

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
Via Zoom
Wednesday, December 30, 2020 8:30 am

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

Approval of Minutes

A motion to approve the minutes from October 28, 2020 was made by Mr. House and seconded by Ms. Eighmey. All in favor, motion carried.

Fiscal Reports

- a. Contractor expense reports – Target is 45.0% through 12/31/20 per the county’s contract; numbers reflected are through 10/31/20.
Ontario County 34.4% overall, 17.7% youth
Seneca County 31.6% overall, 40.4% youth
Yates County 32.2% overall, 31.1% youth
Wayne County 27.1% overall, 35.7% Youth
Finger Lakes One Stop Operator Consortium 0.00% (vouchers submitted quarterly), (staff are waiting on clarification to first quarter vouchers submitted)
Community Skills Consortium 26.0% overall

Mr. Doebelin requested that target correspond to numbers reflected; ex: target is 35% through 10/31/20 and numbers reflected are through 10/31/20.

- b. Training obligations report – as of Tuesday, December 29, 2020
Ontario – of the 28 required ITAs, enrolled 34; of the 12 required OJTs, enrolled 13
Seneca – of the 15 required ITAs, enrolled 6; of the 5 required OJTs, enrolled 0
Wayne – of the 28 required ITAs, enrolled 13; of the 12 required OJTs, enrolled 8
Yates – of the 15 required ITAs, enrolled 9; of the 5 required OJTs, enrolled 0

Mr. Plympton asked what the ramifications were if the contract numbers were not met. Ms. Springmeier noted that they are locally determined but that the NYSDOL FOTA unit does hold the FLWIB accountable to hold the contractors accountable. Ms. Springmeier suggested the committee not hold the contractors totally accountable for meeting the numbers but encourage them to work towards their goals. The committee was in agreement that this would suffice for accountability because of the pandemic.

79% of Adult funds have been obligated; \$41,199 remains
36.61% of Dislocated Worker funds have been obligated; \$59,441 remains
19.35% of Customized Training funds have been obligated; \$19,000 remains
0% of Youth funds have been obligated; \$38,920 remains
86.3% of TET ITA funds have been obligated; 100% of OJT funds; 100% of supportive service funds; \$6,952 in ITA funds remains
100% of Opioid ITA funds have been obligated; 22.8% of OJT funds; 2.8% of supportive service funds; \$11,588 in OJT remains; \$12,087 in supportive service remains

- c. Request to internally transfer \$50,000 from Dislocated Worker to Adult Training – this agenda item was moved to Section V – FLWIB Budget Modification.

ER NDWG – Employment Recovery National Dislocated Worker Grant

Ms. Springmeier reported that the WIB, along with all other local areas in the state, were awarded \$30,000 through the grant, to assist Dislocated Workers. The funds will be used for Individual Training Accounts and On-the-Job Trainings, with 10% covering administrative costs.

A motion to accept the Employment Recovery National Dislocated Worker Grant funds was made by Mr. Plympton and seconded by Ms. Eighmey. All in favor, motion carried.

PPP Loan

Ms. Murphy stated a portion of these funds have been used for some of the salary of the new Staff Accountant, and will assist in the payout of Ms. Springmeier’s unused vacation hours and the transition between the outgoing and incoming Executive Directors. With a portion of the remaining \$26,000, staff hope to purchase new desktops and laptops for fiscal staff and the incoming Executive Director. Ms. Murphy also stated that she still needs to submit the paperwork required for loan forgiveness and she is discussing how these funds should be reported in financial statements with The Bonadio Group.

Ms. Springmeier asked if the WIB could apply for another loan with the latest COVID-19 relief bill, but Ms. Murphy noted that there has been no release of information regarding restrictions and regulations involving the latest bill, but can be reviewed when released.

FLWIB Budget Modification

Ms. Sowards noted the budget modifications due to the Executive Director Transition, new hire and revenue from the PPP funds. The additional funds for Adult and Dislocated Worker will be added to the respective training line items, thus no internal transfer is needed at this time.

A motion to approve the PY'20 budget modification as presented was made by Ms. Eighmey and seconded by Mr. Rowe. All in favor, motion approved.

Review of Finance and Audit Committee responsibilities – By-Laws

The committee reviewed the current committee responsibilities per the bylaws and Ms. Springmeier requested that committee members submit suggestions for updates to herself and Ms. May. Mr. Doeblin suggested that the By-Laws also be reviewed by The Bonadio Group.

2021 Reimbursement Rates

The committee reviewed the provided 2021 Reimbursement Rates and requested that "(IRS Rate)" be added next to "Mileage" and the amount be changed to \$0.56 per mile.

Mr. Plympton suggested that the committee review the verbiage regarding the per diem meal allowance at a later date.

A motion to approve the 2021 Staff Reimbursement Rates, with requested changes, was made by Mr. Plympton and seconded by Ms. Eighmey. All in favor, motion carried.

Work Plan

Removal of #7 PY'19 Independent Audit - Completed

Other Business

No other business was noted at this meeting.

Next Scheduled Meeting – Wednesday, January 27, 2021

*Respectfully submitted by:
Jennifer May, Executive Assistant*