

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
January 30, 2013

ATTENDANCE: Members: Lee Davidson, Robert Doebelin, John Garvey, Anne Scheetz, Ken Reimer, Tom Kelly (by phone).
Absent: Charles Schillaci, Sarah Purdy
Staff: Karen Springmeier, Debbie Sowards, Dinah Brennan.

New committee members and staff were introduced. They include Ms. Scheetz and Mr. Garvey; as well as a new staff Executive Assistant, Dinah Brennan.

Motion to approve minutes from October 31, 2012 was postponed so that everyone has time to review them. They will be resent and will be voted on for approval at the next meeting.

FINANCIAL STATEMENTS – December 2012

Financial Statements for December 2012 were reviewed and accepted as submitted. Ms. Sowards noted that we are over on our IT budget due to the changing of companies by FLWIB. Mr. Doebelin proposed that we allocate \$2,000 to purchase two more blocks of IT support time and committee members present agreed.

IRS MILEAGE RATE AS OF 1/1/13 - \$.565 per mile—Information only

QUARTERLY REPORTS

Contractor Expenses: Reviewed during financial statement review. All contractors are in compliance with their contracts and have met expenditure requirements for the third quarter.

Vendor History: Committee reviewed and motion to approve made by Mr. Garvey and seconded by Mr. Reimer. All in favor, motion carried.

WORK PLAN

The work plan was reviewed and updated. Ms. Springmeier noted funds recently received to support non WIA activities continue to increase and allow us to continue our industry cluster initiatives.

OTHER BUSINESS

- Ms. Springmeier proposed we make the February meeting in a “Go-To” meeting and the March meeting be scheduled for conference room B as we will be discussing budget for PY '13.
- PY'13 Allocations – Ms. Springmeier noted about 10% less funding is anticipated. Hopefully we will receive allocations in March.
- Healthcare Career Day scheduled for March 20th is being planned and has received some sponsors.
- FAME – Counties continue to support financially.
- Mr. Reimer inquired about expanding to other clusters with hands on career fairs.

Meeting Adjourned at 2:32pm.

Next scheduled meeting: February 27, 2013 at 2:00pm, scheduled to be a “Go-To” Meeting.

Agenda Items include: October Minutes approval.

Respectfully submitted by:
Dinah Brennan
Executive Assistant