



Finance and Budget Committee Minutes
WIBBCW - Workforce Investment Board of Butler|Clermont|Warren
March 09, 2022, 3:30 PM

Attendance

Members Present:

Ron Rohlfing, David Fehr, Michelle Snow, Becky Ehling, Vetta Brantley, Sal Consiglio, Germaine Butler

I. Welcome and Attendance

Ron welcomed all and began the meeting.

II. Roles and Responsibilities

- Becky showed a document outlining the roles and responsibilities of the Budget and Finance Committee. Vetta or Becky will send out an email with the below questions for comments to these questions.
- David Fehr – explained that previously in the Archives there would be one page overview and pie charts -vs- spreadsheets with Sal. He also feels the Finance Committee should go over the Finances and present numbers to the Board. Maybe hiring someone to follow up on Sal's reports, if funding is available.
- Ron feels this is critical.
- Becky explained that Dimalanta could help with a Dashboard.

A. Finance Committee according to By-Laws

1. How does the committee see itself in alignment with the board?
2. What items does committee see as important to present to the board?
3. What is the Committee's vision recommendation to make the committee more engaging?
4. What are the barriers moving forward which needs addressed?
5. Rebuild what has worked and what hasn't from past meetings. Meeting times and length going forward.

III. Status of Funds

- Nothing new to add from the Board meeting. February is not available until the county's reports are received. They will always be one – two months behind.

IV. Budget to Actual

- Becky showed Budget to actual Jan 2022 Report. See attached.
- Sal explained that in not having an Executive Director and staff, we have underspent on Salaries.
- Ron would like to allocate some administrative funds to Programs
- Hamilton, Mason/Deerfield (now with Hamilton Co.), Warren Chamber of Commerce (Ron would like to see Monroe, Middletown, Fairfield, Lebanon). Becky is trying to get with more. Each is about \$450 - \$500.
- Right now, the focus is to complete the contract for Rochelle Daniel. We still need to amend her contract by \$10K due to the extra time she is spending working items that were not completed previously.

V. Old Business

- None

VI. New Business

- Becky and Ron explained the role of being on the Board to Michelle Snow
Ron made a motion to appoint Michelle Snow as Chair of Finance Committee
David Fehr seconded the motion,
Roll Call all yes
Michelle accepted the position

VII. Discussion

A. Program Monitoring –

- Sharon Parry has been contracted.
 - She will start with FY20.

B. Fiscal Monitoring –

- Sal explained that we are required by uniform guidelines to provide monitoring and that the monitor is required to provide an on-site visit Sal does monitoring of the Easterseals, and Sal is monitored by the Counties. ODJFS has always monitored his reports as well.
 - Rochelle feels Sal should not be the monitor.

- Sal disagrees as all Counties are already being audited.
- Becky has asked Rochelle Daniel, Attorney, about an outside monitor.
- RFP was put out, and we received no response. It would be nice to have a CPA.
- Sharon Parry has a background as a Chief Accountant for offshore drilling, Fiscal Monitoring, and Accounting (See attachment). She is currently in contract for the BCW/Workforce Program Monitoring (\$4K). Rochelle is worried about the fact that she doesn't have CPA behind her name and her experience is with WIA (not WIOA). Ron wants to know how much Finance Monitoring would cost. He wants 1-2 References.
- Sal gave background on Sharon, she worked with Area 6 Executive Director for Area 6. She helped put RFP packets together and she has a lot of experience.
- This monitoring process is one time and is a validation not an ongoing process. Sal is worried that ODJFS will ding us as we haven't been monitored like this as well.

VIII. Adjourn

- Ron thanked Sal and Becky for the information,
 - Ron adjourned the meeting at 4:33 p.m.
- A. Next meeting is scheduled for April 13, 2022, 3:30 - 4:30