

Workforce Development Board – Quarterly Full Board / CEO Meeting Minutes

Workforce Development Board: Butler Clermont Warren (Area 12)

Meeting Date: June 4, 2026

Meeting Time: 8:10 a.m. – 9:45 a.m.

Location: Hybrid Meeting (In-Person & Virtual)

Attendance

Board Members Present: Jeff Gambrell (Remote), Steve Whayne (Remote), Zachary Stanfield (Remote), Scott Gaffert (Remote), Karolyn Ellingson (Remote), Boyce Swift, Matt Smith, Nate Strange, Julie Gilbert, Claire Corcoran (Remote), Martin Russell, John Groom (Remote), Vince Irvin (Remote), Brian Lacon, Brittany Cousins, Nate Strange, Joy Lytle, and Tate Borcoman

Staff Present: Becky Ehling, Traci Stivers

I. Call to Order

The meeting was called to order at 8:10 a.m. A quorum was established.

II. Approval of Consent Agenda Resolution 26-0604

Matt Smith made a motion to approve. Seconded by Nate Strange.

Roll Call: All in favor.

III. Youth Services Contract & Service Delivery

A. Resolution 26-0604-A to extend the contract with Easterseals Redwood as the WIOA youth provider for July 1, 2026 to June 30, 2027 program year. Zach Stansfield made a motion to approve 26-0604A. Joy Lytle seconded the motion.

Roll Call: All in favor.

B. Resolution 26-0604B to approve WIOA Youth Services delivery structure effective July 1, 2027. Joy Lytle made a motion to approve. Seconded by Matt Smith.

Roll Call: All in favor.

IV. Reports, Success Stories & County Highlights

County updates and workforce success stories were presented from Clermont and Warren Counties. Operator Amy Miller provided an overall report of the success of the area.

Executive Director Ehling indicated that the Butler County Comprehensive Center was evaluated and was granted the status of Comprehensive Center re-certification.

V. Executive Director Report

Updates were provided regarding budgets, procurement, AI initiatives, apprenticeships, grants, and regional partnerships.

VI. Director of Community Relations Report

Updates were provided on outreach, marketing and relationship building measures.

VI. Budget & Finance Committee Update

Budget performance, funding allocations, and fiscal planning updates were reviewed.

VII. Governance Committee Update

Board appointments, policy revisions, and recruitment efforts were discussed.

VIII. BEST Committee Reports

Recruitment, DCR activities, and the purpose of the committee were discussed.

IX. Emerging Workforce Committee Report

Recently held events were discussed.

X. Education & Training Committee Report

The upcoming annual fall forum was discussed.

XI. General Discussion

The Board discussed committee leadership needs and the future of the organization's 501(c)(3).

XII. Adjournment

The meeting adjourned at 9:45 a.m. Julie Gilbert made a motion. Joy Lytle seconded the motion.