

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
Via Zoom
Wednesday, April 27, 2022 9:00 am

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

Approval of Minutes

A motion to approve minutes from March 30, 2022 was made by Ms. Eighmey and seconded by Mr. Rowe. All in favor, motion carried.

Financial Statements through March 31, 2022

WIB Expense Summary by Program

Admin – 67.2%

Adult – 64.1%

Youth – 101.1% *this is a timing difference when the amended budget is approved

DW – 51.6%

Contractor expense reports – Target is 70% through 3/31/22 per the county's contract; numbers reflected are through 3/31/22

Ontario County 74% overall, 62% youth

Seneca County 57% overall, 49% youth

Yates County 66% overall, 66% youth

Wayne County 76% overall, 77% Youth

Sodus Central School District/Community Skills Consortium 100% 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

Ms. Sowards noted her concern regarding the Seneca County expenditures. Mr. Rowe stated that he will be following up with Seneca County Workforce Development staff.

As of 3/31/22:

92.67% of Adult funds have been obligated for ITA and OJT training; (\$20,130) remains available;

11.7% 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;

\$16,000 remains available in customized training;

\$25,000 remains available in Work Try-Out.

Other Reports

Work Plan – at Mr. Doebelin's request, the Work Plan has been updated to include actual dates in Next Steps/Deadline column and further updates have been made to better organize the document.

Remove #1: Finance & Audit is not the appropriate committee to oversee this action. Once a grant is received, this committee will take monitoring action and action items may be added to the Work Plan.

Remove #2: Will be added again if/when necessary.

No change to #3: Awaiting guidance from NYS DoL.

Update #4: To be made into two parts:

#4A. Ms. Freid stated she has spoken with all four county commissioners and there is now agreement on the WIOA contract. A report will be built that encompasses all eleven elements of the current WIOA contract, now that all counties know that all elements are a part of the Contract's Basic Scope of Services. This will require additional training for WIOA staff. The report will be shared with all stakeholders so that everyone has a clear understanding of requirements and services available. Updates will be provided at August meeting.

#4B. WIOA contract to be completed by 6/30/22.

#5: Ms. Badger reported that the current budget is a little over \$50,000. Sponsorship funds from this year and cancelled 2020 events equal \$39,000 and del Lago funds will be used to fill the deficit. The event currently has 1,000 students registered, 100 chaperones, 100 exhibitors and volunteers are still needed. Post event update to be provided at August meeting.

Update #6: Committee is in good standing; update to be provided at August meeting.

No change to #7: To be completed 6/30/22

Addition of #8: Financial Management Review and Property & Procurement with contractors to begin April 28th; update will be provided at August meeting.

Vendor History Report

A motion to approve the Vendor History Report was made by Mr. Plympton and seconded by Ms. Eighmey. All in favor, motion carried.

Basic and Individualized Numbers – Ms. Freid shared that the report is in reference to Work Plan item #4A. The report lines out, by county/DOL office, the number of customers receiving Basic Career Services, Individualized Services and Classroom Training. Mr. Plympton questioned the low numbers for Seneca County and Ms. Freid responded that Seneca County was not aware of their obligation to adhere to all eleven elements of the WIOA contract and they have had difficulties securing OJTs. All counties will receive additional training regarding correctly using OSOS which will allow numbers to be captured more accurately. Mr. Plympton suggested Geneva DOL and Lyons DOL be renamed Ontario DOL and Wayne DOL, respectively.

PY'22 Budgets

Contractor Budgets

Youth – Ms. Badger reported that she has received Scope of Work from the five providers, which includes what they've done in the past and how they plan to increase enrollment numbers. Budgets were requested to come in flat, and they were, but there remained a deficit in Youth funds. Final PY'22 allocations have not been received. With this in mind, the committee decided to wait on the approval of Youth budgets until the final allocations are received.

Admin/Adult/DW – These budgets came in flat, as requested. The committee reviewed and approved as presented.

WIB Budget

WIOA – Ms. Sowards shared that the WIB was also asked to remain flat, and the budget includes additional funds in meeting expenses, as meetings are likely to return to in-person. This amount comes to a roughly 1% increase.

Other Programs – The FAME budget is higher than in the past due to FOTA requesting that FAME absorb some WIB operating costs, such as rent, utilities, etc. SCION budget was approved as submitted.

Training Budgets – Submitted at same level as PY'21.

New Committee & Board Meeting Schedule for PY'22

Wednesday, August 31, 2022

Wednesday, October 26, 2022

Wednesday, January 25, 2023

Wednesday, April 26, 2023

Next Scheduled Meeting – Wednesday, August 31, 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 Mr. House. All in favor, motion carried. Meeting adjourned at 9:44 a.m.

*Respectfully submitted by:
Jen May*