

CASH BY PROGRAM ANALYSIS

Ms. Murphy has focused on WIRED programs and has reconciled cash received and recorded to the vouchers. She is currently working on comparing cash to net income and analyzing revenue accounts for discrepancies.

WORK PLAN

The committee reviewed and updated the committee work plan.

OTHER BUSINESS

- Ms. Springmeier toured the vacant offices at 30 Elm Street. At this time we are unable to make a commitment due to funding uncertainty.

Meeting adjourned 1:50pm.

Next meeting: Wednesday, March 30, 2011 at 3:00. Face-to-face meeting to review draft budgets for WIB and counties.

Respectfully submitted by:
Debra Sowards, Fiscal Coordinator