

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
FLWIB, Conference Room B
March 27, 2013

ATTENDANCE: Members: Bob Doebelin, Ken Riemer, Lee Davidson, Tom Kelly
 Absent: Charles Schillaci, Ann Scheetz, Sarah Purdy
 Staff: Karen Springmeier, Debbie Sowards, Dinah Brennan

Motion to approve minutes from February 27, 2013 was postponed until the following meeting.

FOLLOW-UP (Lynn Freid – Short Term Training Options)

Ms. Springmeier discussed looking into short term training options at both FLCC and Wayne-Finger Lakes BOCES. Lynn Freid has suggested a 2-week program for Clean Room Operator Training at FLCC. She will follow-up.

FINANCIAL STATEMENTS – February, 2013

Financial Statements for February 2013 were reviewed and accepted as submitted. Ms. Sowards noted that we are now two-thirds of the way through PY'12. Ms. Sowards discussed that we should be at about 66-67%. The WIB's spending levels are: Dislocated Worker funds at 72.3%, Adult at 59.9% and Youth at 69.1%. Ms. Sowards noted that the contractor spending is right on track and we still have about \$88,000 unobligated funds for Dislocated Worker and Adult training. We were recently offered and accepted an additional \$31,000 in Dislocated Worker supplemental funds of which 30% was transferred to Adult and 10% can be used for Admin. This is not reflected in the statements. Ms. Springmeier noted that Marion S. Whelan (Finger Lakes School of Nursing) will begin to offer a Surgical Tech program that our funding can go towards, however this doesn't begin until September, 2013. Mr. Doebelin mentioned the conversation regarding OJTs that was had at the prior Executive Committee meeting. Ms. Springmeier added that an OJT improvement plan has been implemented to obtain more OJTs.

PY'13 ALLOCATIONS & BUDGET GUIDELINES

We have yet to receive the PY'13 allocations and there is no word on exactly how sequestration will affect the budget. . Ms. Springmeier discussed the impact of sequestration noting a 5% cut (worst case scenario) would mean a loss of \$78,000. The draft of the budget guidelines was distributed and discussed. Ms. Sowards noted that there was about \$100,000 carry-over from PY'11 to PY'12, and this will not be the case from PY'12 to PY'13. Discussion of allocations, revenues, and expenditures followed. A request to go into Executive Session at the end of the meeting was decided upon. Motion to approve the Budget Guidelines by Mr. Reimer, seconded by Mr. Kelly. All in favor, motion carried.

WORK PLAN

The work plan was reviewed and updated. PY'12 Independent Audit – scheduling and preparation will be added; Ms. Sowards noted Ms. Murphy has contracted The Bonadio Group for preliminary audit dates. The work plan was accepted.

OTHER BUSINESS

Ms. Springmeier noted a short meeting within the next month may be needed when PY'13 allocations and the budget are ready.

Motion to adjourn into Executive Session by Mr. Davidson, seconded by Mr. Kelly at 3:05pm.

Motion to come out of Executive Session by Mr. Kelly, seconded by Mr. Davidson at 3:37pm.

Motion to adjourn by Mr. Reimer, seconded by Mr. Kelly at 3:40pm.

Next scheduled meeting: April 24th, 2013 at 2:00pm, Conference Room B- FLWIB office.

Agenda Items include: February minutes approval,
March minutes approval,
March Financial Statements,
PY'13 Allocations,
Budget Approval.

Respectfully submitted by:
Dinah Brennan
Executive Assistant