

Executive Committee Meeting Minutes BCW/Workforce Development Board

August 18, 2026

Attendance: Remote

CEOs/Proxies Present:

Martin Russell

Members Present:

Abby Melampy (Chair), Joy Lytle, Boyce Swift, Matt Smith

Staff Present:

Becky Ehling, Traci Stivers

Guests Present:

Amy Miller, Michala Sheridan, Jena Short

Absent:

Commissioner Claire Corcoran, Julie Gilbert, Tate Borcoman, Zach Stanfield

I. Welcome & Attendance / Roll Call / Quorum

The meeting was delayed briefly while staff worked to obtain quorum. Martin Russell joined the meeting, bringing the Committee to quorum. Chair Abby Melampy called the meeting to order at 1:41 p.m. Becky Ehling conducted roll call. Martin Russell, Abby Melampy, Joy Lytle, Boyce Swift, and Matt Smith were present.

II. Consent Agenda

Chair Melampy noted that the agenda had been distributed the prior Thursday and asked whether there were any questions. No questions were raised. There were no items on the Consent Agenda.

III. Executive Director Update

A. Proposed Approval of KRA as the RESEA Provider

Becky presented the recommendation to select KRA Corporation as the RESEA provider beginning October 1, 2026, through June 30, 2027. She explained that a review group evaluated the RESEA proposal and recommended KRA for approval. The original procurement did not receive any quotes. Warren County then considered providing the service but determined the work was too much to take on within the short timeframe. BCW/Workforce reissued the RFQ; KRA was the only respondent and met the required criteria. JobWorks will continue providing RESEA services through September 30, 2026, allowing the transition to KRA to begin immediately following approval.

Motion: Approve Resolution 26-0818 accepting KRA Corporation's proposal and awarding KRA the contract to provide Reemployment Services and Eligibility Assessment (RESEA) services from October 1, 2026 through June 30, 2027.

Motion by: Boyce Swift | Second: Joy Lytle

Roll Call: Martin Russell – Yes; Abby Melampy – Yes; Joy Lytle – Yes;

Boyce Swift – Yes; Matt Smith – Yes.

Motion carried.

B. Status of Funds and Dashboards

Becky reported that, based on direction from the Executive Committee, status-of-funds reports will now be presented at Executive Committee and full Board meetings. She also developed a dashboard to make the funding information easier to review.

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For grants liquidating September 30, 2026, most Adult and Dislocated Worker funds were at 100%. Easterseals was shown at 98%; however, a May invoice processed in July brought those funds to 100% spent. Administrative and RCA PY24 funds were also reported at 100%.

For the current grant that began July 2025 and runs through June 2027, the June 30 report showed Adult funding at approximately 99% for Butler, 48% for Clermont, 9% for Warren, and 100% for the WIB portion. Becky explained that BCW/Workforce holds back \$25,000 from Adult, Dislocated Worker, and Youth funding to support Dimalanta and the VR headsets used by the OMJs and Easterseals.

Dislocated Worker expenditures were approximately 90% for Butler, 16% for Clermont, and 31% for Warren, or approximately 61% overall. PY26 funds became available July 1 and will be added to the dashboard as a separate column/tab. Easterseals' PY25 youth funds were approximately 50% spent. Staff will monitor invoices closely because the PY25 funds must be liquidated before moving into PY26 funds, particularly as the Board considers the OMJs taking over youth services in July 2027. Administrative funds were approximately 46% spent, which Becky indicated was on track, and the four major categories were approximately 53% spent overall as of June.

The OMJ Resource Center funds, which are tied to the MOU and support JFS/veteran personnel, were also reviewed. Warren County appeared at 0% on the June report; Jena Short confirmed that a draw had since been submitted and the funds were received in late July or early August. The expenditure will therefore be reflected on a future report.

Becky reported that the Rapid Response grant is closing. Approximately \$66,000 was used to support workers affected by layoffs associated with Kohl's and Graphic Packaging. With no recent activity, the state plans to close the grant and recapture the remaining funds. The combined layoffs were reported at approximately 1,000 or more workers.

Warren County TANF funding was also reviewed. Because Warren County operates as a standalone OMJ, TANF funds flow through the Board, which retains 1% for administrative and quarterly reporting costs. BCW/Workforce obtained an additional \$50,000 from Area 7 for Warren County and continues to look for additional funding.

For the state broadband OJT pilot, \$10,000 of the original \$175,000 award supported Clermont County's mobile resource room and has been fully expended, leaving \$165,000 for the OJT pilot. Five participants were enrolled, although three were unable to continue. Additional payments had recently been processed, and the state was considering extending the project to allow additional time to spend the funds.

RESEA funding was described as a 'moving target' because of the timing of state allocations. PY26 funding that had been expected in January was received only a few weeks before the meeting, and the spending period is expected to be extended accordingly. Becky noted that BCW/Workforce contracts include language terminating the contract if the Board does not receive the underlying grant funding.

Matt Smith raised concern about the significant differences in expenditure rates among the three counties. The Committee discussed timing of draws, customer traffic, physical location, outreach, and the fact that Butler operates a comprehensive center with substantially higher foot traffic. Becky explained that later in the grant cycle staff evaluate whether counties will fully spend their allocations and, if necessary, funds can

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be moved to a county able to use them. Historically, BCW/Workforce has used the state's recommended allocation formula, although the Board/CEOs could choose a different allocation method. Matt indicated the state formula remains a reasonable baseline because it considers factors such as population and poverty.

Youth compliance was also reviewed. The federal minimum for youth work experience expenditures is 20%, while the Board requires 25%. Easterseals was reported at approximately 36.86%, exceeding both requirements. For the out-of-school youth measure, the state minimum was identified as 70% and the Board minimum as 80%; Easterseals was approximately 1.2 percentage points below the Board's local standard. Becky noted that staff will continue reviewing co-enrollment opportunities where a participant may qualify under both Adult and Youth.

C. Approval of Amended Budget

Becky presented the revised administrative budget following Brittney's departure. Approximately \$52,000 was available to reallocate within the budget. About \$12,000 was added to administrative operating costs, including funds to support additional conference/outreach opportunities requested by the Board. An additional \$5,000 was included under program projects as a placeholder for a future Board retreat. Approximately \$8,800 in changes related to memberships and leadership development. Rather than attempting multiple county leadership programs in one year, the plan is to complete approximately one program per year.

Traci Stivers explained that her Warren County leadership experience was particularly valuable for networking and learning who to contact throughout the county. Becky indicated the goal is to build similar connections in Clermont and Butler Counties. Business expenses and professional services were unchanged. The revised budget reflects approximately \$27,463 in savings compared with the previously approved budget. The Budget & Finance Committee had reviewed the revisions, and Matt Smith stated the committee had discussed the changes and he was comfortable with the amended budget.

Motion: Approve Resolution 26-0818A amending the BCW/Workforce administrative budget.

Motion by: Matt Smith | Second: Martin Russell

Roll Call: Martin Russell – Yes; Abby Melampy – Yes; Joy Lytle – Yes;

Boyce Swift – Yes; Matt Smith – Yes.

Motion carried.

D. JobsOhio Grant

Becky reported that the JobsOhio grant had a very short, approximately two-week application window. Although BCW/Workforce submitted a letter of intent, there was not sufficient time to obtain the needed county/commissioner consensus for BCW/Workforce to serve as lead. BCW/Workforce therefore partnered with the Greater Cincinnati Chamber, with whom the Board also works on WorkOhio. The Chamber submitted the application, but BCW/Workforce learned shortly before the meeting that the application was not selected. JobsOhio was considering four applications and had not yet publicly identified the successful applicant(s) because contracts were still being finalized.

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E. Contract Updates / F. MOU Updates

Becky combined the contract and MOU updates. The Cincinnati Chamber/WorkOhio agreement for Warren County had completed the required process and was sent forward. The JobWorks, Dimalanta, Sal Consiglio, and One-Stop Operator contracts were reported as completed. The MOU was waiting on one additional signature; once received, it will be circulated for signatures and then sent to the state. The data-sharing agreement was with Butler County for approval and will then move through Clermont and Warren Counties.

Warren County Prosecutor's Office had advised that the IT-related contract had been approved and would be sent to the Warren County Commissioners. Career Services agreements for Clermont, Butler, and Warren Counties, along with the Easterseals contract, were also with the Warren County Commissioners for approval. The Butler County/Cincinnati Chamber MOU had been with the county prosecutor; its current status with the commissioners was not yet known. The KRA contract had been drafted and was being finalized with Rochelle so it could be issued once the remaining language was completed.

G. AI OWL Pilot Project for the State

Becky reviewed the state AI/manufacturing pilot. The original project was \$300,000, with Area 12 expected to retain \$200,000 and pass \$100,000 to Area 15. After discussion with the state, Area 15 was funded directly, and Area 12 received its \$200,000 allocation. The Area 12 project will focus on Individual Training Accounts (ITAs), while Area 15 is working on incumbent worker training.

AI OWL will provide AI training and AMIP (Advanced Manufacturing Industry Partners) will provide the manufacturing component, allowing participants to earn both AI and manufacturing credentials. Brooksource and AMIP will assist with employer placement. Becky emphasized that participant follow-up after placement is necessary for performance reporting and that the AI OWL contract requires the provider to supply the information needed to track participants for one year after employment.

Of Area 12's \$200,000, approximately \$20,000 is reserved for administration and approximately \$180,000 is available for training. The project is expected to serve up to 44 participants when employer contributions are included. WIOA-funded training is up to \$5,000 per eligible participant, generally split as \$2,500 for AI OWL and \$2,500 for AMIP. Participants must pursue Pell or other available funding before WIOA funds are used. Becky noted that businesses may fund participants who do not qualify for WIOA, which could increase the overall number served. Intel and Dell were identified as participating partners. The projected launch is September.

Jena Short asked whether Brooksource represented another OJT. Becky clarified that this project is an ITA model, not a separate OJT, and Brooksource's role is primarily connected to referrals/placement rather than being paid through the WIOA ITA funding.

Motion: Authorize BCW/Workforce to enter into the AI OWL provider contract and proceed with the pilot project.

Motion by: Matt Smith | Second: Joy Lytle

Roll Call: Martin Russell – Yes; Abby Melampy – Yes; Joy Lytle – Yes;

Boyce Swift – Yes; Matt Smith – Yes.

Motion carried.

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H. Proposed Board and Committee Schedule

The Committee reviewed the proposed meeting schedule. Quarterly Board meetings will continue on the first Thursday of each quarter from 8:00 a.m. to 9:30 a.m. Executive Committee meetings will remain calendar holds on the third Tuesday of the applicable month from 1:30 p.m. to 2:30 p.m. and will be cancelled when not needed. Martin Russell's Tuesday commissioner meeting conflict was noted for consideration as Warren County transitions to a new proxy. Matt Smith and Boyce Swift supported keeping the schedule as presented, and Abby Melampy noted that having dates placed on calendars well in advance makes scheduling easier. The schedule will remain as proposed.

IV. Discussion Items – BEST Committee Letter

Boyce Swift asked that the Committee discuss the letter previously received from the BEST Committee. He said his initial reaction was surprise at the formality of the letter. He explained that the Executive Committee's earlier discussion was not intended as an either/or decision between community outreach and administrative work. Rather, the intent was to use the staffing transition as an opportunity to review current responsibilities, determine whether work could be handled differently, evaluate whether outreach activities are producing the desired return on investment, and establish clearer measures of success.

Matt Smith agreed and emphasized that the discussion was not about eliminating community outreach. He suggested examining whether attending every recurring chamber or community meeting is the best use of staff time, or whether some activities could occur less frequently so that time could be redirected to administrative responsibilities previously handled by Brittney. Matt also noted that the original discussion occurred when the Board anticipated potential budget reductions; because funding now appears more stable for at least the next year, that may change the context of the conversation.

Abby Melampy indicated the letter deserved additional review and a more formal response because it was submitted formally. Joy Lytle agreed that the matter needed additional attention. The group discussed having Abby, Boyce, Joy, and Matt participate in a follow-up discussion while remaining below quorum.

For the follow-up, Matt requested information showing, at a reasonable level, how staff time is divided between community outreach and administrative work over the course of a month. Becky indicated the information can be pulled from staff calendars. She also noted that some duties formerly handled by Brittney have become less time-intensive through process changes and AI tools; for example, preparation of meeting minutes can now take approximately 10–15 minutes, and physical Board binders have been eliminated.

Matt also asked Becky and Traci to identify responsibilities that are not currently receiving sufficient attention because of capacity. Boyce requested current or proposed metrics for measuring the success of community outreach. Becky agreed to compile the requested information and develop potential measures. Matt connected the discussion back to the status-of-funds review, noting that Butler has more customers coming through the door and is frequently close to exhausting available funds, while Clermont and Warren have lower traffic but generally spend their allocations by the end of the grant

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period. The Committee wants to better understand the factors contributing to those differences.

V. Announcements

The next non-sanctioned Board social event will be August 25, 2026, from 5:00 p.m. to 7:30 p.m. at RJ Cinemas & Distillery, located in the Jungle Jim's Eastgate complex.

The next Quarterly Full/CEO Board Meeting will be September 3, 2026, from 8:00 a.m. to 9:30 a.m. at VEGA. Abby indicated she will be unavailable and asked Boyce or Joy to cover the meeting.

The next Executive Committee meeting hold is October 20, 2026, from 1:30 p.m. to 2:30 p.m.

VI. Adjournment

Chair Melampy entertained a motion to adjourn at 2:32 p.m.

Motion by: Boyce Swift | Second: Matt Smith

Members present voted in favor. There were no objections or abstentions. Motion carried, and the meeting adjourned at 2:32 p.m.