

Executive Committee Meeting Minutes

Butler Clermont Warren / Workforce Development Board

July 28, 2025, 1:00pm-2:00pm

Attendance

Present: Remote

CEO'S/Proxies: Commissioner Clair Corcoran, Commissioner Shannon Jones, David Fehr, Martin Russell

Members: Chair- Abby Melampy, Boyce Swift, Tonya Stone, Zach Stanfield, Tate Borcoman(entered at 1:07pm), Ron Rohlfing

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

Guests: Josh Hisle

Absent: Joy Lytle

I. Welcome & Attendance

Presenter: Abby Melampy

II. Roll Call / Quorum

Presenter: Abby Melampy

With quorum met, Chair Melampy called the meeting to order at 1:03pm

IV. Consent Agenda

Presenter: Abby Melampy

No consent agenda items.

V. Committee Updates

- A. Governance Committee – Ron Rohlfing presented for the Governance Committee. He reports that staff, OMJ's and Easterseals have been working on reviewing/updating the 1st third of the policies. He reports that the committee will be ready to review these at their next meeting. He also reported that they staff along with Committee have been working to backfill the 4 open board positions. Lastly he reported that staff and committee made an update to By-laws and had staff explain the reasoning.

1. Motion to approve update to by-laws

- Motion by: Commissioner Claire Corcoran
- Seconded by: Commissioner Shannon Jones
- Outcome: Motion carried.

B. BEST Committee – Zach Stanfield provided the report on behalf of the BEST Committee.

During his update, DCR Traci Stivers was invited to share the various community events she has recently attended. She also discussed the calendar invitations she has been distributing in an effort to encourage Board and Committee members to join her at these events. Chair Stanfield emphasized the importance of members actively participating in community outreach efforts alongside Traci to help promote the work and visibility of BCW.

C. Emerging Workforce (Youth) Committee – Tonya Stone presented on behalf of the Emerging Workforce Committee. She reported that representatives from OhioMeansJobs (OMJ) and Easterseals met with youth participants last week to reengage the Youth Focus Group. In addition, staff are currently working to establish mentorship connections for the youth. Tonya also noted that Becky Ehling distributed a survey to committee members to gauge interest in adjusting the meeting structure for the summer months, recognizing that engagement can be challenging during this time of year.

D. Education and Training Committee – Becky Ehling reported on behalf of the Education and Training Committee, which is currently without a chair. Staff are actively seeking to fill the vacant chair position. DCR Traci Stivers provided an update on the planning progress for the 4th Annual Workforce Development Forum, highlighting key developments and ongoing preparations.

E. Budget & Finance Committee – David Fher presented the report for the Budget and Finance Committee. He stated that all grant funds scheduled to be liquidated by September 30, 2025, have been successfully expended, and expenditures have begun on funds set to expire on September 30, 2026. David also reviewed the Budget-to-Actual report, noting that expenditures remain slightly under budget. He commended Becky and her staff for their efforts in maintaining fiscal discipline and ensuring efficient use of funds.

Motion to Enter Executive Session

Purpose: To consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing by division (G)(1) of section 121.22 of the Revised Code.

Time should be stated. Receive a second and roll call.

Time: 1:33pm

- Motion by: Ron Rohlring
- Seconded by: Zach Stanfield
- Outcome: Motion carried.

Return from Executive Session

Statement to exit Executive Session 1:46pm

Actions from Executive Session:

Motion to approve Executive Director Becky Ehling's contract with a 3% pay increase, retroactive to July 1st, 2025.

Motion by: Commissioner Claire Corcoran

- Seconded by: Zach Stanfield
- Outcome: Motion carried. Ron Rohlring was not present in the Executive Session

VII. Discussion

Presenter: Abby Melampy

A. Attachment A. ED Ehling is asking for a motion to approve Attachment A for the CCMEP to attach to the Sub Grant Agreement.

Motion by: Commissioner Shannon Jones

- Seconded by: Zach Stanfield
- Outcome: Motion carried.

B. Update on Warren County as the Fiscal Agent

Abby Melampy provided an update regarding Warren County's decision not to continue serving as the Fiscal Agent for BCW. She reported that she and Becky Ehling have met with representatives from Butler County and are currently working on an Intergovernmental Agreement that would establish a five-year rotating fiscal agent structure among the three counties, beginning with Butler County. Becky is in the process of gathering the necessary information to support Butler County in assuming this role.

C. Executive Director Becky Ehling requested that Committee members begin considering potential adjustments to next year's meeting schedules. She suggested exploring an alternative meeting structure for the summer months, noting that attendance is often impacted by family commitments and vacations during that time.

VIII. Adjourn

Presenter: Abby Melampy

Motion to Adjourn:

Motion by: Commissioner Claire Corcoran

- Seconded by: Ron Rohlring

- Time:2:05pm

- Outcome: All in favor, motion carried.

25-0715

July 28, 2025

RECOMMENDATION OF APPROVAL OF UPDATED LANGUAGE TO THE BYLAWS

WHEREAS, the current Bylaws of the BCW/Workforce Development Board were last amended on May 17, 2022; and

WHEREAS, certain provisions within the bylaws are in need of clarification; and

WHEREAS, the proposed changes aim to clarify procedures related to committee meetings, including quorum, and voting rules. ; and,

WHEREAS, the Governance Committee was presented with the updated language of the bylaws for review; and

WHEREAS, the Governance Committee recommends approval of the Updated Bylaws; and

NOW THEREFORE BE IT MOVED that the BCW/Workforce Chief Elected Officials do hereby approve the updated language to the Bylaws as presented.

Commissioner Claire Corcoran moved for adoption of the foregoing resolution being seconded by Commissioner Shannon Jones. Upon call of the roll, the following vote resulted:

Commissioner Corcoran - Yes

Commissioner Jones - Yes

David Fehr - Yes

Motion adopted this 28th day of July 2025.

Executive Committee Meeting


Becky Ehling - Executive Director

cc: BCW/Workforce file

25-0715A

July 28, 2025

RECOMMENDATION OF APPROVAL OF ATTACHMENT A OF THE 25-27 STATE SUB-RECEPIENT AGREEMENT – AUTHORIZATION OF SUPPORT FOR CCMEP

WHEREAS, the BCW/Workforce Development Board has been designated as a subrecipient under the 2025–2027 State Subrecipient Agreement issued by the Ohio Department of Job and Family Services; and

WHEREAS, Attachment A of the State Subrecipient Agreement outlines the scope of work, program deliverables, budget allocations, and compliance requirements applicable to the Organization for the duration of the agreement period (2025–2027); and

WHEREAS, the Board of Directors of the BCW/Workforce has reviewed Attachment A and finds it to be aligned with the Organization’s mission, capacity, and objectives;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of BCW/Workforce hereby approves Attachment A of the 2025–2027 State Subrecipient Agreement as presented.

Ms. Commissioner Shannon Jones moved for adoption of the foregoing resolution being seconded by Mr. Zach Stanfield. Upon call of the roll, the following vote resulted:

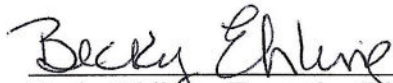
Yes -10

No – 0

Abstain - 0

Motion adopted this 28th day of July 2025.

Executive Committee Meeting


Becky Ehling – Executive Director

cc: BCW/Workforce file

MOTION TO MOVE TO EXECUTIVE SESSION TO CONSIDER THE APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION OR COMPENSATION OF A PUBLIC EMPLOYEE OR OFFICIAL, OR THE INVESTIGATION OF CHARGES OR COMPLAINTS AGAINST A PUBLIC EMPLOYEE, OFFICIAL, LICENSEE, OR REGULATED INDIVIDUAL, UNLESS THE EMPLOYEE, OFFICIAL, LICENSEE, OR REGULATED INDIVIDUAL REQUESTS A PUBLIC HEARING BY DIVISION (G)(1) OF SECTION 121.22 OF THE REVISED CODE

WHEREAS, the Executive Committee is asking to enter Executive Session; and

THEREFORE BE IT RESOLVED, the Executive Committee, does hereby approve to enter into Executive session at 1:33pm.

Mr. Ron Rohlfig moved for adoption of the foregoing motion being seconded by Mr. Zach Stanfield. Upon verbal call of the roll, the following vote resulted: Motion carried

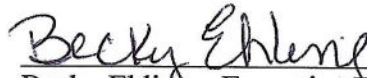
Yes - 9

No - 0

Abstain - 0

Motion adopted this 28th day of July 2025.

Executive Committee Meeting


Becky Ehling – Executive Director

cc: BCW/Workforce file

25-0715C

July 28, 2025

MOTION TO APPROVE A 3% MERIT PAY INCREASE FOR EXECUTIVE DIRECTOR BECKY EHLING.

WHEREAS, The Board Chair and Vice Chairs met to complete the Executive Director's performance evaluation; and

WHEREAS, The Executive Director has consistently demonstrated leadership, strategic vision, and dedication to the organization's mission, along with significantly contributing to the growth, success, and positive impact of the organization; and

WHEREAS, After conducting her performance review and in accordance with her contract and funding, a merit pay increase of 3% is an appropriate recognition of outstanding performance and maintaining morale; and

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxies and Executive Committee Members, does hereby approve a merit pay increase of 3% be granted to the Executive Director, retroactive to July 1, 2025.

Ms. Claire Corcoran moved for adoption of the foregoing motion being seconded by Mr. Zach Stanfield. Upon verbal call of the roll, the following vote resulted: Motion carried

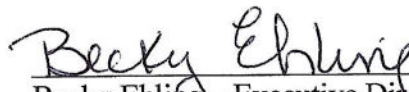
Yes - 8

No - 0

Abstain – (1 due to not being able to enter into session)

Resolution adopted this 28th day of July 2025.

BCW/Workforce Executive Committee


Becky Ehling – Executive Director

cc: BCW/Workforce file