

Finger Lakes Workforce Investment Board, Inc.
 FINANCE & AUDIT COMMITTEE MEETING MINUTES
 Via Zoom
 Wednesday, December 7, 2022 9:00 am

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

Approval of Minutes

A motion to approve minutes from October 26, 2022 was made by Ms. Wright and seconded by Ms. Percy. All in favor, motion carried.

Fiscal/FOTA Update

Ms. Badger reported that the WIB received an extension through January 30, 2023 for the PY'20 FOTA audit and the PY'21 audit is in process. Ms. Freid has asked Albany to allow for a stop to the PY'21 FOTA audit due to the many issues that have arisen so that the WIB can move forward, through "adjustment entries". Ms. Wright questioned why this would be needed and Ms. Freid explained that the issues stem from the WIB having their own accounting system and DoL having a different system, as well as the prior WIB CFO having knowledge of her own accounting system and that knowledge leaving the WIB with her. To mitigate these issues in the future, the Finance & Audit Policy has been updated (2021) and all fiscal policies and procedures are being updated. Additionally, no one individual person has control of any parts; all fiscal staff are cross-trained.

Independent Audit PY'21

The process has begun for the PY'21 independent audit with The Bonadio Group, and requested materials are being gathered. Mark Waterstram of The Bonadio Group will be retiring and although a line exists in our current contract with The Bonadio Group allowing for an extension of services, the agency may not be available going forward. Fiscal staff are looking at the available options and a new RFP may be required.

PY'22

PY'21 County Requirements

	Required ITAs	Required OJTs	Enrolled ITAs	Enrolled OJTs
Ontario	28	12	31	21
Seneca	15	5	5	-
Wayne	28	12	26	12
Yates	15	5	17	6

PY'22 County Requirements - through October

	Required ITAs	Required OJTs	Enrolled ITAs	Enrolled OJTs
Ontario	28	12	13	10
Seneca				
Wayne	28	12	13	-
Yates	15	5	5	-

85.4% of Adult funds have been obligated for ITA and OJT training; \$23,398 remains available;
 4.9% of Dislocated Worker funds have been obligated for ITA and OJT training; \$152,009 remains available;
 0% of Customized Training funds have been obligated; \$10,000 remains available;

PY'22 Contractor Expenses

		Expenses + Nov Accruals	Annual Budget	% Budget Spent
Ontario County				
Adult	150	25,496.43	64,371.00	39.61%
Youth	200	24,930.32	94,635.00	26.34%
Dislocated Worker	250	31,181.94	78,674.00	39.63%
Total Ontario County		81,608.69	237,680.00	34.34%
Yates County				
Administration	100	880.68	2,642.00	33.33%

Adult	150	10,326.51	33,253.00	31.05%
Youth	200	15,438.50	80,836.00	19.10%
Dislocated Worker	250	10,275.09	33,253.00	30.90%
Total Yates County		36,920.78	149,984.00	24.62%
Wayne County				
Administration	100	1,335.48	3,862.00	34.58%
Adult	150	20,758.90	63,003.00	32.95%
Youth	200	28,629.29	130,524.00	21.93%
Dislocated Worker	250	24,286.25	68,709.00	35.35%
Total Wayne County		75,009.92	266,098.00	28.19%
Genesee Finger Lakes Regional Planning Council*				
Adult	150	190.54	2,498.46	7.63%
Dislocated Worker	250	189.16	2,498.46	7.57%
Total Genesee Finger Lakes Regional Planning Council		379.70	4,996.92	7.60%
FLACRA - Seneca Cty				
Adult	150	7,607.65	42,872.00	17.75%
Dislocated Worker	250	9,325.94	44,105.00	21.14%
Total FLACRA		16,933.59	86,977.00	19.47%
FL Community School - Seneca				
Youth	200	0.00	98,935.00	0.00%
Total FL Community School - Seneca		0.00	98,935.00	0.00%
Community Skills Consortium - Sodus				
Youth	200	121,402.84	148,122.00	81.96%
Total Community Skills Consortium - Sodus		121,402.84	148,122.00	81.96%
TOTAL		315,321.93	806,880.92	39.08%

*GFLRPC paid quarterly FL Community School first voucher due 12/12

7/1/2022 - 6/30/2023

11 Basic Elements

After this committee requested to see services provided by contractors, the 11 Basic Elements report was created and will continue to be shared with this committee, Performance & Evaluation, Career Center Managers and Business Services Representatives and Training Team members. Report attached to these minutes.

Work Plan

Update #5: PY'21 Independent Audit tentatively scheduled to begin in January.

Next Scheduled Meeting - Wednesday, January 25, 2023, 9:00 a.m., via Zoom.

Meeting adjourned at 9:20 a.m.

Respectfully submitted by:
Jen May

NOTES AND ATTACHMENTS

11 Basic Elements report