

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
Meeting Room B
October 31, 2012

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

Motion to approve minutes from August 29, 2012 and October 3, 2012 was made by Mr. Riemer and seconded by Mr. Doeblin. Minutes were approved as written.

FINANCIAL STATEMENTS – September 2012

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

FOLLOW UP FROM OCTOBER 3, 2012 MEETING

- a. PY'11 Carryover/possibilities to use
Ms. Springmeier provided those present with several possibilities to use the remaining carryover funds. After discussion, the committee approved the following: additional \$2,000 in professional services of bookkeeper and CFO; additional \$1,000 for staff development (NYATEP webinar series); \$5,000 Skills2Compete – Why I Love the Finger Lakes job fair in the spring 2013; \$3,000 office furniture; additional \$2,000 office equipment; \$1,000 for Yates and Wayne Counties to have a NYATEP Membership; additional \$3,000 in conference & training for County Directors or staff to attend spring NYATEP conference. If additional funding is necessary for office equipment or furniture, staff will make a request for such to this committee. Motion to approve additional staff development and professional services was made by Mr. Doeblin and seconded by Mr. Riemer; all in favor. Motion to approve staff development, job fair, office furniture, office equipment, NYATEP membership, NYATEP conference made by Mr. Riemer and seconded by Mr. Davidson; all in favor.
- b. Additional WIB staff person/qualifications
The committee reviewed the job description for this position and discussed hiring a full-time Executive Assistant from January – June at an approximate cost of \$23,000. This will be discussed at the Executive Committee in November.
- c. Unemployment Insurance
Ms. Murphy presented information regarding the WIBs UI expenses from 2007 to present and the NYS UI projections should the WIB decide to change to a policy. All agreed that it would make sense to obtain a policy effective 1/1/13 and no longer be self-pay. The projected annual cost is \$2,439.50 based on the current 7 employees. Motion to approve was made by Mr. Riemer and seconded by Mr. Schillaci. All in favor.
- d. Verizon Cell Phone plan comparison
Ms. Sowards reported after researching through our current account representative and Verizon wireless, our current plan best meets the agency's needs and is the least expensive.

PERSONAL USE OF AGENCY VEHICLE POLICY – draft

The committee reviewed and discussed the policy as submitted. The policy will now go to the Executive Committee for approval.

QUARTERLY REPORTS

- Contractor Expenses – reviewed during financial statement review. All contractors are in compliance with their contracts and have met expenditure requirements for the first quarter.
- Vendor History – the committee reviewed. Motion to approve was made by Mr. Riemer and seconded by Mr. Schillaci; all in favor.

WORK PLAN

The work plan was reviewed and updated.

OTHER BUSINESS

- Health Insurance: Ms. Springmeier announced we were notified by Paychex that our current health and dental insurance will no longer be offered as of 1/1/13. Various plans were reviewed as recommended by Paychex. The new insurance will have a higher staff co-pay, 5% increase and will result in a net savings of approximately \$1,700. There will also be additional savings of approximately \$7,200 as one employee is changing to a single plan and one employee has opted out of coverage .

Next scheduled meeting: November 28, 2012 in Meeting Room B at 2:00pm; may possibly change to a GoToMeeting.

Respectfully submitted by:
Debra Sowards
Fiscal Coordinator