



BEST Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board
5/5/2025 1:00 PM EDT

Attendance

Present: Remote

Members:

Staff: Brittney Stephens, Traci Stivers, Amy Miller

Guests: Tom Duffy, Chelsea Engel, Eric Plummer, Paige Sheridan, Amy Smith, Dan Bates

Absent:

Members: Kevin Boehner, Tate Borcoman, Becky Ehling, David Fehr, Scott Gafvert, Josh Hisle, Ron Rohlfing, Matt Schnipke, Zach Stanfield, Mike Stater, Steve Whayne

I. Welcome & Attendance (Presenters: Zach Stanfield)

Chair Stanfield was not present for this meeting, and no Board members were in attendance. As a result, the meeting proceeded as a discussion-only session with no official actions taken.

A. Meeting Minutes from March 3, 2025

 [BEST Committee Meeting Minutes 3-3-25.docx](#)

Meeting minutes were not approved, as no Board members were present to constitute an official approval.

II. Roles & Responsibilities (Presenters: Zach Stanfield)

 [Business Relations Committee - 7-19-22.docx](#)

III. Director of Community Relations Report (Presenters: Traci Stivers)

DCR Stivers presented her report to the Committee, providing an update on her activities since the last meeting. She highlighted the upcoming Regional 5G Job Fair scheduled for May 7, 2025, and noted her ongoing efforts to establish a collaboration with AMIP

A. DCR Presents

 [BEST Committee Report March April 2025.docx](#)

B. Q&A with DCR

IV. Discussion (Presenters: Zach Stanfield, Traci Stivers)

A. Press Release video for 501C3

https://drive.google.com/file/d/1rhstb7u_j4oKaM6Gu36O0kyVZWZbLNtQ/view?usp=sharing

<https://docs.google.com/document/d/1MCHhUA2rHjB16w5tmmUoYqASqriopjUYm6y7BJGK5jU/edit?usp=sharing>

B. Strategic Retreat Tool

 [2024 BCW Workforce Strategic Planning Working Document \(2\) \(1\).pdf](#)

1. Community Events

Traci is looking into representing the BCW at different upcoming festivals and would like to seek some help from Board and Committee Members.

 [Community Events.pdf](#)

DCR Stivers provided an overview of the Community Awareness Initiative as outlined in the 2024 Strategic Retreat Tool. She requested input from the Committee regarding events they believe would be impactful for her to attend. Additionally, she asked for volunteers from all committees and Board members to accompany her at select events to support outreach efforts.

V. Adjourn (Presenters: Zach Stanfield)

The Next BEST Committee Meeting will be July 7, 2025 from 1:00pm-2:00pm

This meeting ended at 1:21pm.