

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
Conference Room B
Wednesday, March 30, 2011

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

Motion to approve minutes from March 1, 2011 was made by Mr. Schillaci; seconded by Ms. Purdy. Motion carried.

FINANCIAL STATEMENTS – FEBRUARY 2011

February statements will be emailed to the committee as they were not finalized by 3/30 due to budget preparations and review.

TRANSFER DISLOCATED WORKER TO ADULT FUND

Ms. Sowards requested approval to transfer an additional \$80,000 of PY10 Dislocated Worker to PY10 Adult funds for use in training and OJTs. We have currently obligated all Adult funds. Approving this request would enable more adult training and OJT funds to become available. After discussion, Ms. Purdy motioned to approve; seconded by Mr. Schillaci; motion carried.

PY11 BUDGET

WIB Budget: Because we have not received our PY11 allocation, the committee has agreed on holding off on any recommendations at this time; however, we will address again when the allocations are received. The committee discussed briefly professional services for PY11 and the probability of decreased funding. In the WIB Draft budget at 10% all professional services were removed. Ms. Springmeier noted removing all professional services puts into question a MIP and payroll backup, reliable internal controls, etc.

County Budgets: The committee received a spreadsheet with the budgets as submitted by the counties. Ms. Springmeier noted that she, Ms. Murphy and Ms. Sowards met with each county director individually to discuss their proposed budgets for Adult, Dislocated Worker and Admin funding. Ms. Springmeier noted Ontario County's proposed budgets reflected a .5 FTE for a business service rep only; services for TAA and ITA counselors for Ontario County would need to be obtained from outside sources (possibly FLCC or WFLBOCES) or hiring through the WIB. Seneca County's proposed Work Keys budget falls approximately \$12k short for providing a full FTE for this program. There was some discussion of providing a fee for service to make up the difference.

Youth Budgets were just received this week and staff have not had an opportunity review. Also, Youth Council committees will review and provide a recommendation.

CEO MEETING

CEO's should be briefed on where we are at regarding the PY11 budget, etc. Administrators should be doing this. However, it was suggested Ms. Springmeier send out an email with an update.

WORK PLAN

The committee reviewed and updated the committee work plan.

OTHER BUSINESS

Meeting adjourned 4:02pm.

Next meeting: Wednesday, April 27, 2011 at 3:00 - face-to-face meeting. Attendance is important as the budget process continues.

Respectfully submitted by:
Debra Sowards, Fiscal Coordinator