

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
FLWIB Offices, Meeting Room B
Wednesday, October 23, 2019 9:30 am

ATTENDANCE: Members: Bob Doebelin, Sarah Eighmey, Bonnie Percy, Eileen Tiberio
Staff: Karen Springmeier, Barbara Murphy, Debbie Sowards, Jennifer May
Guest: Mark Waterstram
Absent: Rick House, Mitch Rowe, Ann Scheetz

APPROVAL OF MINUTES

A motion to approve the minutes from September 25, 2019 was made by Ms. Percy and seconded by Ms. Tiberio. All in favor, motion carried.

FINANCIAL REPORTS

- a. OJT/ITA obligations - At this point, 129.9% of Adult funds and 23.27% of DW funds have been obligated. The committee and staff discussed budgeting options such as taking advantage of net terms on invoices, holding off on payments to counties and the transfer of funds between Dislocated Worker and Adult.
A motion to transfer \$50,000 from Dislocated Worker to Adult was made by Ms. Percy and seconded by Ms. Tiberio. All in favor, motion carried.
- b. County spending – The counties are on track to meet spending requirements for Dislocated Worker and Adult, but are struggling with Youth funds. Ms. Sowards has communicated her concerns with the counties and requested their reasons for not meeting the current requirements. The counties’ decisions regarding serving In-School Youth is due to WIB staff by October 31st. If additional funds are not requested, and RFP will have to be sent out.
- c. WIB budget – **A motion to approve the first quarter Vendor History Report was made by Ms. Tiberio and seconded by Ms. Percy. All in favor, motion carried.**

Independent Audit

Mr. Waterstram, of Bonadio Group, reviewed the draft independent audit with the committee. The audit showed no findings or areas of concern.

A motion to enter into executive session was made by Ms. Eighmey and seconded by Ms. Tiberio. All in favor, motion carried. The committee entered into executive session at 10:10 a.m.

A motion to leave executive session was made by Ms. Eighmey and seconded by Ms. Tiberio. All in favor, motion carried. The committee left executive session at 10:20 a.m.

A motion to formally recommend the approval of the independent audit was made by Ms. Percy and seconded by Ms. Tiberio. All in favor, motion carried.

RECONCILIATION

Ms. Murphy and Ms. Sowards met with FOTA staff two weeks prior and FOTA is ok with everything submitted through PY’14. As for TAA, FY’10, FY’11 and FY’16 still need to be provided to FOTA, which Ms. Murphy and Ms. Sowards are working on. Ms. Murphy also needs to complete PY’15 and PY’16 for WIOA programs.

WORK PLAN

ACTION ITEM: #8 to be updated with a deadline of December 31, 2019.

ACTION ITEM: #9 to be updated with a deadline of January 20, 2019.

Other Business:

- a. FOTA Monitoring – FMR, Property & Procurement – FOTA staff met with WIB staff and recommended updating to the Property & Procurement Policy to replace the word “equipment” with “supplies”.
- b. RFP Independent Auditors – PY’19 – The RFP will need to be sent out in January 2020.

A motion to adjourn this meeting was made by Ms. Tiberio, seconded by Ms. Percy. All in favor, motion carried. Meeting adjourned.

Next scheduled meeting: Wednesday, December 4, 2019 at 9:00am.

*Respectfully submitted by:
Jennifer May, Executive Assistant*