

Finger Lakes Workforce Investment Board, Inc.  
FINANCE & AUDIT COMMITTEE MEETING MINUTES  
Via Zoom  
Wednesday, April 28, 2021 9:00 am

ATTENDANCE: Members: Sarah Eighmey, Bob Doeblin, Rick House, Bonnie Percy, Rick Plympton, Mitch Rowe  
Staff: Jordan Bates, Lynn Freid, Jen May, Barbara Murphy, Debbie Sowards

Approval of Minutes

**A motion to approve the minutes from March 31, 2021 was made by Mr. House and seconded by Ms. Percy. All in favor, motion carried.**

Fiscal Reports for the Period Ended February 28, 2021

\*Numbers given in these reports reflect the budget modification that was approved by board on January 20<sup>th</sup>.

Income Statement – Net income (loss) of (\$43,474) for the month and a net income (loss) of (\$23,919) year to date.

WIB Expense Summary by Program

Admin – 68.12%

Adult – 57.77%

Youth – 67.81%

Dislocated Worker – 70.32%

Discretionary Funds – 0% - will be updated when funds are used.

Mr. Doeblin asked that current Financial Statements be provided to this committee at future meetings.

WIB Admin Expense Comparison to Budget

Ms. Bates stated that the WIB is over budget in Accounting Services, Accounting Software Support and Office Supplies by \$32,775, \$1,024, and \$2,890, respectively. These are primarily timing differences due to how the budget is spread vs. how the actuals are incurred. The Office Supplies budget is increased in the modified budget.

Training obligations report – as of 4/21/21:

98.86% of Adult funds have been obligated for ITA and OJT training; \$3,055 remains available;

33.98% of Dislocated Worker funds have been obligated for ITA and OJT training; \$84,985 remains available;

\$19,000 remains available in customized training;

\$35,420 in youth with 8.99% obligated.

Due to seven new OJTs in April, a request was made to move an additional \$25,000 from Dislocated Worker funds to Adult funds.

**A motion to approve the transfer of \$25,000 from Dislocated Worker funds to Adults funds was made by Mr. Plympton and seconded by Ms. Eighmey. All in favor, motion carried.**

**After review, a motion to approve the Vendor History report through March 31, 2021 was made by Ms. Percy and seconded by Ms. Eighmey. All in favor, motion carried.**

Contractor expense reports – Target is 70% through 3/31/21 per the county's contract; numbers reflected are through 2/28/21 or 66% of the contract

Ontario County 64.66% overall, 49.52% youth

Seneca County 63.75% overall, 67.7% youth

Yates County 63.27% overall, 62.52% youth

Wayne County 69% overall, 71.79% Youth

Genesee Finger Lakes Regional Planning Council 58.33% (vouchers submitted quarterly, 100% accruals)

Community Skills Consortium 88.93% overall

PY'20 Budget Modification

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

PY'21 Allocations and Budget Update

**A motion to approve contractor PY'21 budgets for Adult and Dislocated Worker was made by Mr. Rowe and seconded by Mr. Plympton. All in favor motion carried.**

Due to a decrease in allocations, Youth contractors were asked to decrease their proposed budgets by 20%. After revised budgets are received and reviewed for scope of work by Amanda Lesterhuis, they will be provided to this committee for review and approval.

**A motion to approve the WIB PY'21 budget was made by Mr. Plympton and Ms. Percy. All in favor, motion carried.**

PPP Loan

Ms. Murphy stated that she submitted the application for forgiveness on April 27<sup>th</sup> to Five Star Bank. She is expecting the loan to be off the Balance Sheet by the end of the year.

Work Plan

Update #8: Youth budgets before this committee as completed; Budgets before Board on May 19<sup>th</sup>

Update #10: Bonadio will be on site for a week in August and a week in September to complete field work

Update #9: Forgiveness application filed

**Next Scheduled Meeting – Wednesday, May 26, 2021**

**A motion to adjourn was made by Mr. Rowe and seconded by Mr. Plympton. All in favor, motion carried. The meeting was adjourned at 9:45 a.m.**

*Respectfully submitted by:  
Jen May, Executive Assistant*