

# **Executive Committee Meeting Minutes Butler Clermont Warren Workforce Development Board**

**Date:** February 17, 2026  
**Time:** 1:30 p.m. – 2:30 p.m.  
**Location:** Teams

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## **Attendance: Remote**

**CEOs/Proxies Present:** Commissioner Claire Corcoran

**Members Present:** Abby Melampy (Chair), Tate Borcoman, Matt Smith, Boyce Swift

**Staff Present:** Becky Ehling, Brittney Stephens, PH

**Guests Present:** Paige Sheridan

**Absent:** CEO Proxy Martin Russell, Vice Chair Joy Lytle, CEO Proxy Julie Gilbert, Zach Stanfield, Traci Stivers

## **I. Call to Order**

Chair Abby Melampy opened the meeting at 1:35 p.m. Roll call was taken.

## **II. Consent Agenda**

Motion to approve the Consent Agenda.

Motion by: Boyce Swift

Seconded by: Commissioner Claire Corcoran

Roll call vote taken. All in favor. Motion carried.

## **III. Committee Reports**

### **A. Governance Committee**

Matt Smith presented on behalf of the Governance Committee.

Executive Director Becky Ehling provided an update on the board roster and stated that she hopes to begin actively working on updates and vacancies now that she has returned.

Motion to approve policies 12-729 and 12-730.

Motion by: Commissioner Claire Corcoran

Seconded by: Tate Borcoman

Roll call vote taken. All in favor. Motion carried.

## **B. BEST Committee**

Zach Stanfield was not present for this meeting.

Becky Ehling provided a brief update, reporting that the BEST Committee has not yet met this year but has an upcoming meeting scheduled.

## **C. Emerging Workforce (Youth) Committee**

Boyce Swift presented on behalf of the Emerging Workforce Committee. He provided an update regarding the youth focus group planned for Clermont County.

He also shared updates on the Spring Youth Event, which will be hosted on **May 14th in Clermont County**, with continued planning efforts underway.

## **D. Education and Training Committee**

Joy Lytle was not present for this meeting.

Becky Ehling provided a brief update stating that the Education and Training Committee has not yet met for the new year. The committee will meet on **February 23rd**, at which time they will continue planning for the **Fifth Annual Workforce Development Forum**.

## **E. Budget and Finance Committee**

Becky Ehling presented the dashboards and administrative budget. She reported that there are currently no concerns. Spending is ahead of schedule, and the budget remains on track.

## **IV. Discussion Items**

Becky Ehling provided an update regarding the fiscal agent and reported that there are no new updates at this time.

## **V. Adjournment**

Motion to adjourn at 2:04 p.m.

Motion by: Commissioner Claire Corcoran  
Seconded by: Matt Smith

Roll call vote taken. All in favor. Motion carried.

Chair Abby Melampy adjourned the meeting at 2:04 p.m.

26-0217

February 17, 2026

APPROVE MINUTES EXECUTIVE COMMITTEE MEETING ON January 20, 2026.

**WHEREAS**, Minutes from January 20, 2026, Executive Committee Meeting are being presented for approval; and,

**NOW THEREFORE BE IT RESOLVED** that the Executive Committee, does hereby approve the Executive Committee Meeting Minutes for January 20, 2026, as presented.

Mr. Boyce Swift moved for adoption of the foregoing resolution being seconded by Ms. Clair Corcoran Upon call of the roll, the following vote resulted: Motion Carried

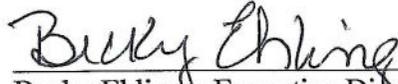
Yes – 5

No - 0

Abstain - 0

Resolution adopted this 17<sup>th</sup> day of February 2026.

BCW/Workforce CEO/Full Board



Becky Ehling – Executive Director

cc: BCW/Workforce file

26-0217 A

February 17, 2026

RECOMMENDATION OF APPROVAL OF POLICY 12-729 Customized Training Guidelines and Policy 12-728 Guidelines for Conducting Labor Exchange Activities

**WHEREAS**, the Governance Committee, with recommendation from the Executive Director, reviewed policies 12-728 and 12-729; and

**WHEREAS**, The Governance Committee recommends approval of Policy 12-728, and 12-729 as outlined. The Governance Committee recommends adding all policies to the Policy Manual; and

**NOW THEREFORE BE IT RESOLVED** that the BCW/Workforce Executive Committee, does hereby approve Policy 12-728, and 12-729 as attached to the Policy Manual.

Ms. Claire Corcoran moved for adoption of the foregoing resolution, being seconded by Mr. Tate Borcoman. Upon verbal call of the roll, the following vote resulted: Motion Carried

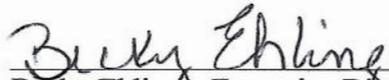
Yes – 5

No – 0

Abstain -0

Resolution adopted this 17<sup>th</sup> day of February 2026.

BCW/Workforce Executive Committee

  
Becky Ehling Executive Director

cc: BCW/Workforce file