

### Finance/HR Meeting

**Date:** October 15, 2014

**Time:** 8-9am

**Attendance:** Cassandra Sheets, Brian Reese, Dave Wojnas, Kristie Falcone, Lisa Sexton

Topic	Discussion	Resolution	Person Responsible/ Time Frame
<b>Reviewed A/R &amp; Balance Sheet</b>	All healthy. Need clarification on the EAP deferred revenue.		Dominic
<b>Income Statement</b>  <b>2015 Draft Budget review</b>	Statements are looking good.  Budget reviewed and revenue and expenses discussed.	Complete and propose final budget in Nov. to present to the board for a vote in December.	Dominic/Cassandra
<b>Update on 401k Asset manager</b>	Updated everyone on where we are at. 2011 amendment is done. Dominic is working on amendments for 2012 and 2013 to get them all done. Then CFLR can be finished with current asset manager. Meeting is set up with Strategic for 10/24 and will move forward.	Current Status <ol style="list-style-type: none"> <li>1. Amend 2012 &amp; 2013 – 5500’s in the first quarter of 2015.</li> <li>2. Meeting with Strategic 10/24</li> </ol>	Dominic/Dave  Cassandra/Dominic
<b>Work Plan goal</b>	These goals have been placed on the work plan and the goals set have been completed for the first half of the year. They are as follows:  Merge HR & Finance Committees –	Done and discussed the flow of the	All - Cassandra

Topic	Discussion	Resolution	Person Responsible/ Time Frame
	<p>fit with Organizational move in SP for a Operations component of the Agency. July 2014.</p> <p>Complete Investment Policy – August with a drop date to the Board by Sept.</p> <p>Savings – determine plan for savings and decide to open CD’s – October.</p> <p>Update Conflict of Interest Policy &amp; deliver to Board for approval – December – then signature January 2015.</p> <p>Discuss analysis of program budgets and move forward with business plan – December 2014 Completion 2015</p> <p>Assist with budget decision on using finances to enhance employee benefits to meet Strategic plan goals of talent management and competitive salary packages 2015-2016.</p>	<p>meetings.</p> <p>Reviewed the wrong calculation so will correct and bring to next meeting. Also will be sure in 2015 that the Broker meets with the committee on the health of the investments- per policy.</p> <p>Decide in November?</p> <p>Conflict of interest is next goal to work on for December Board meeting.</p>	
<b>Administration Policies</b>	Reviewed done and updated	If committee has more questions please let me know.	All
<b>Insurances, Audit RFP, Retirement</b>	Unemployment – CFLR will self - insure and open a new account.	<p>Open an account at M&amp;T</p> <p>Send letter to NYS</p> <p>Remove as an expense in 2015 and keep on the Budget and make quarterly payments to the account.</p>	Cassandra/Dom

Topic	Discussion	Resolution	Person Responsible/ Time Frame
<b>Next Meeting</b>	All finance meetings will be on the 3 <sup>rd</sup> Wednesday of the month at 8 am.	Next meeting is November 19, 2014.	
<b>Agenda Items</b>	Review work plan – add HR goals  Review financials  Review 2015 budget final  Outline Unemployment plan-finalize  Update on asset manager change for 401-k  Any questions from the committee on the policies		Cassandra/Dom/Dave

Respectfully submitted, *C. Sheets*