

Finger Lakes Workforce Investment Board, Inc.
FINANCE & AUDIT COMMITTEE MEETING MINUTES
Go To Meeting
Wednesday, March 31, 2010

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

Minutes from March 18, 2010 were reviewed and approved as submitted by Mr. Oakleaf and seconded by Ms. Purdy.
Motion carried.

FOLLOW UP FROM 3/18/10 MEETING:

PY10 BUDGET REVIEW – CONTRACTORS:

The committee reviewed the budget summary, contractor goal sheets, contractor narrative and WIB Budget.

- All counties submitted budgets adhering to the guidelines provided to them.
- FLACRA has decided not to provide services for PY10 and will not be submitting a budget. FLACRA will be sending a letter confirming this decision.
- Ms. Springmeier noted the separate Work Keys budget submitted by Seneca County is a system cost and can possibly later be reviewed as a fee for service.
- DPN is not included in any of these budgets and at this point it is not anticipated funding will be received for PY10 to continue the program.

The committee agreed to accept the budgets as submitted; pending final notice of PY10 allocations, changes may be necessary.

Action Item: After reviewing the narrative provided by the contractors, the committee requested additional information from Wayne County. Ms. Sowards will follow up with Wayne County and provide an update to the committee next week. Ms. Springmeier will contact CLEO and County Administrators to set up the annual meeting at the end of April.

FINANCIAL STATEMENTS – JANUARY/FEBRUARY 2010

February financial statements were reviewed. Please see notes pages for details. Training obligations were discussed – counselors have done a great job of spending/obligating all training funds!

Action Item: An announcement or resolution of appreciation to be done at May board meeting recognizing this accomplishment!

PY10 WIB BUDGET REVIEW

The WIB budget was reviewed. It was noted that while cuts in the budget were made, the goal of decreasing the budget in Adult funds by 5% and Dislocated Worker funds by 30% was achieved through the use of Board discretionary Access funds in the amount of \$10,923. Ms. Springmeier also pointed out the Admin funds available have decreased more than \$40,000 for PY10 which is a significant portion of the WIB operating expenses. Additionally, FAME approved using funds to supplement 10% of Ms. Springmeier's wages and fringes for her time and involvement in FAME. The committee approved using unrestricted funds after all other funding has been exhausted. Motion to approve was made by Mr. Oakleaf and seconded by Ms. Purdy; all in favor.

WORK PLAN

The work plan was reviewed and updated.

Meeting adjourned at 4:19pm.

NEXT MEETING: WEDNESDAY, APRIL 28TH, 2010 AT 3:00PM.

Respectfully submitted by:
Debra Sowards, Fiscal Coordinator