

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
FLWIB Offices, Meeting Room B
Wednesday, January 29, 2020 9:00 am

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

APPROVAL OF MINUTES

A motion to approve the minutes from December 4, 2019 was made by Ms. Tiberio and seconded by Ms. Eighmey. All in favor, motion carried.

FINANCIAL REPORTS – NOVEMBER STATEMENTS

As of November 30th, WIB expenses were just under 42%. Counties spending should be 45% by the six month mark (December 31, 2019), but all counties are underspent in Youth. Ontario County has met the spending requirement overall and Yates and Wayne County are at 43.4% and 43.3%, respectively; Seneca County is at 33.4%. Ms. Sowards will be sending the December budget comparisons to the counties within the week. Ms. Springmeier informed the committee that the WIB is being sub recipient monitored regarding Youth to ensure that counties are meeting their numbers. She also reminded the committee that there is no language in the contracts that states the consequences to the counties for not adhering to the numbers in their contracts. As of January 29th, there is \$28,479 available in Dislocated Worker and \$9,493 in Adult funding.

990 UPDATE

The 990 was sent to this committee for review and questions (1/15/20), then to the full board (1/23/20). Ms. Murphy will advise this committee via email once it has been filed.

RFP PY'19 INDEPENDENT AUDITORS

A request for proposal has been distributed and added to fingerlakesworks.com. An update will be given to the committee at the next meeting.

RECONCILIATION

We received closeout letters for PY'11 – PY'16 for all WIOA programs, TAA, NEG and WIOA Transition. The only finding was that in the past we had not always submitted the closeout packages in a timely manner. FOTA indicated that we could reply to all of their closeout letters with one letter from us. Our response was sent on January 23, 2020. Our response indicated we would submit them on time in the future.

The only closeout letter related to the Corrective Action Plan (CAP) that we have not yet received is for H-1B. Once that is received and we respond to FOTA, the CAP will be completed.

FOTA has requested that Ms. Murphy submit cumulative reconciliations for PY'17, PY'18, etc. Since we've submitted monthly reconciliations since November 2016, Ms. Murphy expects those to go smoothly.

QUARTERLY REPORTS

After reviewing the quarterly reports, a motion to approve the reports was made by Ms. Tiberio and seconded by Ms. Eighmey. All in favor, motion carried.

2020 REIMBURSEMENT RATES

After review, a motion to approve the 2020 reimbursement rates was made by Ms. Percy and seconded by Ms. Eighmey. All in favor, motion approved.

WORK PLAN

ACTION ITEM: Remove #4, Submit TAA Reconciliation - Completed

ACTION ITEM: Update #7, Draft and approval of policies noted by NYSDOL in FMR completed by FOTA by June 30, 2020.

ACTION ITEM: Update #8, 990 has been completed and Ms. Murphy will advise committee via email once filed.

ACTION ITEM: Update #9, RFP has been sent out and committee will be updated on progress at February meeting.

A motion to adjourn the meeting was made by Ms. Tiberio, seconded by Ms. Percy. All in favor, motion carried. Meeting adjourned at 9:40 a.m.

Next scheduled meeting: Wednesday, February 26, 2020 Conference Room B.

*Respectfully submitted by:
Jennifer May, Executive Assistant*