

Finger Lakes Workforce Investment Board, Inc.  
FINANCE & AUDIT COMMITTEE MEETING MINUTES  
FLWIB Offices, 41 Lewis Street, Geneva, NY  
Wednesday, February 4, 2015

ATTENDANCE: Members: Bob Doebelin, Ann Scheetz (via GoTo), Bonnie Percy  
Absent: Charlie Schillaci, Ken Riemer, Tom Kelly, John Garvey,  
Staff: Karen Springmeier, Debbie Sowards, Dinah Brennan, Barbara Murphy (via GoTo)

APPROVAL OF MINUTES

Motion to approve minutes from October 29, 2014 was made by Mr. Doebelin, seconded by Ms. Scheetz. Minutes were approved as written.

FINANCIAL STATEMENTS – December 2014

Ms. Sowards discussed financial statements for December, as the committee did not meet last month. We are 50% into PY'14 and all spending is on target. Ms. Sowards noted that spending is over budget in WIB/Admin due to paying certain bills in full at the start of the year. This will even out over the course of PY'14. Spending is also over budget in Professional Services due to Ms. Murphy's help with the Audit process. The county contractors should be at 40% spending per their contracts and they are all on target. On-the-Job Training (OJT) and Individual Training Accounts (ITA) are going well. Internally, \$70,000 has been transferred from the Dislocated Worker funding to the Adult funding for ITA's. Ms. Sowards noted that the income statement states a net loss due to delayed processing over the holidays. Ms. Springmeier requested Ms. Sowards revisit the "events registration revenue" on the income statements, as the number seems to be lower than it should be.

REVIEW OF QUARTERLY REPORTS

- a. Contractor Spending – Ms. Sowards reviewed a Youth expenses chart with the committee. All spending seems to be on target for all contractors. For Adult, Dislocated Worker, and Administrative funding, all contractors on track. The lowest spending level is in Yates County with their Dislocated Worker funding but staff will make sure they remain on track to meet the PY'14 goals.
- b. Vendor History – The committee reviewed the vendor history. A motion to approve the vendor history was made by Ms. Percy, seconded by Ms. Scheetz. All in favor. Motion carried.

WIOA UPDATE

Ms. Springmeier stated that the state has withheld 2% of our allocation to allow for transitioning from WIA to WIOA. About \$22,000, or 1%, of this will be returned to the FLWIB for the transition process when a plan has been put in place. Ms. Springmeier suggests to the committee that the FLWIB use this money to update technology and for staff development. Ms. Percy suggested looking to local places to donate new technology devices. Ms. Springmeier noted there is no deadline date for the transition plan to be submitted, however, moving forward in order to be ready for the July 1, 2015 start date is the strategy. No regulations have been released yet. The Governance and Membership Committee will meet in the upcoming months to review board membership as it relates to the new legislation.

WORK PLAN

The committee requested the PY'15 Budget Process be added to the Work Plan as "ongoing". Ms. Springmeier noted that she is working with the Ad Council of Rochester in order to create a Strategic Plan. This will be added to the Work Plan due to the cost implications of the process.

OTHER BUSINESS

None

Next scheduled meeting: Wednesday, February 25, 2015 at 3pm.

A motion to adjourn was made by Ms. Percy and seconded by Ms. Scheetz. All in favor, motion carried.

*Respectfully submitted by:  
Dinah Brennan  
Executive Assistant*