

Budget & Finance Committee Meeting Minutes

Workforce Development Board: Butler • Clermont • Warren

Date: October 15, 2025

Time: 1:00pm to 2:00pm

Location / Virtual Link: TEAMS

1. Welcome & Attendance

Call to Order: 1:01pm

Meeting Called to Order by: David Fehr

Attendance:

Members: Chair- David Fehr, Rob Rohlfig

Staff: Becky Ehling, Brittney Stephens, Sal Consigilo, Amy Miller

Guest: Josh Hisle

2. Approval of Previous Meeting Minutes

Previous Meeting Date: August 13, 2025

September 10, 2025 Meeting: Cancelled

Notes: There were no questions, comments, or corrections to minutes. Minutes will stand as official minutes.

3. Roles & Responsibilities Review

4. Status of Funds / Financial Update

A. Presentation of Status of Funds:

Sal presented the Status of Funds update. He reported that all grants liquidating as of September 30, 2025, have been fully expended.

For grants liquidating September 30, 2026:

- **Adult Program:** Butler and Clermont are 100% obligated, with overall expenditures at 87%.
- **Dislocated Worker Program:** Butler is 100% obligated, Clermont is 30% obligated, and Warren is 29% obligated, with total expenditures at 63%.

- **Youth Program:** Butler is 38% obligated, Clermont is 86% obligated, and Warren is 69% obligated, with total expenditures at 54%.
- **Administrative Budget:** Currently at 50%, which aligns with expected spending for this point in the program year.
- **FY25 Rapid Response:** Both Clermont and Warren are 100% obligated.
- **SFY24 State Special Project Grant:** Fully expended at 100%.
- **PY24 RESEA:** Currently 55% spent.

For grants liquidating September 30, 2027, Sal noted that spending is progressing ahead of schedule:

- **Adult Program:** 13% spent
- **Dislocated Worker Program:** 8% spent
- **Youth Program:** 2% spent
- **Administrative Budget:** 0% spent
- **SFY26 State Special Project (Broadband Pilot):** 0% spent
- **PY25 RESEA:** 0% spent

B. Status of Funds Dashboards:

Liquidating 09/30/25

Liquidating 09/30/26

Liquidating 09/30/27

Non-WIOA Money

Youth Compliance

Additional Notes:

Reviewed

5. Budgets

Budget to Actual Expenditures:

Sal reported that the Budget-to-Actual expenditures are on target, and no issues have been identified at this time.

David Fehr requested that a proposed **2026 Budget** be presented at next month's committee meeting. **Sal and Becky** will collaborate to prepare and finalize the draft budget for review.

6. Discussion Items

1. Fiscal Agent Update- Executive Director **Becky Ehling** reported that a meeting is scheduled for **October 27th** with the three **CEOs/Proxies** and **Board Chair Abby Melampy** to discuss the Fiscal Agent matter. She emphasized that a **decision must be made promptly** to avoid disruptions in operations, payroll processing, and staff benefits administration. Timely resolution is essential to maintain organizational continuity and ensure employees experience no interruptions in compensation or benefits coverage.2. 2026 Proposed meeting schedule- Committee agrees to this schedule.

7. Adjournment

Meeting Adjourned at: David Fehr closed meeting at 1:52pm.