

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
Meeting Room B
January 25, 2012

ATTENDANCE: Members: Bob Doeblin, Sarah Purdy, Ken Riemer
Absent: Don Oakleaf, Charlie Schillaci, Tom Kelly, Doug Stark, Sarah Fantauzzi,
Staff: Karen Springmeier, Barbara Murphy (via phone) and Debbie Sowards

Mr. Doeblin welcomed Mr. Reimer to the committee; introductions followed.

Motion to approve minutes from November 30, 2011 were approved as written.

FINANCIAL STATEMENTS – December 2011

Financial Statements for December 2011 were reviewed and accepted as submitted. There was discussion regarding the Verizon conferencing as this line is over budget; this has been a way WIB staff have been holding meeting when face-to-face is not feasible.

QUARTERLY REPORTS (7/1/11-12/31/11)

- American Express – approved as submitted
- Vendor History – approved as submitted
- Contractor Quarterly Spending – all contractors were at the required 40% spending threshold through 12/31/11.

STRATEGIC PLAN

Sustainability is part of the strategic plan report with revenue generation being an ongoing goal for this committee. There was an initial discussion regarding non-WIA revenue and if part of that can be used for other WIB operating costs (FLWWTH, FAME, etc.). There was also discussion on continuing the Workforce Advisor Model and possible expansion in PY12.

Action Item: A cost comparison will be done to estimate the savings using this model.

H1B GRANT

USDOL through NYSDOL has awarded the WIB this grant for a four year period for Advanced Manufacturing. The grant is to provide training assistance for the 9-counties for 266 people over the next 4 years at \$8,500 per person. A Career Navigator creates awareness in the school and helps promote programs within the colleges – FLCC, GCC, and MCC. We will receive some administrative funds with this grant. Ms. Springmeier noted the committee developed to hire a Career Navigator is in the interview process with phone interviews continuing on Monday..

WORK PLAN

The work plan was reviewed and updated. Healthcare Alliance is in the process of planning a 'Serving Community Healthcare in the Finger Lakes' career awareness day for 9th and 10th graders on March 14, 2012 at FLCC's Geneva Campus. This event needs to be self-sustaining and the planning committee for this event is aware of this. The committee discussed possible sponsors – pharmaceutical suppliers, banks, etc. – Ms. Springmeier will pass along the ideas/suggestions to Mr. Woloson.

Meeting Adjourned at 2:54pm.

Next scheduled meeting: February 29, 2012 at 2:00pm

Agenda Items include: January statements, budget guidelines for PY12, Strategic Plan

Respectfully submitted by:
Debra Sowards
Fiscal Coordinator