

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

Via Zoom

Wednesday, August 9, 2023 9:00 am

ATTENDANCE: Members: Rick House, Bonnie Percy, Eileen Tiberio, Erica Wright
Absent: Jennifer DeVault, Sarah Eighmey
Staff: Dréa Badger, Steve Blaszk, Lynn Freid, Jen May

Ms. Freid welcomed Ms. Wright as the new committee chair and explained that Mr. Doeblin remains a member of the board. Lina Brennan has filled the Board Treasurer position and will attend meetings when she is able, but is not required to as the new Treasurer. Ms. Freid then welcomed Steve Blaszk, Senior Accountant for FLWIB, Inc.

Approval of Minutes

A motion to approve minutes from July 6, 2023 was made by Ms. Tiberio and seconded by Ms. Wright. All in favor, motion carried.

Fiscal Update

PY'21 Audit: DOL Financial Oversight & Technical Assistance (FOTA) - as of July 28th, this audit was completed.

PY'22 Audit: FOTA - the process began on August 4th; and an entrance conference is being scheduled.

Subrecipient Fiscal Monitoring - Ms. Badger shared the PY'23 monitoring schedule for Adult/DW, Youth and Fiscal. During the monitoring process, the WIB mimics the FOTA monitoring process and selects sample months and asks the contractors for all documents and details relating to expenses. The schedule will be shared at future meetings of this committee.

Financial Statements

Admin Expenses Compared to Budget - Currently, we are over budget in a few areas based on the Annual budget; Credit Card Fees, General Liability, Office Cleaning, and Paychex Admin Services.

Balance Sheet - Deferred Revenue was set up for SCION grant from June to July; Accounts payable include accruals for June (WIB and Programs) that reverse on 7/1/23.

Contractor's Report - Expenses -

These numbers reflect through June 30, 2023 per the county contracts:

Overall spending = Ontario County: 87.6%, Yates: 94.4%, Wayne County: 95.4%, GFLRPC: 69.2%, Sodus/Community Schools: 99.5%. (this does not include payments for June expenses)

Note that SCION is a calendar year program and does not run on our Program Year (July through June); Arc Wayne has spent 69.5% in program year.

FLACRA - Seneca started in Nov 2022 and spent 32%

FLX Community Schools - Seneca started late as well and spent 47.7%.

Funds were de-obligated from FLX Community Schools. We were aware this need to happen and all other left-over funds from contracts (PY22) will be carried over and used in PY23. Ms. Wright noted that all WIOA funds granted to the WIB have two years to be spent. WIB staff allocate funds across different program funds with oldest funds used first in order to ensure all funds are spent appropriately and in the required amount of time.

Ms. Freid added that as of this week, the Wayne County Adult and Dislocated Worker position and Seneca County Youth position have been filled by direct hires to the WIB.

Income Statement - Monthly Statements provided and a Statement that includes all of Program Year (PY) 2022; 13 Statements total.

Statement of Cash Flow

WIB Expenses Summary by Program

Statement of Revenue and Expenditures

New Business

PY'23 WIB Budget Modification - With the two new hires, expenses for Salaries, Benefits and Fringes and various office related budget lines have been affected including an annual COLA increase. The WIB requests approval of an overall budget of \$776,598 for PY'23.

Ms. Freid noted that there has not been an in-person meeting of the full board since November 2022; a January meeting was not scheduled, the region was under a "Do Not Travel" advisory via the Governor's office due to a winter storm for the scheduled March meeting and there were several last-minute attendance issues which caused the May meeting to not meet quorum. Due to the mentioned challenges, new business was conducted over email, which the state has shared is not valid for approval of resolutions. Resolutions that have been approved by executive committee are in effect, however, there needs to be an in-person meeting for final/official approval. Therefore, all resolutions not having in-person full board approval will be brought forth at the September (in-person) meeting for this full board vote process to complete. Along with any new

8/9/23

resolutions. Ms. Freid stated that the September 20th board meeting at Keuka College must have in-person quorum. She and Ms. May will be reaching out to Board members with email and phone calls to confirm attendance.

The new FLWIB firewall was shared with this committee.

A motion to approve the PY'23 WIB Budget Modification was made by Ms. Tiberio and seconded by Mr. House. All in favor, motion carried.

Work Plan

#3 PY'21 Monitoring can be removed; complete;
Addition of Subrecipient Monitoring schedule.

Next Scheduled Meeting - Wednesday, October 11, 2023, 9:00 a.m., via Zoom

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

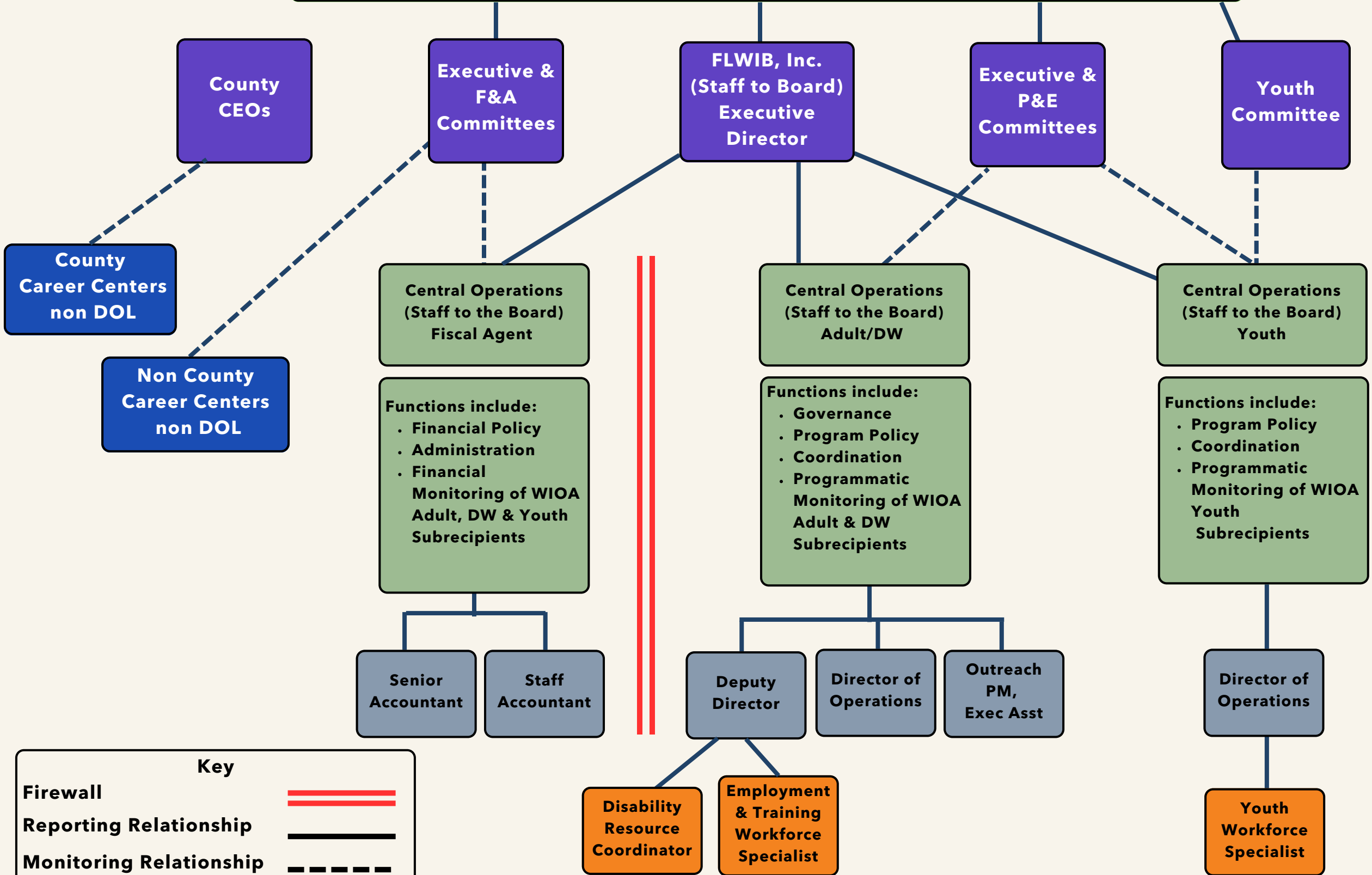
Meeting adjourned at 9:44 a.m.

Respectfully submitted,
Jen May

Notes and Attachments

FLWIB Firewall

Finger Lakes Workforce Investment Board, via Ontario County CEO as WIOA Grant Recipient



Key

- Firewall**
- Reporting Relationship**
- Monitoring Relationship**