



Budget and Finance Committee Meeting

Minutes

Butler Clermont Warren/Workforce Development Board
Sep 13, 2023 at 3:30 PM EDT

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

Attendance

Present: Remote

Members: David Fehr-Chair, Ron Rohlfing

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

Guest:

Absent:

Members: Boyce Swift

I. Welcome & Attendance (Presenters: David Fehr)

Committee Chair Fehr called meeting to order at 3:33pm.

A. Meeting Minutes for July 12, 2023 (Presenters: David Fehr)

 [Budget and Finance Committee Meeting Minutes 07-12-2023.docx](#)

Committee has no questions or comments, minutes will stand as official minutes.

B. No meeting for August

II. Roles & Responsibilities (Presenters: David Fehr)

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

III. Status of Funds

A. Presentation of Status of Funds (Presenters: David Fehr, Sal Consiglio)

 [Status of Funds 7-31-23 liq 9-30-23.pdf](#)

 [Status of Funds 7-31-23 liq 9-30-24.pdf](#)

 [Status of Funds 7-31-23 liq 9-30-25.pdf](#)

 [Status of Funds Youth Compliance 7-31-23.pdf](#)

Sal Consiglio reviewed the finances with the board. Sal reports that the grants liquidating 9/2023 are nearly 100% expended, he reported that the several

numbers highlighted in yellow on report are being corrected and should be liquidated for August, Sal does not feel that there are any concerns. Sal reported all grants liquidating 09/2024 have started being spent, he reports that we may be a little ahead on spending and will need to monitor. Sal reported all grants liquidating 09/30/2025 are ok at this point, will just need to keep an eye on spending.

B. Status of Funds Dashboards (Presenters: David Fehr)

 [Area 12 Status of Funds Dashboard 7-31-23 Liq 9-30-23.pdf](#)

 [Area 12 Status of Funds Dashboard 7-31-23 liq 9-30-24.pdf](#)

 [Area 12 Status of Funds Dashboard 7-31-23 Liq 9-30-25.pdf](#)

IV. Budgets (Presenters: David Fehr, Sal Consiglio)

A. Budget to Actual Report

 [FYE 06-30-2024 WIB Bdgt vs Act.xlsx](#)

Sal reviewed staff budget, no concerns.

1. Adobe Expense

Discussion on cost increase and moving of funds. Was a minor increase but is more than what was budgeted and wanted to make the committee aware.

No concerns, just explained as cost went up \$5.00.

Committee Chair Fehr feels that as long as Board sees we are in the Gray line of the WIB Budget, Board will be fine.

2. Budget to Actual move from Fiscal year to Calendar Year

Discussion on whether to move the Budget to Actual from Fiscal Year to Calendar Year to be more inline with the County budgets.

Committee Chair Fehr and Member Rohlring are both in favor of this change as it appears to make more sense.

Committee Chair Fehr would like to have a column inserted to show last years expenses, current years expenses, and projection of wear we currently are on spending.

Committee in favor of moving on to Executive Committee

B. Ohio to Work Budget

 [OhioToWork Budget.xlsx](#)

No change, Money will be sent on the upcoming Forum on 09/29/2023.

V. General Discussion (Presenters: David Fehr)

A. Visa Card (Presenters: David Fehr, Becky Ehling, Sal Consiglio)

Full/Quarterly Board meeting held on 09/07/2023 approved motion for Executive Director to move forward with a new credit card company. ED is looking at Capital One.

BTW - Visa payment was overnighted September 6th after being returned. It was credited September 11. Becky contacted to get the interest and late fee removed along with unlocking the card. Becky had to use personal card for 3 purchases while card was locked.

 [Capital One Information.pdf](#)

 [Chase Information.pdf](#)

Committee in favor of moving forward.

It is agreed to go with Chase for new credit card.

B. CWEI

Is there a benefit for continued work with CWEI? Can we afford this expense?

Committee feels that this could be an assist in the future when we are ready to proceed with 501c3.

Committee will keep table conversation for a later date once 501c3 status is in progression.

C. 501c3

Status of moving forward with 501c3

 [Incorporation of the Board Memo from Attorney.docx](#)

Becky explained where we are in the planning phases and the attached letter and benefits of having a 501c3.

Warren County will still be Fiscal Agent.

Becky will keep committee updated on status.

D. Add-on CFIS Discussion

Becky gave committee update on CFIS change and explained the role the BCW Staff and Sal has with processing vouchers.

VI. Adjourn

The Next Budget and Finance Committee meeting will be held on October 11th 2023 from 3:30pm-4:30pm.

Committee will continue to meet monthly.

Possible consideration of meeting 10 out of 12 months in 2024.

Committee will stay at current time of Wednesday's at 3:30pm.