

Finger Lakes Workforce Investment Board, Inc.  
FINANCE & AUDIT COMMITTEE MEETING MINUTES  
Go to Meeting  
Wednesday, May 27, 2020, 2020 9:00 am

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

APPROVAL OF MINUTES

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

ACTION ITEMS FROM March, 25, 2020 MEETING

Ms. Springmeier reported she still has not received any information regarding what, if any, impact COVID-19 will have on the PY'19 80% spending requirement by June 30, 2020. As soon as she has directive, the committee will be updated.

FINANCIAL REPORTS – MARCH STATEMENTS

- a. Spending target is 75% through 3/31/20. The WIB budget is at 75.28% for WIOA funds (Admin, Adult, Youth and Dislocated Worker).
- b. Contractor Expense Summary by Program – Target is 70% through 3/31/20 per the county's contract; numbers reflected are through 3/31/20.  
Ontario County 69.8% overall; 60.9% youth  
Seneca County 57.6% overall; 54.4% youth  
Yates County 69.8% overall; 67.3% youth  
Wayne County 68.8% overall; 60.8% Youth  
Genesee Finger Lakes Regional Planning Council 47.1%  
As of 4/31/20:  
Ontario County 77.36% overall; 66.88% youth  
Seneca County 58.77% overall; 58.25% out-of-school youth; 38.4% in-school youth  
Yates County 73.65% overall; 72.84 out-of-school youth; 12.81% in-school youth  
Wayne County 75.5% overall; 65.56% out-of-school youth
- c. Customer Training Summary by County/Obligations. A total of \$100,000 has been approved by the committee to transfer Dislocated Worker to Adult funds for training. As of 5/18/20, 94.2% of Adult funds have been obligated for ITA and OJT training; \$20,161 remains available; 39.9% of Dislocated Worker funds have been obligated for ITA and OJT training; \$29,979 remains available. Note: Work Keys expenses are combined in the Customer Training and Assistance Report. \$25,000 remains available in customized training; and \$47,492 in youth with 6.2% obligated.

Mr. Doebelin noted that the numbers shared are similar to the numbers shared at the April meeting as the WIB is in a "holding pattern" due to COVID-19 and the subsequent shutdowns.

PPP Loan

Ms. Springmeier and Ms. Murphy shared that the WIB was approved for the loan in the amount of \$78,200. Ms. Springmeier has e-signed the loan documents and the bank is now processing.

WORK PLAN

Removal of #5 RFP for Independent Audit issues - Complete  
Removal of #6 Begin PY'20 budget process – Complete  
Update #10 Decision has been made to hire Staff Accountant by July 1, 2020.

OTHER BUSINESS

Ms. Springmeier shared that she has asked Ms. Sowards to connect with the FOTA team in reference to review of the submitted monthly reconciliations, as there has not been a review since the January reconciliation.

Ms. Springmeier also stated that cash disbursements are being delayed by the NYS Division of Budget. Once the cash orders are approved and released, Ms. Springmeier has been receiving a call from the state with the deposit date.

The meeting was unanimously adjourned at 9:24 a.m.

Next scheduled meeting: Wednesday, June 24, 2020 *location to be determined.*

*Respectfully submitted by:  
Jennifer May, Executive Assistant*