

Budget & Finance Committee Meeting Minutes

Meeting Date: July 8, 2026
Meeting Time: 3:30 p.m. to 4:35 p.m.
Location: Teams

Attendance

Present: Remote:

Members Present: Nathan Strange, Julie Gilbert, Brian Lacon, Jenna Short, Josh Hisle, Paige Sheridan

Staff Present: Becky Ehling, Traci Stivers, Sal Consiglio

I. Welcome & Attendance

Executive Director Becky Ehling opened the meeting at 3:31 p.m. Board members agreed that she would facilitate the meeting.

II. Approval of Previous Meeting Minutes

No corrections or amendments were offered to the May 13 minutes, which stood as the official record.

III. Roles & Responsibilities Review

The committee roles and responsibilities document was reviewed as a reference for members.

IV. Status of Funds / Financial Update

The status-of-funds report reflected activity through May 31, 2026.

Grants Liquidating September 2026

- Adult: Warren County reported approximately \$11,900 as obligated. Staff anticipated the funds would be fully expended by the deadline after the pending voucher was entered.
- Dislocated Worker: Clermont County reported approximately \$500 obligated and \$18,000 available. June RMS expenditures were expected to fully utilize the remaining funds.
- Youth: Funds are available through the end of September and were considered fully committed; remaining activity involved coding and processing May and June invoices.
- Administrative and RESEA-related funds were reported as fully expended.

Grants Liquidating September 2027

- Adult funds were approximately 45% expended and 50% obligated.
- Dislocated Worker funds were approximately 42% obligated, with no concerns noted because a full year remains to expend the funds.
- Program Year 2025 youth funds were approximately 31% expended.
- Administrative funds were approximately 17% expended and 39% obligated.
- OhioMeansJobs resource-sharing funds were approximately 56% expended. Warren County was expected to report an additional draw.
- Rapid Response funds were approximately 41% expended. Staff noted that these funds may not reach 100% because expenditures depend on actual layoffs and participant uptake.
- Warren County TANF funds were approximately 67% expended. A \$175,000 transfer from Clermont County to Warren County was in process. Warren County calculated that the additional funds could be spent by year-end and plans to establish clearer work-experience limits for the next program year.

Special Projects and RESEA

- State Special Project/OJT: The \$10,000 designated for Clermont County's mobile resource room was expended. The remaining project funds support OJTs. Five participants had enrolled; two remained active, two relocated because of family emergencies, and one did not report. The current extension runs through September 30. Staff are working with Brooksource and the state on a further extension and grant-specific eligibility flexibility. An additional \$6,200 invoice was scheduled for July.
- Program Year 2025 RESEA: Approximately 55% was expended and 65% obligated. Because the initial RFP received no proposals, it was reissued with a July 17 due date. JobWorks agreed to a three-month contract extension during the rebid process.

Youth Compliance

- Work-experience expenditures were approximately 37.5%, exceeding the Board-established minimum of 25%.
- Out-of-school youth expenditures were approximately 78.5%, exceeding the federal minimum of 70% but slightly below the Board-established target of 80%.

More detailed youth performance information will be reviewed by the Youth/Emerging Workforce Committee.

Status-of-Funds Reporting

The Executive Committee requested that actual status-of-funds schedules be presented again.

Local / Unrestricted Funds

- Ohio To Work: Approximately \$75,000 remained from the original allocation of about \$80,000.
- Duke Energy grant: The \$5,000 award was fully expended.
- National Workforce funding: The \$8,500 award remained unspent and may be used for eligible local needs, including events and outreach.

V. Budgets

Board Administrative Budget

Through May, approximately 42% of the annual budget would have been expected to be expended; actual expenditures were approximately 33%. The variance was primarily attributed to fiscal consultant invoices running about two months behind and salary/benefit savings following a staff departure.

Director of Community Relations Budget

- The annual budget is \$6,500. Approximately \$1,900 had been expended, leaving about \$4,600 available. June mileage had not yet posted.
- Only three paid events were attended in June as staff continued selecting free or lower-cost opportunities.
- The Board will not purchase a booth at the West Chester Liberty Chamber Expo. Traci Stivers will attend and make connections without exhibiting.

VI. Discussion Items

A. Easterseals Budget Revision

Easterseals requested a budget revision that did not increase the total award. Unused funds were shifted to work experience and other direct participant services. Becky Ehling and Sal Consiglio approved the revision administratively, and no committee questions were raised.

B. Grant Updates and Authorizations

- State unemployment initiative: Staff will submit concerns to the state regarding an approach that would place unemployment-related responsibilities on workforce boards. Alternative approaches, including Wagner-Peyser staffing support, will be recommended.
- Manufacturing ITA pilot: Area 12 is expected to receive \$200,000 and Area 15 \$100,000. The MOU and partner roles are being finalized. A grant-specific ITA policy will permit training eligibility up to 450% of the poverty level, while supportive services remain limited to 250%. A late-August or early-September launch is anticipated. The grant is structured for one year with an option for a second year.

- JobsOhio consortium: Area 12 submitted a letter of intent to lead a regional consortium including Hamilton and Brown counties. The proposed nine-year award would provide unrestricted funding for business outreach, training, and services for individuals who do not meet WIOA income guidelines. The Board would hold the JobsOhio funds; other WorkOhio funds may be distributed directly to participating counties. One additional BCW staff position may be needed if the grant is awarded.

C. Fifth Annual Workforce Development Forum Sponsorships

Because the prior Duke Energy grant is no longer available, the Education & Training Committee proposed accepting sponsorships from organizations and businesses aligned with the forum's apprenticeship and workplace-culture themes. Sal Consiglio confirmed that the Board may accept sponsorships, although it may not provide sponsorships. The estimated funding need is \$2,000 to \$3,000.

D. Revised 2026 Administrative Budget

- The current 2026 administrative budget is approximately \$475,000. The proposed revision is approximately \$452,000, a decrease of about \$25,000.
- Salary and benefit budgets were reduced following a staff departure.
- Selected training, travel, membership, and Board-development expenses were restored, including an increase in travel and training from \$2,050 to \$14,000, a \$5,000 placeholder for a Board retreat, Ohio Workforce Association dues, leadership-program participation, and national workforce-development memberships.
- Funding has a two-year life, allowing planned carryforward. Area 12 also received a 34% allocation increase for the new program year.

VII. Adjournment

With no additional business, the meeting adjourned at 4:35 p.m.

Next Committee Meeting: August 12, 2026 at 3:30 p.m. to 4:30 p.m.