



# Budget & Finance Committee Minutes

WIBBCW - Workforce Investment Board of Butler | Clermont | Warren  
Jun 8, 2022 at 3:30 PM EDT

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

## Attendance

### Members Present (Remote):

Ron Rohlfing, Germaine Butler, Michelle Snow

### Members Absent:

Sal Consiglio, David Fehr

### Staff Present (Remote):

Becky Ehling

### Staff Absent:

Vetta Brantley

#### I. Welcome and Attendance

Becky welcomed all to the meeting.

##### A. Minutes from May 11, 2022 meeting

 [Budget & Finance Committee Minutes 05 11 2022 - Final DRAFT.docx](#)

Minutes approved as read.

#### II. Roles and Responsibilities

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

 [Budget & Finance Committee.docx](#)

Included as a guideline and reference.

#### III. Status of Funds

Turning this into a Dashboard to be reviewed by the Executive Committee before presented to the Board.

##### A. Status of Funds Dashboard for Quarterly CEO/Full Board Meeting (Presenters: Vetta Brantley)

Attached is a draft of a dashboard which could be presented at the Quarterly CEO/Full Board meetings instead of the spreadsheet.



Finance Dashboard -  
04 30 2022 liquidating



Finance Dashboard -  
04 30 2022 liquidating

### 2022 Funds

- add WIOA to Adult and Dislocated Workers both on charts and glossary
- correct Allocation on NDWG Employment Recovery
- NDWG - liquidates this month as areas are having difficulties using the funds.

### 2023

- correct FY21 in Header
- add RESEA
- PreApprenticeship allocations are about halfway through these funds. Amended Easterseals contract to include this program due to staffing needs. Some have been using CCMEP funds.
- Conversations with the State as some students will not turn 18 until August/September.

### B. Sal presentation of Status of Funds to Committee

[Status of Funds - April 9-30-22.pdf](#)

[Status of Funds - April 9-30-23.pdf](#)

[Youth April 2022.pdf](#)

Germaine gave a brief overview of the funding. She has not been able to look at the numbers indepth for May.

### 2022 Program Year:

- Adult program is going well.
- Clermont a bit behind
- DLW are still having problems but up a bit.
- Butler 53% obligated (uncalculated totals)
- Clermont 49% obligated (uncalculated totals).
- Clermont & Butler will both have RMS coming in, in June.
- Butler has Adult monies they have spent in the new grant. They should be able to recode DLW under Adult.
- RESEA will not be totally liquidated out.
- NDWG is funds that Warren Co. has taken on. We will know if this will be rolled over into year in June or maybe through October.

Becky asked if there were ever a time when Adult of DLW funds were returned and Germaine has never seen this happen.

Clermont is good at being ahead of the game. He maybe able to reallocate (from County to County), due to funding that Butler and Clermont spent. This can be done through the CPA. When funds are being reallocated from Admin to Program the CPA must go through the State.

Adult Program - FY21 \$20K has been absorbed for Adult Admin; now at 100%. Absorbed \$19K for DLW Admin; now at 100%. Some Admin funds have been recoded into Youth. By end of June, all Admin funds will be spent.

Becky gave Kudo's to Matt, Warren Co. for being able to take on the extra monies last year and this year as well. When we are fully staffed we should be able to release Warren Co. of this.

Being a stand along OMJ, their expenses are their own, not like the other OMJ Centers which share cost (RMS-Random Moment Sampling) for services.

2023 Program Year:

- Butler has some accruals that should end the obligations.
- Warren has monies he's used in DLW. If Cephus can't automatically refifo, the CPA will do it and the funds will go back into the old grants rather than the new grants. Which will make the current year 100%.
- Easterseals is well on their way to using up their monies.
- NDWG may be added back on. We are awaiting the States decision.

Michelle asked if it was safe to assume that there is red on the Dashboard but we don't see cause for concern except with the NDWG and that is at this point out of our control. Yes.

Becky explained that the idea is to spend WIOA money first (Core funds- Adult, DLW, and Youth shows on top row of Dashboards), then go to specialized grants (bottom row of Dashboard).

The Dashboards are being shown at the Executive Committee meetings. More detailed questions/concerns can be directed back to the Budget and Finance Committee. Sal will go into details.

Ron suggest Dashboards from our partners as well.

Note: When unemployment goes down, so does the core funds. When unemployment goes up, the funding goes up.

#### IV. Budget to Actual

This includes WIB expenses through March.

We will have until the end of June to get all invoices, expenditures in before liquidating.

In future meetings we will dive into these more as we send out copies to committee members.

Currently, we are behind in dispersing DLW funds (Butler, Clermont). If 100% is not spent, can always re-apply for the next year.

The Board questioned why the Youth Grant is always at 100% obligated.

It is allocated to the Easter Seals.

This will be added to the spreadsheet for the Board.

 [WIB Bdgt vs Act May.pdf](#)

- May WIB bills are listed.
- We have not yet hired a 3<sup>rd</sup> staff person.
- Chambers line item has been increased for 2023.
- Everything liquidates.
- Cephus is fiscal - Program year run from July-June.
- Munis budget is calendar - January-June.

#### V. Old Business

None at this time.

#### VI. New Business

##### A. Budget for Warren County from Martin Russell

 [Annual Budget 2023 Draft.pdf](#)

- This budget goes to the County.
- Funds can be reallocated to where needed.

#### VII. Discussion

We will discuss this process again at our next meeting; spend more time on budget and less time on the spreadsheets.

VIII. Adjourn

Next meeting is scheduled for July 13, 2022, at 3:30 PM.

Meeting adjourned at 4:26 PM.