



Budget & Finance Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board
2/12/2025 3:30 PMEST

Attendance

Present: Remote

Members: Chair-David Fehr, Ron Rohlifing, Nathan Strange

Staff: Becky Ehling, Brittney Stephens, Traci Stivers, Sal Consiglio, Amy Miller

Absent:

Members: Josh Hisle

I. Welcome & Attendance (Presenters: David Fehr)

Committee Chair David Fehr opened meeting at 3:31pm.

A. Meeting Minutes from January 13, 2025

 [Budget & Finance Committee Meeting Minutes 1-13-25.docx](#)

No questions, comments, corrections. Meeting minutes will stand as official meeting minutes.

II. Roles & Responsibilities (Presenters: David Fehr)

 [ROLE OF THE FINANCE COMMITTEE.docx](#)

III. Status of Funds (Presenters: David Fehr, Sal Consiglio, Becky Ehling)

Sal provided an update to the committee regarding the current status of funds. The following details were presented:

- **Adult Grants (liquidating 09/30/2025):** Fully expended (100% spent).
- **Dislocated Worker Grants (liquidating 09/30/2025):**
 - Butler and Clermont: Fully expended (100% spent).
 - Warren: 53% expended.
- **Youth Grants (liquidating 09/30/2025):**
 - Clermont and Warren: Fully expended (100% spent).
 - Butler: 83% expended.
- **Administrative Funds (liquidating 09/30/2025):** 66% expended.
- **RETAIN Funds:** Returned to the state this week; will not be reflected in future status updates.

- **FY24 Rapid Response Funds (liquidating 09/30/2025):** Nearly fully expended (almost 100% spent).
- **RESEA Funds (liquidating 09/30/2025):** Fully expended (100% spent).
- **NDWG/Quest Funds (liquidating 09/30/2025):** Expenditures are expected to begin soon.
- **Adult Grants (liquidating 09/30/2026):** Expenditures have begun.
- **Dislocated Worker Grants (liquidating 09/30/2026):** Expenditures have begun.
- **Youth Grant (liquidating 09/30/2026):** Clermont and Warren expenditures have begun. Butler is still spending on 09/30/2025 grant.
- **State Special Project Grant (liquidating 09/30/2026):** This grant is for outreach (Dimalanta) and is 82% spent.
- **PY24 RESEA Funds (liquidating 09/30/2026):** 60% expended.

Youth Compliance is on track.

A. Presentation of Status of Funds

 [Status of Funds liquidating 9-30-25 as of 12-31-25.pdf](#)

 [Status of Funds liquidating 09-30-26 as of 12-31-25.pdf](#)

 [Youth Compliance.pdf](#)

B. Status of Funds Dashboards

 [09-25 as of 12-31-24.pdf](#)

 [9-2026 as of 12-31-24.pdf](#)

IV. Budgets (Presenters: Sal Consiglio, David Fehr, Becky Ehling)

As of 12/31/2024, the budget to actual performance is on track, with a slight underage attributed to unused legal fees and benefits that were initially estimated higher than actual expenditures. We returned \$10,000 in administrative funds when the RETAIN grant was relinquished; however, this will be offset by administrative funds received from additional Dislocated Worker funds. Additionally, the Ohio To Work budget will reflect a \$5,000 decrease from the balance displayed, as those funds were utilized for legal fees related to the 501(c)(3).

A. Budget to Actual

 [Copy of CYE 12-31-2024 WIB Bdgt vs Act - Dec2024.xlsx](#)

B. Ohio to Work

V. Discussion (Presenters: David Fehr, Becky Ehling)

Becky is seeking committee approval to allocate \$35,000 from the Ohio to Work Budget to open a business checking account for the 501(c)(3). The account requires a minimum daily balance of \$35,000 to avoid a \$30 monthly service fee. Additionally, a portion of the funds will be used to purchase a server and accounting software.

Committee agrees to move forward with putting this on the agenda for the Full/Quarterly meeting 03/06/2025.

Becky and Sal have agreed to proceed with the purchase of Sage 50, and Becky will contact the vendor to obtain pricing for the 501(c)(3). IT and Sal are collaborating to determine the appropriate server for purchase. Additionally, IT and Dimlanata are working together to identify a new hosting site. Becky is also in the process of obtaining all necessary signatures to open the checking account for the 501(c)(3).

A. Grant Opportunity

<https://www.centerpointenergy.com/en-us/corporate/community/centerpoint-energy-foundation/funding-priorities>

Becky presented the grant opportunity to the committee and is seeking approval to move forward, provided that it is not a matching grant. David expressed his agreement, emphasizing that we should remain focused on our core mission and continue to prioritize workforce development.

B. Update

Chase Bank Account for 501c3 (bank requires daily balance of \$35,000 to keep from paying \$30.00 monthly fee. Sal suggests taking this money from Ohio To Work.

Server

New Hosting Site

Accounting Software

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C. Membership Due Structure/Plan Pricing for 501c3

 [Membership Plans for BCW.pdf](#)

Sal expressed concerns regarding the use of the term "membership plan," as he believes it could generate program income for WIOA funds. His primary concern is the potential impact on staff time, as this is funded by county WIOA funds. Ron noted that while the membership dues structure could be an effective strategy, it seems more aligned with the model of a chamber. It was suggested that Becky reach out to Walter and Amanda at Employ Prince George to gather their feedback on the matter.

D. 2024 Retreat Planning Tool

 [2024 BCW Workforce Strategic Planning Working Document \(1\).pdf](#)

Becky is currently exploring ideas for a clearinghouse and believes that the quality control status could be updated to yellow, as it is actively being worked on and plans are being developed. The committee is also in the process of identifying 3-4 key issues to focus on for the 501(c)(3). Becky and Sal are scheduled to meet with Warren County to discuss the identification of a fiscal agent.

VI. Adjourn (Presenters: David Fehr)

The Next Budget & Finance Committee Meeting will be March 12, 2025 from 3:30pm-4:30pm.

Committee Chair Fehr closed meeting at 4:30pm.