



Budget and Finance Committee Meeting

Minutes

Butler Clermont Warren/Workforce Development Board

Nov 8, 2023 at 3:30 PM EST

@ <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

Guests: Josh Hisle, Daphne Reeves

Absent:

Members: Boyce Swift

I. Welcome and Attendance (Presenters: David Fehr)

Chair, David Fehr welcomed everyone to the meeting and opened meeting at 3:32pm.

A. May Meeting Minutes

As Staff was working to get all meeting minutes caught up, May minutes were not added for approval.

 [Budget and Finance Committee Meeting Minutes 5-10-23.docx](#)

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

B. Meeting minutes from October 11, 2023

 [Budget and Finance Committee Meeting Minutes 10-11-23.docx](#)

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

II. Roles and Responsibilities (Presenters: David Fehr)

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

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

Sal Consigilo reviewed the finances with the board. Sal reports that the grants liquidating 9/2023 are 100% expended. Chair-Fehr congratulated everyone for the great work getting the money spent for 09/30/2023

Sal reported all grants liquidating 09/2024 have quite a bit of money already spent, Adult is 100% spent/obligated and Dislocated Worker is 88% spent/obligated. Youth is 66% spent/obligated.

Becky reports that we have submitted applications to the state requesting more funds for Warren and Butler County. Warren has been approved and we are waiting on the money to enter the account, Butler's application was submitted in the past 2 weeks and we are waiting on response from State.

Sal reported all grants liquidating 09/30/2025 have already started being spent. Sal states we are well ahead with spending money. Sal states that we are definitely going to need more money.

Becky and Sal report that they are waiting on clarification on how to distribute the RETAIN Phase II money.

Youth Compliance is meeting performance requirements.

A. Presentation of Status of Funds

 [Status of Funds liq. 9-30-23 as of September 2023.pdf](#)

 [Status of Funds liq. 9-30-24 as of September 2023.pdf](#)

 [Status of Funds liq. 9-30-25 as of September 2023.pdf](#)

 [Youth Compliance as of Sept. 2023.pdf](#)

B. Status of Funds Dashboards

 [November 2023.pdf](#)

 [November 2025.pdf](#)

 [November 2024.pdf](#)

 [RESEA.pdf](#)

David and Ron both applauded the hard work of Staff with creating Dashboards.

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

A. Budget to Actual Report

 [Budget To Actual CY2024.pdf](#)

Sal reports that the WIB Budget is good on spending at this time.

Sal was able to present the 2024 Budget to run for a calendar year instead of Fiscal Year. David is good with this budget being presented to Quarterly Full/CEO Board meeting in December.

David would like a line added to reflect and show appreciation to Warren County for in kind office space provided to WIB at no cost.

David would like a line added to show 501c3 cost.

B. OhioToWork Budget

 [OhioToWork Budget.xlsx](#)

Becky and Sal report that there is no big change in this budget.

V. General Discussion (Presenters: Becky Ehling, David Fehr)

A. Update of Visa Card

Becky reports that the current Visa Bill has been paid.

All required documentation has been sent to Chase for the new Visa account. She reports that it is currently in underwriting for approval at this time.

Becky reports that once the new visa account is approved and the cards arrive, we will stop spending on current visa, pay off and close account.

B. 501c3 Quotes

 [Attorney comparison for 501c3.xlsx](#)

Becky reported that she has received 3 attorney quotes. Board Chair, Tate Borocman has decided to move forward with Frost, Brown, and Todd Attorneys for a price of \$5000.00.

C. Rapid Response and Additional Funding Request Update

This was updated in status of funds presentation.

D. Proposed Board and Committee Meetings for 2024

 [Proposed Board and Committee Meeting 2024.docx](#)

Committee agrees to proposed 2024 schedule. Committee agrees to cancel July 2024 meeting and December 2024 meeting. Becky will update and present full schedule for approval at Quarterly Full/CEO Board Meeting in December.

VI. Adjourn (Guests: David Fehr)

The next Budget and Finance Committee Meeting will be December 13, 2023 from 3:30pm to 4:30pm.

Chair, David Fehr closed meeting at 4:19pm.

Committee agrees to cancel December 2023 meeting.

Next Committee meeting will be January 10 2024 from 3:30pm-4:30pm.