

Finger Lakes Workforce Investment Board, Inc.  
FINANCE & AUDIT COMMITTEE MEETING MINUTES  
Go to Meeting  
Wednesday, March 25, 2020, 2020 9:00 am

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

APPROVAL OF MINUTES

A motion to approve the minutes from February 26, 2020 was made by Ms. Tiberio and seconded by Ms. Eighmey. All in favor, motion carried.

ACTION ITEMS FROM 2/26/20 MEETING

Ms. Springmeier reported that she has spoken to the state regarding numbers in the county contracts and they have given their approval to not have individual numbers in the contracts, but stated that the WIB should still hold contractors responsible for spending requirements. WIB staff will continue monitoring the individual and together, they will be held responsible for meeting the aggregate number that will be provided in the contracts. Ms. Murphy asked if COVID-19 will impact the 80% spending requirement and if WIBs will be given an allowance; Ms. Springmeier will update the committee regarding this question as soon as she is provided an answer.

FINANCIAL REPORTS – JANUARY STATEMENTS

- a. Funding obligations for ITA and OJTs – All counties are on track to meet the 80% spending requirement; as of 1/31/20, Ontario County is at 52.7% overall and 42.2% Youth; Seneca County 41.3% overall and 39.3%; Youth; Yates County 51.3% overall and 47.4% Youth; Wayne County 51.2% overall and 42.1 Youth. One Stop Operator spending was at 48.7% at the time of the report. Dislocated Worker funds in the amount of \$25,000 was transferred to Adult, and 100% of Adult funds have been obligated for PY'19; 47.9% of DW funds have been obligated, with \$25,979 remaining. \$25,000 remains available for customized training and \$44,548 in youth funds. Ms. Springmeier noted that many training programs will be postponed until after the new program year, meaning funds could be de-obligated in the near future.
- b. Healthcare Career Day Budget & c. Ag Career Day Budget – Due to COVID-19, these events have been cancelled and sponsors were given the option of having their donations returned to them, having the funds be used for next year's events or as a flat donation to the WIB.

PY'20 ALLOCATIONS/BUDGET

We have received estimated PY'20 allocations which are all less than PY'19 funding. Ms. Springmeier will notify the committee once confirmed numbers have been received.

WORK PLAN

**ACTION ITEM: Addition – Discussion on travel reimbursement for career center staff, should they be unable to procure county vehicle.**

**ACTION ITEM: Addition – Continued discussion on need for “Staff Accountant” and hiring for the position.**

**ACTION ITEM: Remove - #4 “Change monthly financials from accrual basis to cash basis”; this can be re-added to work plan later if necessary.**

**ACTION ITEM: Update - #6 – To be approved by full board on May 20, 2020.**

The meeting was unanimously adjourned at 9:35 a.m.

Next scheduled meeting: Wednesday, April 29, 2020 *location to be determined*

*Respectfully submitted by:  
Jennifer May, Executive Assistant*