

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
FLWIB Offices, Meeting Room B
Wednesday, December 4, 2019 9:00 am

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

APPROVAL OF MINUTES

A motion to approve the minutes from October 23, 2019 was made by Ms. Tiberio and seconded by Ms. Percy. All in favor, motion carried.

FINANCIAL STATEMENTS

Ms. Sowards presented the October financial statements. She explained that there were problems with MIP. She and Ms. Murphy were unable to resolve all of them before producing the October statements. Additionally, they did not have sufficient time to review them before distributing them. As noted during the presentation, there were some items which require further investigation. As a result, the committee discussed the need for accurate financial statements and the timeline to achieve that. Mr. Doebelin suggested distributing financial statements that are one month older and include up-to-date information regarding key items such as customer training and obligations and county spending. Staff would also note any other items of significance. As a result, the November financial statements will be presented in January, along with current information on key items as mentioned above. If more current financial statements (i.e. December) are available on a timely basis, they will be distributed as well.

A motion to approve an internal transfer of \$50,000 in Dislocated Worker funds to Adult was made by Ms. Percy and seconded by Ms. Tiberio. All in favor, motion approved.

ACTION ITEM: Ms. Sowards to email draft of Independent Auditor RFP to committee for review and approval.

RECONCILIATION

All monthly reconciliations through PY'15 have been submitted to FOTA, who have had no questions thus far. Reconciliations through FY'16 for TAA and PY'16 for WIOA will be submitted by Ms. Murphy mid-December. FOTA should be sending closing letters on completed program years.

ACTION ITEM: Ms. Murphy to provide an update to Ontario County.

PY'19 NOAs

PY'19 NOAs have been received and are reflected in the Customer Training Summary by County Obligation page of the financial statement.

Youth RFP

The RFP has been sent out and the FLWIB is awaiting responses. Deadline for submission is at the end of the month.

WORK PLAN

ACTION ITEM: #8 Ms. Murphy to keep committee apprised of timeline for 990 completion and filing.

ACTION ITEM: Addition: #10 Full board to approve resolution to send Independent Auditor RFP; deadline January 15th.

A motion to adjourn this meeting was made by Ms. Tiberio, seconded by Ms. Percy. All in favor, motion carried. Meeting adjourned at 9:43 a.m.

Next scheduled meeting: Wednesday, January 29, 2019 Conference Room B.

*Respectfully submitted by:
Jennifer May, Executive Assistant*