

Finger Lakes Workforce Investment Board, Inc.  
FINANCE & AUDIT COMMITTEE MEETING MINUTES  
Via Zoom  
Wednesday, March 30, 2022 9:00 am

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

Approval of Minutes

**A motion to approve minutes from January 26, 2022 was made by Mr. House and seconded by Mr. Plympton. All in favor, motion carried.**

Financial Statements through February 28, 2022

WIB Expense Summary by Program

Admin – 59.3%

Adult – 53.2%

Youth – 91.1%

DW – 44.7%

Contractor expense reports – Target is 70% through 3/31/22 per the county's contract; numbers reflected are through 12/31/21  
Ontario County 64.86% overall, 50.52% youth  
Seneca County 56.27% overall, 50.02% youth  
Yates County 43.08% overall, 44.24% youth  
Wayne County 69.06% overall, 76.22% Youth  
Sodus Central School District/Community Skills Consortium 93.81% overall

Training and OJT obligations report – As of 3/7/22

	Required ITAs	Required OJTs	Enrolled ITAs	Enrolled OJTs
Ontario	28	12	24	13
Seneca	15	5	4	-
Wayne	28	12	27	9
Yates	15	5	14	4

92.67% of Adult funds have been obligated for ITA and OJT training; (\$20,130) remains available;  
11.69% of Dislocated Worker funds have been obligated for ITA and OJT training; \$33,797 remains available;  
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; Ms. Sowards recommends transferring Work Try-Out funds to Adult, if necessary.

Ms. Tiberio questioned why there has been a delay in payments to subcontractors and Ms. Sowards answered that the WIB experienced a rough start with Generations Bank and the BillPay system and have been supplementing with paper checks printed in the office. Ms. Freid added that staff turnover in the fiscal department and the second audit by NYS DOL have also impacted payments. Ms. Sowards stated that she hopes all payments will be caught up by end of April.

FOTA Virtual Monitoring

Virtual monitoring continues and it is expected to finish in the next few weeks. Updates will be provided when available.

Approval of Amended WIB Budget

Amended budget now contains SCION funds and modifications to staff salaries/benefits due to changes in staff.

**A motion to approve the amended budget was made by Mr. Plympton and seconded by Ms. Tiberio. All in favor, motion carried.**

Approval of Updated Financial Policy and Procedures Manual

**ACTION ITEM: Mr. Plympton stated that the language surrounding the 990 seemed duplicitous; Ms. Sowards to review document and make any necessary adjustments, if needed.**

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

PY'22 Contract/Budgets

Ms. Badger stated that the PY'21 Youth RFP has been extended through June 2022. It was requested that contractors keep their budgets flat and draft budgets and Scope of Work are due to the WIB by April 15<sup>th</sup>.

Ms. Sowards reported that Adult/DW/Admin contractors have also been asked to keep budgets flat and the WIB will notify them of any changes once notifications of allocations are sent by NYSDOL. Draft budgets are due to the WIB by April 20<sup>th</sup>.

WIB budget is subject to same as contractors.

RFP Independent Auditors for PY'22

Bonadio has one more year on the existing contract, then a RFP will be sent for the next term.

Work Plan

**ACTION ITEM: Actual dates to be used in Next Steps column.**

Delete #7: PY'20 Independent Audit completed

Other Business

This committee will now meet quarterly, unless otherwise needed.

Ms. Freid shared that the Career Center managers and WIB have met to discuss details of the WIOA contract. Information has now been sent to county commissioners and updates will be provided to this committee when available.

**Next Scheduled Meeting – Wednesday, April 27, 2022, 9:00 a.m., via Zoom and in-person at WIB offices.**

**A motion to adjourn was made by Mr. Rowe and seconded by Ms. Tiberio. All in favor, motion carried. Meeting adjourned at 9:40 a.m.**

*Respectfully submitted by:  
Jen May*