

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
Via Zoom
Wednesday, August 25, 2021 9:00 am

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

Approval of Minutes

Corrected minutes from the June 30, 2021 meeting will be sent to the committee for review and approval.

Reports

Training obligations report – PY'20

98.43% of Adult funds have been obligated for ITA and OJT training; \$4,595 remains available;
45.44% of Dislocated Worker funds have been obligated for ITA and OJT training; \$54,989 remains available;
\$19,000 remains available in customized training;
\$27,423 in youth with 29.54% obligated.

Training obligations report – as of August 23, 2021

75.48% of Adult funds have been obligated for ITA and OJT training; \$27,896 remains available;
8.71% of Dislocated Worker funds have been obligated for ITA and OJT training; \$124,111 remains available;
\$19,000 remains available in customized training;

Contractor expense reports – Target is 100% through 6/30/21 per the county's contract; numbers reflected are through 6/30/21
Ontario County 91.97% overall, 80.16% youth
Seneca County 90.47% overall, 91.8% youth
Yates County 95.59% overall, 93.65% youth
Wayne County 98.55% overall, 98.54% Youth
Genesee Finger Lakes Regional Planning Council 12.9% (actual based on vouchers submitted)
Sodus Central School District 94.35% overall

Independent Audit Update

Ms Sowards reported that representatives from Bonadio are scheduled to perform field work at the WIB offices on September 21st and Mr. Waterstram from Bonadio will present the draft audit to this committee on October 27th.

Work Plan

Update #3, Draft and approval of policies: Updates will be provided to the committee as needed;
Update #7, PY'20 Audit: Bonadio scheduled for field work on September 21st and to present to committee on October 27th;
Update #8, Condense presented financial statements; Updates will be provided to the committee as needed.

Budget Modification

A budget modification is required to account for carryover funds, unused PPP loan funds, additional Youth funds accepted by contractors and raises for WIB staff. A budget modification resolution will be provided to this committee prior to the September 7th Executive Committee meeting for review and approval.

Next Scheduled Meeting – Wednesday, October 27, 2021

The meeting was unanimously adjourned at 9:30 a.m.

*Respectfully submitted by:
Jennifer May, Executive Assistant*