

Finger Lakes Workforce Investment Board, Inc.  
FINANCE & AUDIT COMMITTEE MEETING MINUTES  
Training Room  
October 3, 2012

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

Minutes will be reviewed/approved at the next committee meeting.

AUDIT PRESENTATION: Karl Hagen and John Knifely from The Bonadio Group presented the audit noting there will not be a management letter as there were no control deficiencies. The required communication letter was reviewed; there are no audit adjustments. Other matters discussed included the executive director's personal use of the leased vehicle. Bonadio is suggesting a policy for personal use of the vehicle be developed. Salaries were discussed.

**Action Item:** The Executive Committee will review the suggestion of a personal use policy. Bonadio will provide information to the Finance and Audit Committee and the Executive Committee IRS guidelines regarding this subject. WIB staff will contact the insurance carrier to ensure personal use of the vehicle is covered in the insurance policy. An annual comparable review of salaries will be done with similar/like agencies (size, etc.)

Committee adjourned into Executive Session from 2:35 to 2:46pm

FINANCIAL STATEMENTS – July/August 2012

Due to the lack of committee members in attendance, it was decided to wait and review statements at the next committee meeting.

PY'11 CARRYOVER

A chart with possible options for carryover was distributed via email with the meeting materials. Previously the committee approved obligating an additional \$130,000 (youth, adult and dislocated worker) for training. At today's meeting, the committee approved \$5,000 for marketing to include updating the website; \$5,000 for the executive director and 2 board members to attend the NAWB conference; and \$650 for Athena advertising and dinner expense. Also discussed was possibly purchasing a cash module for the accounting software; staff will preview and make recommendations at the next meeting; and the need for additional staff assistance. The discussion regarding an additional staff person included the need for part-time vs. full-time; temp agency (all agree this would be too costly); contracted person vs a staff person.

**Action Item:** Ms. Springmeier will develop qualifications of an additional staff person to meet the current needs of the office. Health Insurance – The Executive Committee will review. Ms. Springmeier to develop a list of additional possibilities to use the carryover funds before the next meeting. This will be added to the agenda for the next meeting.

QUARTERLY REPORTS

- American Express –Bonadio informed WIB staff that quarterly review of expenditures on the American Express card was no longer needed as the CFO is reviewing the statements and expenses monthly.

UNEMPLOYMENT INSURANCE

Ms. Murphy has not completed her research; but noted January is the only time of the year employers can switch from/to self-pay vs. insurance.

**Action Item:** Ms. Murphy will complete research and update the committee at the next meeting.

CELL PHONE PLAN REVIEW

**Action Item:** Ms. Springmeier will review and present at the next committee meeting.

WORK PLAN

The work plan was reviewed and updated.

Next scheduled meeting: October 31, 2012 in Meeting Room B at 2:00pm.

Agenda Items include: Review of September Financial Statements; quarterly contractor expenses and quarterly vendor history as well as items noted in the meeting minutes.

Respectfully submitted by:  
Debra Sowards  
Fiscal Coordinator