

Finger Lakes Workforce Investment Board, Inc.  
FINANCE & AUDIT COMMITTEE MEETING MINUTES  
Meeting Room B  
August 29, 2012

ATTENDANCE: Members: Bob Doebelin, Tom Kelly, Charlie Schillaci, Ken Riemer, Lee Davidson, Sarah Purdy  
Staff: Karen Springmeier and Debbie Sowards

Motion to approve minutes from May 30, 2012 was made by Ms. Purdy and seconded by Mr. Schillaci. Minutes were approved as written.

FINANCIAL STATEMENTS – June 2012

Financial Statements for June 2012 were reviewed and accepted as submitted.

QUARTERLY REPORTS

- American Express – was reviewed for April – June 2012 and approved by Ms. Purdy and seconded by Mr. Schillaci. Motion passed. This report is a recommendation by the Bonadio group several years ago.  
**Action Item: The committee has requested to check with Bonadio on the necessity of this report.**
- Vendor History – was reviewed cumulatively for PY11 (July 2011 – June 2012). Motion to approve as submitted by Ms. Purdy and seconded by Mr. Kelly. Motion passed.
- Contractor Expenses: Bar graphs were submitted as part of the meeting materials emailed earlier to the committee. The contractors did a great job in spending their contracted amounts helping the WIB to achieve a 80% spending requirement!

PY11 CARRYOVER

Ms. Springmeier distributed at the meeting suggestions for use of the PY11 carryover. They include additional ITA/OJT funds be allocated to youth, dislocated worker and adult (total of \$130,000) [motion to approve made by Mr. Riemer; seconded by Mr. Kelly; motion approved]. NAWB conference in March 2013 Washington, DC for the Executive Director and 2 board members - \$5,000; Marketing - \$2,000 for website overhaul and \$3,000 for marketing materials for the awareness campaign; Administrative Assistant - \$45,000 (full time/salary and fringe); this would leave approximately \$13,300 unallocated. The committee approved the use of additional ITA/OJT funds. Funding for NAWB will be discussed at Executive Committee next week. Marketing funds request was put on hold. Much discussion relating to the hiring of an Administrative Assistant ensued. Ms. Springmeier noted due to lack of funding last year, the part time Administrative Assistant was laid off. As a result all staff have taken on additional responsibilities. This position would again provide for office support as well as require a person with marketing experience who could assist in social media outreach and various marketing efforts. The committee expressed concern with potential UI expenses should there not be enough funding next year to support the position. There was also discussion regarding fringe benefit expenses. Discussion regarding the unallocated amount included asking the counties to develop special projects and putting the remaining funds into marketing for use by all counties by request.

**Action Item: A job description will be completed as justification for the position. Ms. Murphy will be asked to research contributions to UI accounts as opposed to our current method of paying for UI as it is incurred; and the Executive Committee will be requested to review current fringe benefits and related expenses.**

AUDIT UPDATE

Ms. Sowards reported the audit was essentially completed last week. There are some loose ends to finish, however. Currently there are no findings, exceptions or required adjustments.

WORK PLAN

The work plan was reviewed and updated.

OTHER BUSINESS

- It was suggested to review new Verizon cell phone and land line plans for new options that might be better for the WIB than the current plans.

**Action Item: Ms. Springmeier will research.**

Next scheduled meeting: October 3, 2012 in the training room at 2:00pm.

Agenda Items include: Report on Audit from the Bonadio Group.

Respectfully submitted by:  
Debra Sowards  
Fiscal Coordinator