



Budget & Finance Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board
1/13/2025 2:00 PMEST

Attendance

Present:

Members: Chair- David Fehr, Joy Lytle, Ron Rohlfig, Nathan Strange

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

Guests: Doug Ruedisueli, Jenna Short

Absent:

Members: Josh Hisle, Daphne Reeves

I. Welcome & Attendance (Presenters: David Fehr)

Committee Chair David Fehr opened meeting at 2:04pm.

A. Meeting Minutes from November 13, 2024

 [Budget & Finance Committee Meeting Minutes 11-13-24.docx](#)

There were no questions, comments, or corrections to the meeting minutes. Therefore, the minutes will stand as the official record of the meeting.

II. Roles & Responsibilities (Presenters: David Fehr)

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

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

Sal presented the status of funds to the committee. He reported on grants liquidating by September 30, 2025, stating that as of November 30, 2024, Butler and Warren Counties have 100% of their funds spent, while Clermont County has 100% obligated and 77% spent. He noted that expenditures are running ahead of prior trends. This pertains to the Adult program.

For the Dislocated Worker program, Butler is 94% spent, Clermont is 89% spent, and Warren is 39% spent.

Regarding Easterseals, Butler County is 84% spent, Clermont County is 100% spent, and Warren County is 97% spent. Sal anticipates no issues with this grant.

The OMJ Branding funds have been allocated and distributed to each county.

For grants liquidating in September 2026, Sal reported minimal expenditures for Adult, Dislocated Worker, and Youth programs.

State Special Project Grant is 48% spent, with 82% of funds obligated for Dimalanta

A. Presentation of Status of Funds

 [Liquidating 9-30-25.pdf](#)

 [Liquidating 9-30-26.pdf](#)

 [Youth Compliance.pdf](#)

B. Status of Funds Dashboards

 [09-25 as of 11-30-24 Dashboard.pdf](#)

 [9-2026 as of 11-30-24 Dashboard.pdf](#)

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

Sal presented the Budget to Actual report, noting that expenditures are currently at approximately 84%, which is slightly under the expected 92%. This variance is due to unused legal fees that were originally accounted for. Sal reports that there should be no issues, and all other expenses are in line with the budget.

A. Budget to Actual

 [Copy of CYE 12-31-2024 WIB Bdgt vs Act - Nov2024.xlsx](#)

B. Ohio to Work Budget

 [Copy of OTW Cash Balance.xlsx](#)

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

A. 501c3 SOP

 [SOP 501c3 updated.docx](#)

The committee agrees to forward this matter to the Executive Committee for approval and adoption.

B. Chase Bank Account for 501c3

The committee agrees to authorize Becky to request permission from the Executive Committee to open a Chase Bank account for the 501(c)(3). Additionally, the committee requests that Becky establish a separate credit card linked to this checking account for the 501(c)(3).

C. Server

Doug Ruedisueli from Elite Computers attended the meeting to provide a report and address any questions regarding the server request. The committee requests that, for the next meeting, 2-3 pricing options be presented, including scenarios comparing cloud-based versus desktop solutions.

D. New Hosting Site

The committee agrees to ED Ehling's pursuit of a new host site. Additionally, regarding the accounting software for the 501(c)(3), the committee concurs that ED Ehling, in consultation with Sal, may seek and select accounting software that both she and Sal are comfortable with.

E. 2024 Retreat Planning Tool

 [2024 BCW Workforce Strategic Planning Working Document.pdf](#)

ED Ehling presented the tasks for which the committee is the lead. Regarding the 3-4 issues to be funded by BCW, the committee recommends sending a survey to OMJs to gather their input and assist in identifying these areas.

For the Quality Control Programs area, the committee suggests reviewing the current policy or developing a new one to address this area effectively.

F. Membership Due Structure/Plan Pricing For 501c3

 [Membership Plans for BCW.pdf](#)

DCR Stivers presented document, committee is going to take some time and look at this and bring it back to the next meeting in February.

VI. Adjourn (Presenters: David Fehr)

The next Budget and Finance Committee meeting is February 12, 2025, from 3:30-4:30 pm.

Committee Chair Fehr closed meeting at 3:05pm.