

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES

Via Zoom

Wednesday, February 1, 2023 9:00 am

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

Approval of Minutes

A motion to approve minutes from December 7, 2022 was made by Ms. DeVault and seconded by Ms. Eighmey. All in favor, motion carried.

Fiscal/FOTA Update

Ms. Badger shared that the goal for completion of the NYS DoL PY'20 audit was January 31st but an extension has been requested and WIB staff are awaiting a response. Ms. Badger has been meeting with the WIB's NYS DoL representative regarding the PY'21 audit and an exit meeting has taken place, but finalization of other items is still underway. The NYS DoL representative has said that the closing letter will be provided in March, likely after the scheduled board meeting.

Independent Audit PY'21

FLWIB staff has been working with Mark Waterstram of The Bonadio Group to complete the PY'21 audit. Extensions on all filings were approved in October. Presentation of the final audit is planned for the March 15th board meeting. The Bonadio Group will likely not be available for future audits and an RFP for services will have to be released.

Youth Request for Proposal

After review, a motion to approve the release of RFP for Youth services was made by Ms. Wright and seconded by Ms. Tiberio. All in favor, motion carried.

WIB Budget Modification

A PY'22 budget modification will be requested due to increased wages for the Youth Coordinator and Staff Accounting positions (additional days per week), actual increase of health and dental premiums for 2023, updates in SCION funds (calendar year vs program year) and increases in rent and legal services. The net increase is approximately \$36,000, with a height of \$38,000 (formulas may have to be corrected). Mr. Doeblin stated that current financial statements are to be provided to this committee before a budget modification can be approved. FLWIB staff will provide financial statements via email and approval of the budget modification will then be requested.

Approval of the budget modification was provided via email on February 9, 2023.

Quarterly Reports

A motion to approve Contractor Expenses through December and quarterly Vendor History was made by Ms. Tiberio and seconded by Ms. Wright. All in favor, motion carried.

Basic 11 Elements

Ms. Badger shared the attached Basic Elements report, which shows PY'22 Basic and Individualized Services provided to customers at Career Centers and compared those numbers to numbers from PY'21. The difference between the two years can be attributed to increased efforts on the part of Career Center staff and information being correctly captured in the One Stop Operating System (OSOS). Ms. Freid added that this report was born of suggestions from this committee.

Work Plan

Addition of Youth RFP process; May 17th board meeting deadline;
Update #5; PY'21 Independent Audit ongoing; Presentation at March 15th board meeting;
Update to #3 at April 6th meeting0

Other Business

PY'22 County Requirements - through December

	Required ITAs	Required OJTs	Enrolled ITAs	Enrolled OJTs
Ontario	28	12	16	11
Seneca				
Wayne	28	12	16	2
Yates	15	5	4	1

95.66% of Adult funds have been obligated for ITA and OJT training; \$6,952 remains available; approximately \$75,000 will have to be moved from DW to Adult once all Adult funds have been obligated;
4.9% of Dislocated Worker funds have been obligated for ITA and OJT training; \$152,004 remains available;
0% of Customized Training funds have been obligated; \$10,000 remains available;

		Expenses + Dec Accruals	Annual Budget	% Budget Spent
Ontario County Adult				
	150	37,748.24	64,371.00	58.64%
Youth	200	38,870.61	94,635.00	41.07%
Dislocated Worker Total	250	46,156.43	78,674.00	58.67%
Ontario County		122,775.28	237,680.00	51.66%
Yates County				
Administration	100	1,321.02	2,642.00	50.00%
Adult	150	16,548.19	33,253.00	49.76%
Youth	200	30,415.54	80,836.00	37.63%
Dislocated Worker Total	250	16,499.88	33,253.00	49.62%
Yates County		64,784.63	149,984.00	43.19%
Wayne County				
Administration	100	1,530.29	3,862.00	39.62%
Adult	150	24,177.30	63,003.00	38.37%
Youth	200	42,210.96	130,524.00	32.34%
Dislocated Worker Total	250	30,645.91	68,709.00	44.60%
Wayne County		98,564.46	266,098.00	37.04%
Genesee Finger Lakes Regional Planning Council* Adult				
	150	565.30	2,498.46	22.63%
Dislocated Worker	250	565.30	2,498.46	22.63%
Total Genesee Finger Lakes Regional Planning Council		1,130.60	4,996.92	22.63%
FLACRA - Seneca Cty				
Adult	150	7,607.65	42,872.00	17.75%
Dislocated Worker Total	250	9,325.94	44,105.00	21.14%
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%
SCION - ARC Wayne (Calendar Year Contract) SCION				
DRC	700	13,659.67	62,789.45	21.75%
Administration	700			26.91%
		1,191.40	4,427.36	
Total ARC Wayne		14,851.07	67,216.81	
	TOTAL	408,657.81	806,880.92	50.65%

*GFLRPC paid quarterly

FL Community School - working to get claim vouchers
SCION is a Calendar Year Contract (Others July through June)

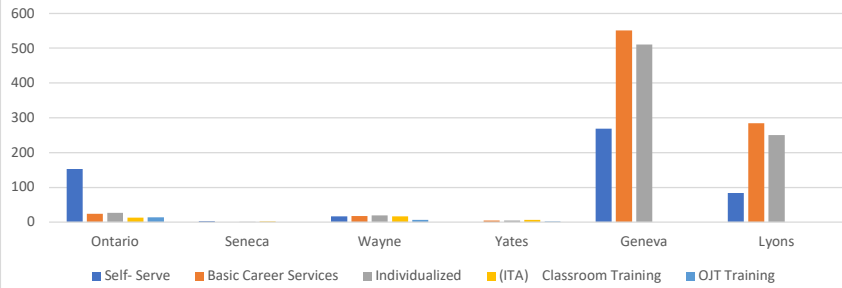
Next Scheduled Meeting - Wednesday, April 6, 2023, 9:00 a.m., via Zoom

A motion to adjourn was made by Ms. DeVault and seconded by seconded by Ms. Tiberio. All in favor, motion carried.

Meeting adjourned at 9:33 a.m.

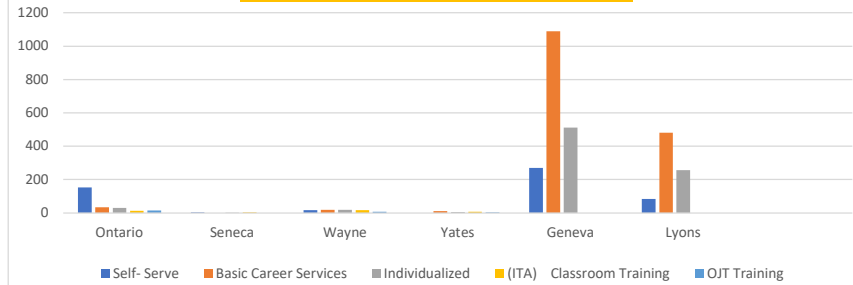
Respectfully submitted,
Jen May

PY 21-Funded Customers (July-December)



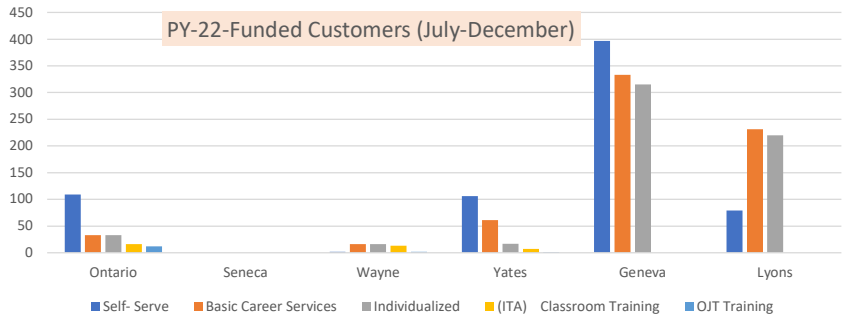
PY 21-(July-Dec)	Self-Serve	Basic Career Services	Individualized	(ITA) Classroom Training	OJT Training
Ontario	153	24	27	13	14
Seneca	3	0	1	2	0
Wayne	16	18	19	16	6
Yates	0	5	5	6	2
Geneva	269	551	510	0	0
Lyons	84	284	250	0	0

PY21-Funded Services (July -December)



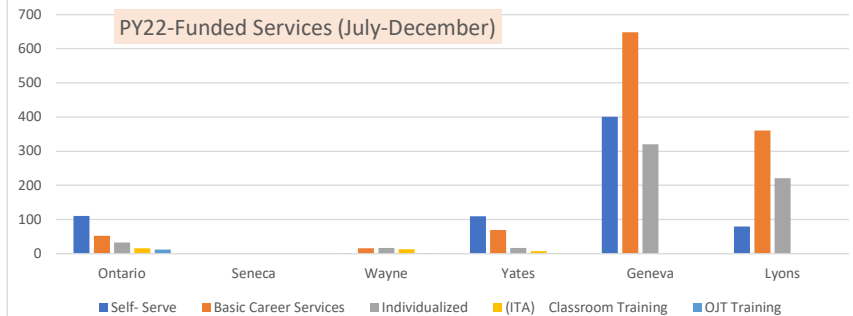
PY 21-(July-Dec)	Self-Serve	Basic Career Services	Individualized	(ITA) Classroom Training	OJT Training
Ontario	154	35	30	13	14
Seneca	3	0	1	2	0
Wayne	16	18	19	16	6
Yates	0	10	5	6	2
Geneva	270	1090	511	0	0
Lyons	84	481	256	0	0

PY-22-Funded Customers (July-December)



PY 22-(July-Dec)	Self-Serve	Basic Career Services	Individualized	(ITA) Classroom Training	OJT Training
Ontario	109	33	33	16	12
Seneca	0	0	0	0	0
Wayne	2	16	16	13	2
Yates	106	61	17	7	1
Geneva	397	333	315	0	0
Lyons	79	231	220	0	0

PY22-Funded Services (July-December)



PY 22-(July-Dec)	Self-Serve	Basic Career Services	Individualized	(ITA) Classroom Training	OJT Training
Ontario	111	53	33	16	12
Seneca	0	0	0	0	0
Wayne	2	16	17	13	2
Yates	110	69	17	7	1
Geneva	401	648	321	0	0
Lyons	79	361	221	0	0

Basic Services

- Intake Eligibility
- Services Orientation
- Initial Assess. of Skill Levels
- Partner Referrals
- Eligible Training Provi

Individualized Services

- Comprehensive/Specialized Assessments
- Individualized Employment Plans
- Group/Individual counseling/mentoring
- Career Planning
- Short term pre-voc services
- Internships and Work Experience