



# Budget and Finance Committee Meeting

## Minutes

Butler Clermont Warren/Workforce Development Board  
May 10, 2023 at 3:30 PM EDT

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

### Attendance

**Present: Remote**

**Members:** David Fehr-Chair, Ron Rohlfing, Boyce Swift

**Staff:** Becky Ehling, Sal Consiglio, Amy Miller, Traci Stivers

**Guest:** Matt Fetty

#### I. Welcome and Attendance (Presenters: David Fehr)

David Fehr-Chair, called meeting to order at 3:31pm.

##### A. Meeting Minutes from January 11, 2023 and February 8, 2023

March 8 and April 12, 2023, Committee Meetings were canceled.

 [Budget and Finance Committee Minutes Draft 1-11-23.docx](#)

 [Budget and Finance Committee Meeting Minutes Draft 2-8-23.docx](#)

No comments or questions, minutes will be official.

#### II. Roles & Responsibilities

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

No questions or comments.

##### A. Internal Controls as Outlined in Roles and Responsibilities (Presenters: David Fehr)

It was asked at the February meeting to explain the controls in place as outlined in Role of the Finance Committee.

Staff does not handle cash.

Checks for mailing are copied, attached to invoice and copied to Dropbox before being filed in BCW/Workforce office.

BCW Workforce has one credit card, which is kept in the possession of the Executive Director. The DCR may use the card from time to time to register for events. Those receipts are always uploaded to DropBox. A monthly reconciliation of receipts and charges is conducted before being sent to the accountant for payment.

Staff follows Warren County procurement policy.

 [annual expend Req Policy.pdf](#)

David reviewed with committee. Becky explained how the visa card is held and used.

### III. Status of Funds

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

 [Status of Funds Mar 2023 liquidatng 9-30-23.pdf](#)

 [Status of Funds Mar 2023 liquidating 9-30-24.pdf](#)

 [Youth Compl. Req March 2023.pdf](#)

Sal Consigilo reviewed the finances with the board. Sal reports that the grants liquidating 09/30/2023 have some money they still needs to be spent, however does not see concerns with his happening. Sal reported all grants liquidating 09/2024 are on track and there are no concerns. Sal reported that Clermont County does have some money that they need to spend out of the Adult Program but seems to think this will be ok. WIB Admin Funds are not fully allocated due to being under staffed, so a transfer of admin money will go to Warren and Butler County Programs.

Becky did ask about spending money on a commercial or radio add and requested feedback from committee about possible vendors already set up in MUNIS.

BRN needs to be spent by June 30,2023 and liquidated by 09/30/2023.

Matt asked if WIB can purchase surfaces for OMJ's to use at job fairs and events for registration? Becky will look into this.

#### B. Status of Funds Dashboard (Presenters: David Fehr)

 [Dashboard Liquidating 9-30-2023 March.pdf](#)

 [Dashboard Liquidating 9-30-2024 March.pdf](#)

### IV. Budgets

#### A. BCW/Workforce Operating Budget (Presenters: Sal Consiglio, Becky Ehling)

This budget must be to Warren County by May 31, 2023

 [2024 Tax Budget Memo.pdf](#)

Sal explained WIB Budget and how roughly \$33,000.00 still needs to be cut from budget to accommodate the upcoming budget cuts.

#### B. Budget to Actual Report (Presenters: David Fehr)

 [Budget to Actual April 2023.pdf](#)

Sal reviewed and explained that we are at 50% expenditure, however should be at 80% but not all money is going to be spent due to WIB being under staffed. He does not see this being an issue.

Retreat expenses are a little higher than what was budgeted for but will be fine.

C. OhioToWork Budget (Presenters: David Fehr)

 [OhioToWork Budget.xlsx](#)

No change at this time.

D. Budget Cuts (Presenters: Sal Consiglio, Becky Ehling)

The quarterly area 12 fiscal meeting was held on Monday May 1st. Due to the low unemployment rate within the three counties, we will be seeing 16%-17% cut to the money we receive from WIOA.

The state is asking we start looking at carrying money over to help with the cuts.

Becky and Sal can explain in more detail.

Waiting on actual notification from State on what the cuts will be. Becky and Sal are being proactive and preparing.

V. Grants and Contracts

A. BRN Grant (Presenters: Becky Ehling)

Becky has submitted for the Business Resources Network Grant. We were awarded this grant last year and are submitting for it again.

Committee's thoughts on procuring a grant writer?

Committee likes the idea of a grant writer in the future if needed.

B. Retreat Facilitator Contract (Presenters: Becky Ehling)

This contract has been signed by the facilitator and the Executive Director. Vendor information is being finalized then the contract can be sent before Warren County for approval as the Fiscal Agent.

C. Operators Contract (Presenters: Becky Ehling)

This contract is with Butler County for signature. Butler County is the lead for the BCW/OMJ Consortium. Once Becky receives the signatures from Butler, she will submit to Warren for signature as the Fiscal Agent.

D. Youth Contract (Presenters: Becky Ehling)

Rochelle is working on the contract. Becky will review, then send to Easterseals/Redwood for signature once she receives it. When Becky receives back from Easterseals/Redwood she will submit to the counties for approval.

E. Outreach and Engagement Contract - Dimalanta (Presenters: Becky Ehling)

Rochelle is working on an extension to the contract. Becky will sign and submit to the commissioners once she has the contract.

F. RESEA - JobWorks Contract (Presenters: Becky Ehling)

Rochelle is working on an extension to the contract. Becky will submit to the counties for signature once she receives the contract.

G. Career Services Contract (Presenters: Becky Ehling)

Rochelle is working on an extension to the current Career Services Contract. Becky will send it for through all of the counties when she receives it.

H. MOU (Presenters: Becky Ehling, Amy Miller)

Becky reports that she and Amy have been working hard to get this completed and they are still waiting on 2 from the state. May have to ask for an extension.

I. Regional and Local Plan (Presenters: Becky Ehling)

Becky has set meeting and she is waiting on Jason to set his up.

VI. General Discussion

A. Operations Assistant (Presenters: Becky Ehling)

Operations Assistant has been hired at a rate of \$25.00 an hour with an increase to \$26.00 an hour once she has completed the probationary period. Her official start date will be 05/22/2023.

B. Visa (Presenters: Sal Consiglio, Becky Ehling)

Visa bill is good for the month.

VII. Adjourn (Presenters: David Fehr)

Next Budget and Finance Committee Meeting is June 14, 2023, 3:30-4:30 pm

David closed meeting at 4:32pm