

Executive Committee Meeting Minutes Butler Clermont Warren Workforce Development Board

Date: 1/20/2026
Time: 1:30 p.m. – 2:30 p.m.
Location: Teams

Attendance: Remote

CEOs/Proxies Present: Commissioner Claire Corcoran, Martin Russell, Julie Gilbert

Members Present: Chair Abby Melampy, Vice Chair Joy Lytle, Matt Smith

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

Absent: Boyce Swift, Zach Stanfield

Guests Present: Paige Sheridan

I. Call to Order

Chair Abby Melampy opened the meeting at 1:33 p.m. following roll call.

II. Consent Agenda

There was no consent agenda for this meeting.

III. Committee Reports

A. Governance Committee

Matt Smith provided an update on behalf of the Governance Committee. He asked Executive Director Becky Ehling to review the current board roster and discuss existing vacancies. Becky reported that staff are actively working to backfill open positions, after which the board recertification process will move forward.

Motion to approve Sarah Johnson (UC West Chester) to replace Ron Rohlfig.

Motion by: Matt Smith

Seconded by: Commissioner Claire Corcoran

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

B. BEST Committee

Zach Stanfield was not present. Traci Stivers provided a brief update highlighting current committee initiatives and ongoing work.

C. Emerging Workforce (Youth) Committee

Boyce Swift was not present. Traci Stivers shared that the committee is currently planning a youth focus group and a spring youth event. Additional details will be provided at a later date.

D. Education and Training Committee

Joy Lytle reported that the committee will meet at the end of January to continue planning for the Fifth Annual Workforce Development Forum.

E. Budget and Finance Committee

David Fehr is no longer serving as the Butler County proxy and was not present at the meeting, Executive Director Becky Ehling presented the dashboards and budget, reviewing current spending levels.

V. Discussion Items

There are no updates regarding the fiscal agent at this time.

Staff have relocated from the Warren County Administration Building to the Warren County OhioMeansJobs location. CEO Proxy Martin Russell agreed to allow the Workforce Development Board to retain its mailbox at the administration building.

Chair Abby Melampy raised the topic of transitioning away from printed binders for quarterly meetings, noting Duke's shift toward "green" operations. The Executive Committee agreed to move forward with digital materials only for future quarterly meetings.

VI. Adjournment

Motion to adjourn at 2:07 p.m.

Motion by: Commissioner Claire Corcoran

Seconded by: Joy Lytle

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

26-0120

January 20,2026

RECOMMENDATION OF APPOINTMENT/REAPPOINTMENT OF BOARD MEMBERS TO THE BCW/WORKFORCE ROSTER TO THE BUTLER, CLERMONT AND WARREN COUNTY COMMISSIONERS.

WHEREAS, the Governance Committee is recommending the appointment of Sarah Johnson, UC Health West Chester for Butler County Business Representative to the BCW/Workforce Board; and,

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby recommend the appointments of Sarah Johnson as presented.

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

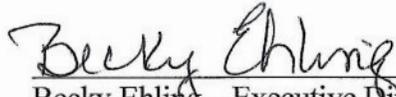
Yes – 6

No - 0

Abstain - 0

Motion adopted this 20th day of January 20.

Executive Committee Meeting


Becky Ehling – Executive Director

cc: BCW/Workforce file