

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
Via Zoom
Wednesday, June 24, 2020, 2020 9:00 am

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

APPROVAL OF MINUTES

A motion to approve the minutes from May 27, 2020 was made by Ms. Eighmey and seconded by Ms. Percy. All in favor, motion carried.

Mr. Waterstram, of The Bonadio Group, shared with the committee an approximate timeline and the scope of the PY'19 audit that will be performed by his agency. He hopes to begin the preliminary fieldwork on August 3rd, while adhering to social distancing guidelines at the WIB offices. This committee and the full Board will be kept apprised of the progress of the audit.

FINANCIAL REPORTS – APRIL STATEMENTS

- a. Spending target is 83.3% through 4/30/20. The WIB budget is at 80.28% for WIOA funds (Admin, Adult, Youth and Dislocated Worker).
- b. Contractor Expense Summary by Program – Target is 100% through 6/30/20 per the county's contract; numbers reflected are through 4/30/20.
Ontario County 83.7% overall; 66.9% youth
Seneca County 71.9% overall; 63% youth
Yates County 81.6% overall; 73.8% youth
Wayne County 83.7% overall; 65.6% Youth
Genesee Finger Lakes Regional Planning Council 71.5%
- 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.

Ms. Springmeier noted that the WIB will meet the 80% spending requirement for Youth funds as contracts for PY'20 have been received and those funds have been obligated.

Mr. Doebelin asked if there has been any further communication regarding the reconciliation project and Ms. Murphy stated that the WIB is still awaiting for a closeout letter regarding H1B, but all other closeout letters have been received.

PPP Loan

Ms. Murphy stated that the funds have been received from the bank and the timeframe to spend the funds has been extended from 8 weeks to 24 weeks. She does not anticipate any problems spending the funds in the allotted time.

WORK PLAN

Update of #2, America's Promise ends June 30th;
Addition of #9 – Audit Prep; updates as needed;
Addition of #10 – Search for new committee members; updates as needed.

A motion to adjourn the meeting was made by Ms. Eighmey and seconded by Ms. Percy. All in favor, motion carried. The meeting was adjourned at 9:30 a.m.

Next scheduled meeting: Wednesday, August 26, 2020 *location to be determined.*

*Respectfully submitted by:
Jennifer May, Executive Assistant*