

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
Go To Meeting
October 26, 2011

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

Motion to approve minutes from September 28, 2011 was made by Ms. Purdy and seconded by Mr. Kelly. Minutes were approved as written.

FINANCIAL STATEMENTS – September 2011

Financial Statements for September 2011 were reviewed and accepted as submitted. There are a couple of items that are paid for the entire year in July; the committee discussed putting these items into pre-paid categories but decided not to change the way things are being done at this time.

ADULT FUNDING

It was noted we have not received our remaining allocation of Adult funding which was expected the first part of this month. Ms. Springmeier noted not receiving this NOA limits the spending of ITA and OJT funds.

Action Item: A letter will be drafted to Ms. Northrup on behalf of this committee.

QUARTERLY REPORTS

Contractor: Spending should be at 20% through September 30, 2011. All contractors have met this goal with one exception: Seneca County's Youth Contract is at 16.1%. Ms. Birmingham submitted a letter requesting relief of this requirement for the first quarter noting a late start in planning the summer youth program and receiving additional grants outside of WIA. The committee approved this request.

American Express: Reviewed expenses through 9/30/11; committee approved.

Vendor History: Committee reviewed and approved as submitted.

WORK PLAN

The work plan was reviewed and updated.

Meeting Adjourned at 2:35pm.

Next scheduled meeting: November 30, 2011 at 2:00pm

Agenda Items include: October statements, Audit/990 Follow Up, H1B Grant and Strategic Planning Follow Up

Respectfully submitted by:
Debra Sowards
Fiscal Coordinator