

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
FLWIB Offices, Meeting Room B
Tuesday, May 7, 2019 9:00 am

ATTENDANCE: Members: Bob Doebelin, Bonnie Percy, Mitch Rowe, Eileen Tiberio,
On Phone: Ann Scheetz
Staff: Barbara Murphy, Debbie Sowards, Karen Springmeier, Jennifer May
Absent: Rick House

APPROVAL OF MINUTES

A motion to approve the minutes from March 27, 2019 was made by Ms. Tiberio and seconded by Ms. Percy. All in favor, motion carried.

FINANCIAL STATEMENTS

Ms. Sowards and Ms. Murphy reviewed the March financial statements with the committee. All admin funds have been depleted and use of discretionary funds is now necessary. There are additional training funds available due to PY'17 carryover.

QUARTERLY REPORTS

Contractor Spending – All counties are on track to meet the 80% spending requirement: As of April 31st, Seneca County is at 69.8%, Yates County 76.1%; Wayne County 71.0%. Ontario County is currently at 62.1% overall due to work experience funding be at 12% spending level; however adult and dislocated worker are on target.

The Vendor History reports was also reviewed.

The quarterly reports were discussed by the committee. A motion to approve the reports was made by Ms. Percy and seconded by Ms. Tiberio. All in favor, motion approved

WIB BUDGET MODIFICATION

As additional funds are required for professional services associated with the reconciliation project, the WIB's technical transition to the cloud, the addition of a Math and Science Partnership Coordinator and added FAME expenses, an amended budget for PY'18 was reviewed by the committee. A motion to approve Resolution 21-18 Amendment of Finger Lakes Workforce Investment Board, Inc. Budget PY'18 and move to the full board was made by Ms. Tiberio and seconded by Mr. Rowe. All in favor, motion carried.

PY'19 BUDGET REVIEW

A motion to approve both Resolution 14-18 Approval of Budgets and Contracts for WIOA Title 1 Admin, Adult and Dislocated Worker Funding PY'19 and Resolution 16-18 Adoption of FLWIB, Inc. Budget PY'19 and move to the full board was made by Ms. Percy and seconded by Ms. Tiberio. All in favor, motion carried.

PY'19 CONTRACTOR GOALS – Goals developed by each county have been included in each respective contract.

RECONCILIATION

After reviewing year by year, FOTA has now asked for cumulative records, which Ms. Murphy and Ms. Sowards are compiling. FOTA will be returning to close out PY'15, PY'16 and PY'17.

AMENDED COUNTY BUDGETS

After a lengthy discussion a motion to approve Resolution 22-18 Amendment of Ontario County Budget and Contract PY'18 was made by Ms. Tiberio and seconded by Ms. Percy. All in favor, motion carried.

A motion to approve Resolution 23-18 Amendment of Wayne County Budget and Contract PY'18 was made by Ms. Percy and seconded by Ms. Tiberio. All in favor, motion carried.

A motion to approve Resolution 24-18 Amendment of Yates County Budget and Contract PY'18 was made by Mr. Rowe and seconded by Ms. Tiberio. All in favor, motion carried.

CASH BASIS FINANCIAL STATEMENTS

Cash basis financial statements will be looked at more in depth after the reconciliation has been completed and will remain a standing agenda item.

OTHER BUSINESS

No other business was noted at this meeting.

WORK PLAN

ACTION ITEM: #5 will be updated with new dates when they are received.

ACTION ITEM: #9 has been completed

ACTION ITEM: #6 has been completed

A motion to adjourn this meeting was made by Ms. Percy, seconded by Ms. Tiberio. All in favor, motion carried. Meeting adjourned at 9:50 a.m.

Next scheduled meeting: Wednesday, June 26, 2019 Conference Room B.

*Respectfully submitted by:
Jennifer May, Executive Assistant*