

Finger Lakes Workforce Investment Board, Inc.  
FINANCE & AUDIT COMMITTEE MEETING MINUTES  
FLWIB Offices, Meeting Room B  
Wednesday, February 26, 2020, 2020 9:00 am

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

APPROVAL OF MINUTES

A motion to approve the minutes from January 29, 2020 was made by Ms. Tiberio and seconded by Ms. Percy. All in favor, motion carried.

FINANCIAL REPORTS – DECEMBER STATEMENTS

As of December 31<sup>st</sup>, WIB expenses are slightly under 50% in all programs: Admin 49.7%, Adult 44.4%, Youth 48.4% and Dislocated Worker 47.1%. Counties are subject to a 70% spending expectation by March 31<sup>st</sup> and are currently at the following levels: Ontario 39.1%, Seneca 41.3% and Yates 51.3%. Wayne County's numbers were received late and Ms. Sowards will notify this committee of spending levels at the next meeting. These numbers reflect the struggles the counties have been undergoing due to Work Experience but they have assured Ms. Sowards that they are working to adhere to their numbers. WIB staff anticipates numbers included in incoming youth proposals to reflect adjustments caused by enforcement of contract numbers.

RFP PY'19 INDEPENDENT AUDITORS

Ms. Murphy stated that the only proposal received was from The Bonadio Group, who proposed no increase in fees for the first year of the contract. Additionally, they proposed an increase of no more than 2% in the other two years of the contract. There was no clause regarding renewal of the contract at the end of the 3 years and Ms. Murphy will contact The Bonadio Group to ask for supplemental information. Ms. Springmeier will consult with NYSDOL regarding appropriate language and a possible sole procurement resolution being sent to the Executive Committee and full board to approve and accept the proposal from The Bonadio Group.

A motion to accept the proposal from The Bonadio Group was made by Mr. Rowe and seconded by Ms. Tiberio. All in favor, motion approved.

RECONCILIATION

On Monday, February 24<sup>th</sup>, the state sent a letter to Mr. Marren notifying him that the WIB's Corrective Action Plan had been completed. While some H1B, TAA and DW funds had to be returned to the state as adjustments to cash requests, there were no disallowed costs. Monthly and cumulative reconciliations will continue to be done.

PY'20 ALLOCATIONS/BUDGET

Allocations have not yet been received as expected. Also, as the state is holding the WIB accountable to individual county contract numbers, aggregate numbers for the 4 counties are no longer acceptable.

**ACTION ITEM: Ms. Springmeier to discuss contract number expectations with both the state and county managers. This committee will be notified of the results of those discussions.**

WORK PLAN

**ACTION ITEM: Remove #6; 990 and CHAR500 have been filed and the committee has been informed.**

**ACTION ITEM: Update #3; Now that the reconciliation has been completed, staff can now begin revising "Other Programs"; Ms. Murphy and Ms. Sowards are already in discussions.**

**ACTION ITEM: Update #7; Board will vote to approve Independent Auditor at March 18<sup>th</sup> meeting.**

**ACTION ITEM: Addition: Begin PY'20 budget process.**

**ACTION ITEM: Addition: County contract numbers and how to ensure manageable and enforceable**

**ACTION ITEM: Addition: Keep committee apprised of budgets for youth career events; to be added to subsequent meeting agendas.**

The meeting was unanimously adjourned at 9:50 a.m.

Next scheduled meeting: Wednesday, March 25, 2020 Conference Room B.

*Respectfully submitted by:  
Jennifer May, Executive Assistant*