

Budget and Finance Committee Minutes

Butler Clermont Warren/Workforce Development Board

Dec 14, 2022 at 3:30 PM

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

Attendance

Present Remote:

David Fehr – Chair, Becky Ehling – Exec. Dir., Traci Stivers – Dir. Comm. Rel.

Absent:

Members: Ron Rohlfing

Guests Remote:

Matt Fetty

I. Welcome & Attendance

Executive Director Ehling opened the meeting 3:32 pm. She welcomed everyone and noted Michelle Snow who was the chair of the committee has taken a position with a company that is outside of the 3 county boundaries and can no longer be a board member. David Fehr agreed at the December 1, 2022 Quarterly CEO/Full Board meeting to Chair the committee. Executive Director Ehling handed the meeting to Mr. Fehr.

A. Meeting Minutes from November 9, 2022

 [Budget and Finance Committee Minutes.docx](#)

No corrections to the minutes, they stand as the official document for the meeting.

II. Roles & Responsibilities

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

No action required, the Role of the Finance Committee document attached for reference purposes.

Mr. Fehr commented, staff will be prospecting for more board members to join the committee.

III. Status of Funds

A. Presentation of Status of Funds

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

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

 [October 2022 Youth Compliance.pdf](#)

Budget and Finance Committee Minutes

Butler Clermont Warren/Workforce Development Board

Dec 14, 2022 at 3:30 PM

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

Status of funds were displayed for all to review. Matt Fett, Warren County OMJ, discussed the funding was cut this year by 10% and each county is looking more closely at their budgets. In the past there was a push to spend the money, we are now at a point to monitor the spending.

Mr. Fehr requested going forward we review the BCW/Workforce operating budget on a monthly basis to assure we are in line with our spending. He would also like it added to the Quarterly CEO/Full Board meeting as an agenda item.

B. Status of Funds Dashboard

 [Finance Dashboard - 10-30-22 liquidating 9-30-23.pdf](#)

 [Finance Dashboard - 10-30-22 liquidating 9-30-24.pdf](#)

Dashboards have not changed since Quarterly CEO/Full Board Meeting therefore no need to review.

IV. Budgets

A. Ohio To Work Budget

 [OhioToWork Budget.xlsx](#)

Discussion was held on the how the OhioToWork funding was obtained. This is a non-restricted fund with no liquidation period. The state did not require a budget be assigned to the funds, Executive Director Ehling felt it was best to have a budget. This budget will be a fluid budget until it is liquidated. Matt Fetty explained the extra work, outside of their normal workload, the employees did to obtain these funds. The extra work the employees did came into factor as to how Executive Director Ehling recommended the budget.

Mr. Fehr recommended the budget move forward to the Executive Committee for final approval.

Matt Fetty recommended the committee/board look at putting a policy in place for the expenditure of items such as gas and Uber cards as Warren County has strict guidelines. Staff will work to create a policy.

V. Adjourn

Mr. Fehr announced the next Budget and Finance Committee Meeting is January 11, 2023, 3:30-4:30 pm. The meeting was adjourned at 4:12 pm