

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
Go To Meeting
Thursday, March 18, 2010

ATTENDANCE: Members: Marty Teller, Don Oakleaf, Geoff Astles, Tom Kelly, Sarah Purdy
Absent: Charlie Schillaci
Staff: Karen Springmeier, Barbara Murphy and Debbie Sowards

Minutes from February 24, 2010 were reviewed and approved as submitted by Mr. Astles and seconded by Mr. Oakleaf.
Motion carried.

FOLLOW UP FROM 2/24/10 MEETING: Nothing noted.

FINANCIAL STATEMENTS – DECEMBER 2009

December financial statements were reviewed. Please see notes pages for details

Action Item: January Financial Statements will be reviewed at the March 31st meeting.

PY10 BUDGET GUIDELINES AND RECOMMENDATIONS

The committee reviewed the PY10 Recommendations previously emailed with the meeting materials and discussed at length. The committee approved the following recommendations and guidelines:

1. WIA program funds to contractors will only support wages and fringes for staff who provide services directly to the customers. **Please note:**
Wages/fringes of directors and clerical staff who do not provide services directly to customers will not be reimbursed using WIA funds in the PY '10 budget year.
2. Fiscal support, if any, will only be supported using Admin funds
3. WIA funds will not support infrastructure expenses including but not limited to:
 - a. Rent
 - b. Building maintenance and repair
 - c. Data processing.
 - d. Risk retention
4. Work Keys will continue to be a business service and funded as a system cost
5. Each county will maintain one full time business services rep [business services reps will also act as a back up for Work Keys]
6. Consortium will work with NYSDOL to ensure functional alignment is in place particularly to work with and provide services to incoming customers.
7. All contractors and FLWIB will reduce PY09 Adult allocation by 5%
8. All contractors and FLWIB will reduce PY09 Dislocated Worker allocation by 30%
9. 40% of the Adult and DW funds will be allocated to the customer training pool
10. Youth Contracts will remain at same allocation as PY09
11. DPN will continue if the funding is available through a direct allocation. If not, then the DPN services will no longer be part of the system.

ACTION ITEM: These guidelines will be emailed to all contractors no later than COB on Friday, March 19th. Budgets are required to be submitted by Monday, March 29th from contractors and will be reviewed at the March 31st meeting.

WORK PLAN

The workplan will be reviewed at the regular March 31st meeting.

Meeting adjourned at 5:13pm

NEXT MEETING: WEDNESDAY, MARCH 31, 2010 AT 3:00PM VIA GO TO MEETING.

Respectfully submitted by:
Debra Sowards, Fiscal Coordinator