

Education & Training Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board

February 23, 2026 | 2:00-3:00pm PM EDT

Attendance

Present: Remote

Members: Chair-Joy Lytle, Jeff Gambrell

Staff: Becky Ehling, Brittney Stephens, Amy Miller

Guests: Susan Hakel

I. Welcome & Attendance

The meeting was opened by Committee Chair Joy Lytle at 2:06 PM.

The Education & Training Committee Meeting Minutes from the previous meeting on October 27, 2025, were reviewed and made official as the formal record.

II. Annual Workforce Development Forum

Planning continues for the **Fifth Annual Workforce Development Forum**.

The proposed title for the forum is:

“Building a Competitive Workforce: Apprenticeship, Innovation, and Culture in Action.”

The Committee discussed whether to host a panel or to secure a keynote speaker format for the event. More discussion will take place on this.

It was suggested to create a SurveyMonkey and distribute it to Committee members, including eight breakout session topics. Members will be given until close of business next week to respond. The survey will also ask for recommended presenters or suggested speakers for breakout sessions. Brittney Stephens will create this and send out to committee members.

The Committee agreed that the forum should remain at **Miami University at the VOA**. Executive Director Ehling will reach out to Steve Whayne or Samy Broyles to secure the location. The Committee is targeting **September 25** as the preferred event date.

It was also suggested to seek out Steve Brown as an HR keynote speaker. Susan Hakel will send an email as she has a connection with him.

III. Additional Discussion

No additional topics were brought forward for discussion.

Chair Lytle requested that the next meeting be scheduled for **April 6 from 3:00–4:00 PM** to review planning progress.

IV. Adjournment

The meeting was adjourned by Chair Joy Lytle at 2:49 PM.