Education & Training Committee Event Planning Meeting Minutes

Butler Clermont Warren Workforce Development Board

Date: July 27, 2026

Members Present: Joy Lytle (Chair), Karolyn Ellingson, Susan Hakel
Staff Present: Becky Ehling, Amy Miller, Traci Stivers
Guests Present: Rob Edling, Jena Short, Paige Sheridan, Steve Whayne

I. Call to Order

Chair Joy Lytle called the meeting to order at 3:03 p.m. The agenda had been distributed in advance, and no questions or changes were offered.

II. Approval of Previous Meeting Minutes

The previous meeting minutes were distributed in advance. No corrections or comments were offered, and the minutes stood as the official record.

III. Committee Roles and Responsibilities

The Education & Training Committee's roles and responsibilities were attached to the agenda for reference. No questions were raised.

IV. Fifth Annual Workforce Development Forum

A. Planning Status and Funding

Director of Community Relations Traci Stivers reported that planning had advanced significantly during the preceding week. Catering remained the primary unresolved logistical item. Committee members agreed that staff could select a caterer based on reasonable and comparable pricing without returning the decision to the Committee.

No forum sponsor had been secured. A single sponsor capable of covering approximately $2,000 was preferred.. Executive Director Becky Ehling noted that $8,500 in available Shift Ohio/Shift Work funds could support the event if no sponsor is found.

B. Vendors

The venue typically accommodates ten vendor tables. Most invited organizations had confirmed, with a small number of responses still outstanding.

C. Speakers, Moderator, and Panelists

John Groom will serve as the workplace-culture keynote speaker. Laura Hicks of Butler Tech agreed to moderate the apprenticeship panel. Confirmed panelists included Chad Bridgeman, Director of Adult Education and Workforce Development at Warren County Career Center; Seth Atkins, owner of Atkins Upholstery; Brad Baker, Public Works Director for the City of Trenton; Holly Endicott, Program Administrator for ApprenticeOhio; and Wim Huijs of AMIP.

The panel was intentionally designed to present apprenticeship beyond the industries most commonly associated with the term. Panelists will provide education, government, manufacturing, small-business, public-sector, and real-world employer perspectives.

D. Program Format and Panel Discussion

Following introductory remarks by Steve Whayne and Becky Ehling, John Groom will present the keynote. After a brief break, Laura Hicks will assume responsibility for introducing and facilitating the panel. Short panelist biographies may be displayed on the large screen so the live introductions can focus on why each participant chose to take part and what makes apprenticeship meaningful to them.

Traci ran through the proposed questions and answer format, citing the specific questions with the committee. All agreed that it sounded great.

E. Registration and Promotion

Approximately 45 to 46 people were registered at the time of the meeting. Traci Stivers reported that registrations consistently increased after email and social-media promotion. Members were encouraged to continue sharing the event with employers and community contacts.

The forum flyer and QR-code registration link are scheduled for weekly promotion through the weeks leading up to the event, with a final promotional message shortly before the forum. Members noted that registration commonly accelerates in August and during the final weeks before a free event.

F. Event-Day Preparation

Steve Whayne and Traci Stivers discussed the need for early access to the Miami University Voice of America Learning Center, likely by 7:00 a.m. Traci reported that she had prepared a checklist addressing the setup problems experienced the previous year. Staff will also meet with speakers and panelists before the forum to review the program and expectations.

V. Next Meeting

The next Education & Training Committee meeting is scheduled for August 24, 2026, from 3:00 to 4:00 p.m. via Microsoft Teams. The meeting invitation will be updated with the latest PowerPoint and planning materials so committee members can review them in advance and recommend final adjustments.

VI. Adjournment

With no further business before the Committee, Chair Joy Lytle adjourned the meeting at 3:28 p.m.