



# Budget & Finance Committee Minutes

WIBBCW - Workforce Investment Board of Butler | Clermont | Warren  
May 11, 2022 at 3:30 PM

## Attendance

### Members Present (Remote):

Michelle Snow  
Germaine Butler  
Sal Consiglio  
Becky Ehling  
David Fehr

### Members Absent:

Ron Rohlfig

### Staff Present (Remote):

Vetta Brantley  
Becky Ehling

#### I. Welcome and Attendance

Becky welcomed all to the meeting.

##### A. Minutes from April 13, 2022 meeting

 [Budget Finance Committee Minutes 04 13 2022 REVIEWED BE.docx](#)

#### II. Roles and Responsibilities

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

Will remain in the Agenda's for you reference.


#### III. Status of Funds

Turning this into a Dashboard to be reviewed by the Executive Committee before presented to the Board.

As of now, with the Adult Program, we are 99% obligated (59K the counties have reported) and must be spent and liquidated by the end of September and approximately 10K that has not yet been committed.

Dislocated Worker at 61% spent and 66% obligated. Talked with counties and there is quite a bit funds left. He met with the counties, and it looks positive that their numbers will go up to report in April.

A strategy if short would be to transfer some of the monies to the Adult Program. We would need to go to the State to request reallocation of the funds. Another would be if Warren County would be willing to reallocate some of his 2023 funding into the DLW 2022 funds.

 [Status of Funds 9-30-22 Liquidating.pdf](#)

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

 [Easterseals 3-31-22.pdf](#)

- A. Status of Funds Dashboard for Quarterly CEO/Full Board Meeting (Presenters: David Fehr)

Attached is a draft of a dashboard which could be presented at the Quarterly CEO/Full Board meetings instead of the spreadsheet.



Finance Dashboard -  
DRAFT.pdf

David shared with the committee a draft Cover Sheet/Dashboard of Sal's spreadsheets that give a visual representation of where our funds are. He would like for this to be used for discussion. If we would need to dive a bit deeper, we would then reference the spreadsheets from Sal.

It was suggested the detail box and colors on the dashboard change to the following:

**Green – Expenditures**

**Yellow – Obligated**

**\*Red – Available**

\*Red would warrant a discussion as to why funds are still available.

David feels this something that will be a nice tool for our Board Members.

Operating expenses will appear on the Budget to Actual spreadsheet (see below).

In this Committee Meeting, will work from the Status of Funds spreadsheets that Sal presents to us. He will need to verify these numbers before presenting to the Board.

\*First sample will be shared at the next Executive Meeting on May 17, 2022.

#### IV. Budget to Actual

This includes WIB expenses through March.

We will have until the end of June to get all invoices, expenditures in before liquidating.

In future meetings we will dive into these more as we send out copies to committee members. Currently, we are behind in dispersing DLW funds (Butler, Clermont). If 100% is not spent, can always re-apply for the next year.

The Board questioned why the Youth Grant is always at 100% obligated. It is allocated to the Easter Seals.

This will be added to the spreadsheet for the Board.

 [FYE 06-30-2021 WIB Bdgt vs Act - April - preliminary.xlsx](#)

Becky shared with the Committee how some of the Outreach funds were being used –

- For InDemand Week we ran TikTok Video’s created by Dimanlanta.
- Dimanlanta will track statistics (#of views (clicks)) as being digital it can marketed to specific demographics
  - Amy was shared that she had 79K views on TikTok for Butler County.
- The question of how did you hear about the OMJ Center has been added to one of their questionnaire and this should will help us track the success of the Video’s.
- The cost to “Boost” (spring to the top of ads), will be \$2,500.00 per month for 5 different Video’s.
- The Video’s will also be uploaded to our website.

Becky asked Sal if we are able to use some of the Admin funds for Outreach (Program purposes). We would need to go to the State to reallocated some of the funds. Germaine agreed. Sal suggested this be included in the next coming years budget.

David agreed that this is worth the cost for a couple additional months.

V. Old Business

None at this time.

VI. New Business

- A. Budget for Warren County from Martin Russell

 [2023 Tax Budget Memo Draft.pdf](#)

The Munis 2023 Budget is due end of May. They will need to know any changes regarding employees (salaries, staff), also any purposed purchases.

VII. Discussion

Looking forward - What is needed in the Budget that Sal and Germaine will need to capture (Business personnel, Grants & Contract personnel). Ron's looking to add, a face of the WIB. Hopefully, we will have time to discuss this in the next Executive Committee meeting.

VIII. Adjourn

Next meeting is scheduled for June 8, 2022 at 3:30 PM.