

Budget & Finance Committee Meeting Minutes

Workforce Development Board: Butler Clermont Warren

Meeting Date: July 9, 2025

Meeting Time: 3:30 PM – 4:30 PM

Location: Microsoft Teams

Meeting ID: 264 583 569 785

Passcode: dK23Gw6W

Attendance

Present: Remote

Members: Chair-David Fehr

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

Guest: Jenna Short

I. Welcome & Attendance

Chair David Fehr called the meeting to order at 3:32 PM and conducted roll call.

II. Approval of Previous Meeting Minutes

The minutes from the April 9, 2025 meeting were reviewed.

There were no questions, corrections, or comments to minutes. Minutes will stand official record.

III. Roles & Responsibilities Review

Brief overview of committee roles and expectations.

IV. Status of Funds / Financial Update

Presenters: Sal Consiglio, Becky Ehling, David Fehr

Grants Liquidating by 9/30/2025 (PY23):

- All grants are fully spent.

- Adult (Warren County): Remaining funds will be addressed using FIFO. Mark Anderson is assisting to ensure proper reporting.
- Dislocated Worker: 100% spent.
- Youth (Butler County): \$1,018.56 remaining. Entered and being recoded to clear in June.
- Admin Funds: Nearly 100% spent and will close after June.
- OMJ Branding: Counties have provided assurances; bills will reflect in June closing.
- RESEA: 100% spent.
- QUEST: Remaining balance returned to the state.

Grants Liquidating by 9/30/2026 (PY24):

- Adult: 59% spent, 63% obligated. Counties ahead of pace.
- Dislocated Worker: 21% spent, 25% obligated. Recently received additional funding.
- Youth: 29% spent.
- Admin: Expenditures just beginning.
- Rapid Response: Needs to be disbursed.
- State Special Grant: 63% spent, 88% obligated.
- RESEA (PY24): 28% spent, 68% obligated.
- Youth Compliance: Meeting federal guidelines for out-of-school youth, though slightly under board benchmarks.

V. Budgets

Presenters: Sal Consiglio, Becky Ehling, David Fehr

- Budget to Actual: Slightly under budget overall but close to target.
- Ohio to Work Budget: No new spending since last meeting.
- Non-Profit Funds: David Fehr requested a tracking document to show when funds are spent from the unrestricted account and what they are spent on. Executive Director Ehling stated that staff will develop an Excel spreadsheet to track and display line items each time money is spent.

VI. Discussion Items

Led by David Fehr

- Fiscal Agent Update: Executive Director Becky Ehling reported that Warren County has decided to discontinue serving as fiscal agent. She has scheduled meetings with Butler County on July 22 to explore alternatives.

- Further updates will be shared in the August meeting.

VII. Adjournment

Chair David Fehr confirmed the next meeting is scheduled for August 13, 2025, from 3:30 PM – 4:30 PM.

The meeting adjourned at 4:18 PM.