

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

ATTENDANCE: Members: Sarah Purdy, Charlie Schillaci, Ken Riemer, Tom Kelly
Absent: Doug Stark, Sarah Fantauzzi, Bob Doebelin
Staff: Karen Springmeier, Barbara Murphy, and Debbie Sowards

A motion to approve the minutes from March 28, 2012 was offered by Ms. Purdy and seconded by Mr. Kelly. Minutes approved as written.

FINANCIAL STATEMENTS – March 2012

Financial Statements for March 2012 were reviewed and approved as submitted.

PY'12 BUDGET REVIEW

- A. WIB budget was reviewed. The issue of Unemployment Insurance was discussed. Mr. Riemer encouraged the option of State funded rather than initiating a reserve. Medical/dental insurance was also discussed and a recommendation will be made to the Executive Committee to review this expense before the 2013 changeover period. The committee had previously requested a review of payroll service agencies with a cost comparison. Ms. Sowards distributed the chart with various companies contacted. After discussion, the committee agreed to keep the payroll services with Paychex. Motion to approve WIB & Workforce Advisor budgets with above recommendations noted was made by Ms. Purdy and seconded by Mr. Riemer. Motion carried.
- B. County Budgets: Ms. Springmeier reviewed the language added to the contracts regarding the workforce advisor model. Mr. Schillaci distributed an analysis from Seneca County regarding the cost of their employees (wages and fringes) along with services provided to the WIB that are not reimbursed (staff/management time at committee meetings, WIB meetings, etc.). The county budgets were approved with the new language regarding workforce advisor model with a motion from Mr. Kelly and seconded by Mr. Schillaci, Motion carried.
- C. Summary Budget: The committee reviewed the remaining budget summary including training (ITA/OJT) funds. Motion to approve as submitted made by Mr. Kelly and seconded by Mr. Schillaci. Motion carried.
- D. FAME budget was reviewed. FAME is self-sustaining supported by fee based memberships and supports a part-time facilitator, as well as a small portion of the Executive Director and Fiscal Coordinator's salaries. FAME is also reaching out to other companies to increase their membership.

CEO MEETING

The annual meeting with the WIB Officers and County Officials is scheduled for May 15, 2012 at 2:00pm. At this meeting the Administrative Agreement will be reviewed along with the WIB and county budgets.

QUARTERLY REPORTS

American Express expenses through March 31, 2012 were reviewed by the committee and approved as submitted. Vendor history report was reviewed through March 31, 2012 and approved by the committee as submitted. Contractor quarterly expenditures were reviewed. All met the 75% requirement through 9 months.

WORK PLAN

The work plan will be reviewed at the next committee meeting.

OTHER BUSINESS

- None noted

Meeting Adjourned at 3:10; motion to adjourn made by Mr. Kelly and seconded by Ms. Purdy. Motion carried.

Next scheduled meeting: May 30, 2012 at 2:00pm Go To Meeting is scheduled unless a face-to-face is necessary.

Respectfully submitted by:
Debra Sowards
Fiscal Coordinator