

Executive Committee Meeting Minutes

Butler Clermont Warren Workforce Development Board

Date: July 21, 2026

CEOs/Proxies Present: Commissioner Claire Corcoran, Julie Gilbert

Members Present: Joy Lytle, Boyce Swift, Tate Borcoman, Matt Smith, Zach Stanfield

Staff Present: Becky Ehling, Traci Stivers

Guests Present: Amy Miller, Paige Sheridan

I. Call to Order

Vice Chair Boyce Swift called the meeting to order at 1:34 p.m. Roll call was taken and quorum was confirmed.

No items were presented for the consent agenda.

II. Executive Director Updates

A. JobsOhio Grant

BCW/Workforce joined a regional JobsOhio grant application led by the Cincinnati Regional Chamber and involving neighboring workforce boards.

B. Owl AI Pilot

Becky Ehling provided an update on the Owl AI pilot being developed with the State of Ohio, the Advanced Manufacturing Industry Partnership, and Area 15. Area 12 will receive and administer \$300,000, retaining \$200,000 for Area 12 and directing \$100,000 to Area 15. Implementation, reporting, agreements, and case-management procedures were being finalized.

III. Discussion Items

A. Resolution 26-0721 - Incumbent Worker Training Policy

Boyce Swift identified language requiring a trainer to be unaffiliated with the employer that conflicted with the provision allowing an employee of the participating employer to provide training. The Committee agreed to remove the conflicting wording and a remaining extraneous word in Article III, Section D.

Motion to approve Resolution 26-0721, as amended.

Motion by: Matt Smith

Seconded by: Zach Stanfield

Roll call. All in favor. Motion carried.

B. Status of Funds and Dashboards

Becky Ehling reviewed the May 31, 2026 status-of-funds reports and corresponding dashboards. Discussion focused on differences in spending among Butler, Clermont, and Warren Counties. The Committee also reviewed Rapid Response, TANF, State Special Projects, and RESEA funding. Youth program performance was also reviewed.

C. Executive Director Merit Increase

Motion to approve a 5% merit increase for Executive Director Becky Ehling, retroactive to July 1, 2026.

Motion by: Matt Smith

Seconded by: Joy Lytle

Roll call. All in favor. Motion carried.

D. Partner Memorandum of Understanding

Becky Ehling and Amy Miller reported that the Workforce Innovation and Opportunity Act partner Memorandum of Understanding had been distributed to all required partners for signature.

E. Contract Updates

Becky Ehling reported that nearly all contracts had completed prosecutor review and had been forwarded to the county commissioners.

F. Dissolution of the 501(c)(3)

The Committee reviewed a step-by-step outline for dissolving the BCW/Workforce 501(c)(3). Discussion addressed whether outside legal assistance would be needed. Becky Ehling stated that staff expected to complete the process with guidance from fiscal counsel and would involve legal counsel if questions arose.

G. BEST Committee Questions and Staff Responsibilities

Traci Stivers summarized questions submitted by the BEST Committee regarding the long-term direction of the Director of Community Relations role.

Tate Borcoman stated that the questions arose through a broader discussion about how the impact of the role would be measured and whether changes in responsibility could affect the Board's community presence.

The Committee agreed to make this discussion a primary focus of the August 18 Executive Committee meeting and to allow additional meeting time if needed.

IV. Loss of Quorum and Meeting Conclusion

Commissioner Claire Corcoran left the meeting at approximately 2:30 p.m., at which time the Committee lost quorum and the official meeting concluded. No further official action was taken.

The next Executive Committee meeting was scheduled for August 18, 2026, at 1:30 p.m.