

Emerging Workforce (Youth) Committee Meeting Minutes

Workforce Development Board: Butler Clermont Warren

Meeting Date: February 9, 2026
Meeting Time: 1:00 p.m. – 2:00 p.m.
Location: Remote (TEAMS)

Attendance: Remote

Members Present: Chair-Boyce Swift,

Staff Present: Brittney Stephens, Amy Miller

Guests Present: Paige Sheridan, Tonia Williams, Julie Cates, Chelsea Engel, Jena Short

Absent: Brittany Cousins

I. Welcome & Attendance

Committee Chair Boyce Swift opened the meeting at 1:01 p.m.

II. Approval of Previous Meeting Minutes

Meeting minutes from January 12, 2026 made official.

III. Committee Discussion & Updates

A. Youth Focus Group

Boyce Swift and Paige Sheridan shared an update regarding the planned youth focus group. Due to only one sign-up in Clermont County, the committee decided to move in a different direction.

Instead of hosting an in-person focus group, the committee will distribute questions to case managers and caseworkers within Clermont County schools to work directly with youth and gather more meaningful data.

- Boyce suggested using a fillable form to streamline distribution and collection.
- Paige confirmed she has already created a Microsoft Form to send to case managers.
- Toni Williams suggested adding questions related to youth motivation, specifically what motivates youth to seek and maintain employment.

- It was also suggested that a separate fillable form for employers be developed to gather employer perspectives.

Toni Williams will draft proposed questions and send them to the committee for review.

The committee agreed to dedicate 5–10 minutes at the next meeting to finalize the questions. Once finalized, the forms will be distributed to case managers and caseworkers, with March designated as the data collection period.

B. Spring Event Planning

Discussion moved to the Spring Event. The event has been postponed until May, with potential dates of May 12 or May 14.

Chair Swift requested that the majority of the next meeting be used to continue planning and finalizing details for the Spring Event.

IV. Adjournment

Chair Swift adjourned the meeting at 1:33 p.m.