

Budget and Finance Committee Meeting

Minutes

Butler Clermont Warren/Workforce Development Board

Feb 8, 2023 at 3:30 PM EST

Attendance

Present:

Members: Sal Consiglio (remote), Becky Ehling (remote), David Fehr (remote), Traci Stivers (remote)

Guests: Amy Miller (remote), Matt Fetty (remote)

Absent:

Members: Ron Rohlfig

I. Welcome & Attendance

Chairman Fehr opened the meeting at 3:31 pm.

A. Meeting Minutes from January 11, 2023

No minutes were presented. Minutes for the January 11, 2023 meeting will be presented at the March meeting.

II. Roles & Responsibilities

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

Chairman Fehr would like to have education on the Internal Controls as outlined in the Roles and Responsibilities at the April meeting. Such items as credit card controls, cash, etc.

III. Status of Funds

A. Presentation of Status of Funds

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

 [Status of Funds Liq. 9-30-24.pdf](#)

 [Youth Compl 12-31-22.pdf](#)

Sal Consiglio, Fiscal Agent, reviewed the Status of Funds liquidating in 9-30-23. He expressed the possibility of releasing the \$25,000 program dollars in each category of Adult and Dislocated Worker that is housed at the WDB level back down to the OMJs. Chairman Fehr would like conversation had with each OMJ to see if they are in need of the funds or if Warren County could use the funds. In the funds liquidating 9-30-24, there were no program dollars held at the WDB level.

Sal Consiglio also expressed concern with only 6 months left to spenddown the money, Clermont County is only at 16% in Dislocated Worker. Exec. Director Ehling and Operator Miller will work with Clermont to see what funds are not showing and if Clermont will need to transfer funds to other counties for expenditure.

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Sal Consiglio and Exec. Director Ehling explained the BRN grant has an end date and liquidation of 6-30-23. This is an issue as the service for Dimalanta will not be complete until 6-30-23 and Warren County policy of paying once service is complete. Matt Fetty, Warren County OMJ Director, shared an email from the Warren County Auditor's Office and they may allow the prepayment. Sal will talk with Diana Gray at the Auditor's Office and ask for approval.

There was little discussion on funds liquidating 9-30-24, as the 9-30-23 funds were still in use.

B. Status of Funds Dashboard

 [Dashboard 1 Dec 22.pdf](#)

 [Dashboard 2 Dec 2022.pdf](#)

Committee reviewed dashboards, Chairman Fehr asked if the ones presented today will be the ones presented on March 2 at the Quarterly meeting. Exec. Director Ehling stated there will be an updated dashboard for the quarterly meeting which will go through the end of January 2023. The ones presented today go through December 31, 2022.

Chairman Fehr expressed he appreciates the dashboard and is sure the other board members do as well.

IV. Budgets

A. BCW/Workforce Operating Budget (Presenters: David Fehr)

 [Copy of FYE 06-30-2023 WIB Bdgt vs Act - Jan 2023.xlsx](#)

Sal Consiglio had one concern about the budget to actual. The line item meetings under Business Expenses is overspent, even though Business Expenses is below budget he does not like to see a negative number. Chairman Fehr expressed he wasn't as concerned because the Business Expense is below budget but suggested we take \$2,000 dollars and move from legal ads to meetings. Exec. Director Ehling will create a motion to be approved at the Quarterly meeting March 2, and Chairman Fehr can present to the board to amend the budget.

V. Adjourn

Next Budget and Finance Committee Meeting is March 8, 2023, 3:30-4:30 pm

With no further business before the committee, Chairman Fehr asked for motion to adjourn at 4:14 pm



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