



Budget & Finance Committee Minutes

WIBBCW - Workforce Investment Board of Butler | Clermont | Warren
Apr 13, 2022 at 3:30 PM

<https://us02web.zoom.us/j/84685074472?pwd=Z0RrZUxOTVZhNU1FbFZXeVVPNVk0QT09>

Attendance

Board Members Present (Remote):

Michelle Snow, Germaine Butler, Sal Consiglio, Ron Rohlfing

Staff Present (Remote):

Becky Ehling, Vetta Brantley

I. Welcome and Attendance

Becky welcomed all to the meeting.

A. Minutes from March 9, 2022 meeting

 [Budget and Finance Committee Meeting Minutes 03 09 2022.docx](#)

If anyone has any thoughts or changes to the minutes, please let Becky know.

We are currently having our Minutes & Policies listed on the website as dictated by the State.

II. Roles and Responsibilities

 [Budget & Finance Committee.docx](#)

Becky has added these to all of the meetings as a reference for your review.

A. Finance Committee Questionnaire Response

 [Finance Committee Questionnaire Answers.docx](#)

Attached are the answers that were returned to the Committee for the questions below:

1. How does Committee see itself in alignment with the board?
2. What items does committee see as important to present to the board?

During the meeting, it was also suggested that Dash Boards are generated.

3. What is the Committee's vision recommendation to make the committee more engaging?
4. What are the barriers moving forward which needs addressed?

Add'l suggstion:

Vetta stated that while doing the back filing of Minutes, a lot of topics are on the Board for months at a time without follow through. Ron suggested a Follow -up Grid at the end of the Agenda for all deliverables, (topics, responsible person, and when the next follow up is due coded as within time frame=green, over 30 days=yellow, greater than 30 days=red). This is a way to keep track of meeting items.

Ron, Becky, and Vetta will discuss this further. We may start in the committee's as a trial before bringing it to the Board.

5. Rebuild what has worked and what hasn't from past meetings. Meeting times and length going forward.

B. Sal Presentation of Budget and Finance Committee Roles

1) Budgeting & Financial Planning

Be more conscientious when planning spending.

Be aware of those funds to be liquidated if not used (other funds/Admin \$ will be affected).

How to get unrestricted funds to Outreach. Ex. (Jobs Ohio) to pay for Outreach.

WIOA is our only funding source.

2) Financial Reporting

3) Internal Controls

How the funds are spent.

Warren Co. – funds flow through.

4) Administration (Operations) of Financial Resources

10% reserved as Admin if not spent 10% of our 10% will be liquidated.

5) Communication with the Board

III. Status of Funds

 [Status of Funds 2-28-22 Liquidating 9-30-22.pdf](#)

IV. Budget to Actual

This includes WIB expenses through March

 [FYE 06-30-2021 WIB Bdgt vs Act - March - final.xlsx](#)

V. Old Business

A. Program Monitoring

Sharon Parry has started the process of Program Monitoring. I will relay information from the monitoring at a future meeting.

B. Fiscal Monitoring

I have asked Rochelle, attorney, for assistance on contracting with Sharon Parry for Fiscal Monitoring as she was the person who negotiated the Program Monitoring Contract. She has not responded yet.

VI. New Business

VII. Discussion

VIII. Adjourn

Next meeting is scheduled for May 11, 2022 at 3:30 PM.