

Finger Lakes Workforce Investment Board, Inc.  
FINANCE & AUDIT COMMITTEE MEETING MINUTES  
Via Zoom  
Wednesday, January 26, 2022 9:00 am

ATTENDANCE: Members: Bob Doebelin, Sarah Eighmey, Rick House, Bonnie Percy, Rick Plympton, Mitch Rowe, Eileen Tiberio  
Staff: Bobbi-Jo Bilia, Lynn Freid, Jen May, Debbie Sowards

Approval of Minutes

**A motion to approve minutes from October 27, 2021 was made by Mr. House and seconded by Mr. Plympton. All in favor, motion carried.**

Ms. Sowards introduced Bobbi-Jo Bilia, who filled the Staff Accountant position left vacant after the departure of Jordan Bates.

November 2021 Financial Statements

Due to COVID illness and short staffing issues, complete required information for the statements was not available. Full financial statements will be provided to the committee prior to the next F&A meeting.

Reports

Contractor expense reports – Target is 40% through 12/31/21 per the county's contract; numbers reflected are through 12/31/21  
Ontario County 51.34% overall, 48.16% youth  
Seneca County 38.8% overall, 31.03 youth  
Yates County 40.77% overall, 39.88% youth  
Wayne County 38.42% overall, 36.44% Youth  
Sodus Central School District/Community Skills Consortium 43.65% overall

Admin Expenses Comparison to Budget for month of December 2021. The following percentages reflect remaining balance of PY'21.

Salary and Wages – 56.95%  
Fringe Benefits – 60.81%  
Operating Expenses – 75.31%  
Total – 62.38%

Training and OJT obligations report – As of 12/8/21

	Required ITAs	Required OJTs	Enrolled ITAs	Enrolled OJTs
Ontario	28	12	25	13
Seneca	15	5	3	-
Wayne	28	12	20	7
Yates	15	5	12	3

134.83% of Adult funds have been obligated for ITA and OJT training; (\$60,706) remains available;  
0% of Dislocated Worker funds have been obligated for ITA and OJT training; \$140,205 remains available. Ms. Sowards requested approval from the committee to transfer \$100,000 from Dislocated Worker Training Funds to Adult.  
18.75% of Customized Training funds have been obligated; \$16,000 remains available;  
\$15,000 Adult funds and \$10,000 DW funds remain available for Work Try-Out;  
\$16,000 remains available for Customized Training.

**A motion to approve the transfer of \$100,000 in Dislocated Worker funds to Adult was made by Mr. Plympton and seconded by Ms. Percy. All in favor, motion carried.**

**A motion to approve the Vendor History report for the first half of PY'21 was made by Ms. Percy and seconded by Ms. Tiberio. All in favor, motion carried.**

FOTA Virtual Monitoring

Ms. Sowards reported that FOTA has started the virtual monitoring process for PY'20 for review. Ms. Freid and Ms. Sowards communicate with FOTA daily as items are reviewed, assessed and prepared for the monitor/audit activity.

IRS Mileage Rate 2022

As of 1/1/22, the IRS Mileage Rate increased to \$0.585 per mile.

**A motion to approve the increase mileage rate was made by Ms. Tiberio and seconded by Mr. House. All in favor, motion carried.**

### Work Plan

Delete #7: PY'20 Independent Audit completed

Update #8: Condensed financial statements will be presented at the February meeting.

Update #9: FOTA Virtual Monitoring status changed to In Process

Update #4 - Ms. Freid stated that she and Michael Woloson are working closely with Seneca County; meeting every 5-6 weeks to discuss and seek solutions to improve their consistently low numbers performance/outcome numbers.

### Other Business

Concluding workplan item #4, Ms. Freid continued that there is a meeting February 2<sup>nd</sup> with the county workforce managers to discuss long-standing contentious relationships among the WIB, DOL and county career centers. She shared that she has had conversations with most county administrators, commissioners, workforce managers and front-line staff to understand the challenges. The intent of the February 2<sup>nd</sup> meeting is to “leave yesterday’s luggage” at the door and for all partners to work together to build a partner contract that works for everyone. There are significant complications as WIOA funds have been “flat” for several years causing county funds to cover WIOA related work activities among other significant items causing a break-down of good quality services to the Finger Lakes Communities.

Ms. Tiberio stated she appreciated Ms. Freid’s efforts to work through long standing issues and her effort to communicate to get to a better working situation with Ontario and the other workforce counties.

Mr. Plympton offered to assist including letting know he was available for the county representatives to contact him to discuss Ms. Freid’s process moving forward.

**Next Scheduled Meeting – Wednesday, February 23, 2022, 9:00 a.m., via Zoom**

**The meeting was unanimously adjourned at 9:26 a.m.**

*Respectfully submitted by:  
Jennifer May, Executive Assistant*