



Executive Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board
4/15/2025 1:30 PM EDT

Attendance

Present: Remote

CEO/Proxies: Clarie Corcoran, David Fehr

Members: Chair-Tate Borcoman, Karen Karnes, Joy Lytle, Abby Melampy, Ron Rohlfing, Zach Stanfield, Tonya Stone

Staff: Becky Ehling, Brittney Stephens, Traci Stivers

Guests: Paige Sheridan, Jena Short

Absent:

Members: Shannon Jones, Martin Russell

I. Welcome & Attendance (Presenters: Tate Borcoman)

II. Roll Call/Quorum (Presenters: Tate Borcoman)

CEO/Proxies

Commissioner Claire Corcoran

David Fehr- Proxy Commissioner Donald Dixon - Budget and Finance committee Chair

Martin Russell - Proxy Commissioner Shannon Jones

Board Members

Tate Borcoman - Board Chair

Joy Lytle - Board Vice Chair

Abby Melampy - Board Vice Chair

Ron Rohlfing - Ex-Officio Chair - Governance Committee Chair

Zach Stanfield - BEST (Business) Committee Chair

Tonya Stone - Emerging Workforce (Youth) Committee Chair

Karen Karnes - Education & Training Committee Chair

Staff

Becky Ehling - Executive Director

Traci Stivers - Director of Community Relations

Brittney Stephens - Operations Assistant

III. Call Meeting to Order (Presenters: Tate Borcoman)

Chair- Borcoman called meeting to order at 1:31pm.

IV. Consent Agenda

There is no consent agenda.

V. Committee Updates

A. Governance Committee (Presenters: Ron Rohlfig)

Committee Chair Ron Rohlfig provided an update on behalf of the Governance Committee. He reported that the committee will begin reviewing the first third of the policies to ensure they are aligned with state requirements. Additionally, he shared that the committee will be reviewing the Board Roster and working to fill the current vacancies.

B. BEST Committee (Presenters: Zach Stanfield)

Committee Chair Zach Stanfield presented an update on behalf of the BEST Committee. He shared that there are no new updates since the Board last met. However, he reported that he and Traci attended a networking event in Clermont County, where they were able to establish several valuable new connections.

C. Budget & Finance Committee (Presenters: David Fehr)

 [09-25 as of 02-28-25-corrected.pdf](#)

 [9-2026 as of 02-28-25-corrected.pdf](#)

 [CYE 12-31-2025 WIB Bdgt vs Act - Feb2025.pdf](#)

Committee Chair David Fehr presented an update on behalf of the Budget & Finance Committee. He reviewed the dashboards reflecting spending through February 28, 2025. He reported that grants scheduled to liquidate by September 30, 2025, have been fully expended. Grants liquidating by September 30, 2026, have already begun spending and are currently ahead of schedule. Executive Director Ehling shared that the PY2025 budget has been released, and Area 12 will experience a 1.3% decrease in funding. This decrease pertains to grants that will liquidate by September 30, 2027.

D. Emerging Workforce Committee (Presenters: Tonya Stone)

Committee Chair Tonya Stone provided an update on behalf of the Emerging Workforce Committee. She shared that there are no new updates at this time. However, she reported that the committee is actively working on rejuvenating the Youth Focus Group.

E. Education & Training Committee (Presenters: Karen Karnes)

Committee Chair Karen Karnes provided an update on behalf of the Education and Training Committee. She reported that there are no updates at this time, as the committee has not met since the last Board meeting. She noted that the committee is scheduled to meet at the end of the month, at which time they will select a topic for the 4th Annual Workforce Development Forum.

VI. Discussion (Presenters: Tate Borcoman, Becky Ehling)

A. Approval of contract amounts

With the committee's approval, Executive Director Ehling was authorized to submit the contract amounts through the Budget & Finance Committee for review and acceptance.

B. Update on Warren County and 501c3

Chair Borcoman provided an update, including a timeline outlining the discussions and developments regarding Warren County's oversight of BCW. At this time, it is anticipated that BCW will remain under Warren County. Additionally, BCW will not be pursuing a separate bank account for the 501(c)(3) at this time.

VII. Adjourn (Presenters: Tate Borcoman)

The Next Executive Committee Meeting hold will be May 20, 2025 from 1:30-2:30pm.

The Next Quarterly CEO/Full Board Meeting with be June 5, 2025 (Retreat) 8:00am-12:00pm.

Chair Borcoman closed meeting at 2:06pm.

Motion:

Motion to close meeting at 2:06pm

Motion moved by Karen Karnes and motion seconded by David Fehr. Roll call, all in favor. Motion carried.