



# Education & Training Committee Meeting

## Minutes

Butler Clermont Warren/Workforce Development Board

1/27/2025 3:00 PMEST

### Attendance

#### Present: Remote

**Members:** Chair- Karen Karnes, Steve Whayne, Karolyn Ellingson

**Staff:** Becky Ehling, Brittney Stephens, Traci Stivers, Amy Miller

**Guests:** Rob Edling, Chelsea Engel, Jena Short, Samy Broyles, Susan Hakel, Josh Hisle, Julie Ridge

#### Absent:

Members: Cheryl Brackman, Margaret Jenkins, Nick Linberg, Joy Lytle, Robert Sheehan

#### I. Welcome & Attendance (Presenters: Karen Karnes)

Committee Chair Karnes was present in this meeting, however she was unable to run this meeting do to loss of voice, so DCR Stivers opened meeting at 3:03pm.

##### A. Meeting Minutes October 21, 2024

 [Education & Training Committee Meeting Minutes 10-21-24.docx](#)

There were no questions, comments, or corrections to minutes. Minutes will stand as official meeting minutes.

#### II. Roles & Responsibilities (Presenters: Karen Karnes)

 [Ad-Hoc Committees.docx](#)

#### III. 3rd Annual Workforce Development Froum (Presenters: Karen Karnes)

DCR Stivers presented to the committee the final survey results from the 3Rd Annual Workforce Development Forum. She highlighted that even though here were not as many responses as we hoped for, the 22 people that responded gave very positive feedback. These results will help plan for the 4th Annual Forum.

##### A. Final Survey Results

 [3rd Annual Workforce Development Forum Survery Results.docx](#)

#### IV. 2025 4th Annual Workforce Development Forum (Presenters: Karen Karnes)

Ed Ehling is asking committee to have some open dialog and discuss possible topics and breakout sessions. Ed Ehling also gave the topic of mental health in the workplace as this topic seems to be circulating a lot. Ideas:  
Should we do a mini forum specifically on mental health in the workplace?  
OMJ Deputy Director Hisle will gather some data and share with committee on mental health in workplace.  
Operations Assistant Stephens will create a sharable working document in Google Docs and send to Committee with Topic ideas and breakout session ideas. This document will be able to be edited and ideas can be added.  
Next meeting ED Ehling would like to have a topic locked in as well as breakout sessions.

- A. What topic do we want the forum to be - more AI, working with mental health in the workplace

V. Discussion (Presenters: Karen Karnes)

- A. Talk about WIET list and being able to make a policy to limit providers (Area 11 policy)

 [Area 11 Approved Eligible Training Provider Policy.pdf](#)

Committee agrees to move forward to establish a policy like this for Eligible Training Providers in Area 12.

- B. 2024 Retreat Strategic Planning Tool

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

Committee agrees to helping out at events. Josh Hisle made the suggestion to send a list of events to committee and have people pick times they are available to help.

- C. Discussion of having smaller forums for businesses

Committee agrees that mini forums around a specific topic are a good idea.

VI. Adjourn (Presenters: Karen Karnes)

The Next Education & Training Committee Meeting will be April 28, 2025 from 3:00pm-4:30pm.

DCR Stivers closed meeting at 3:55pm.