

EXECUTIVE COMMITTEE MEETING MINUTES

BUTLER CLERMONT WARREN WORKFORCE DEVELOPMENT BOARD

Monday, April 21, 2026

Microsoft Teams Virtual Meeting

1:30 PM – 2:30 PM Date: April 21, 2026

Time: 1:33 PM

Location: Virtual Meeting via Microsoft Teams

I. Call to order

Chairperson Abigail Melampy called the meeting to order at 1:33 PM after quorum was confirmed.

II. Roll call

Present:

- Abigail Melampy
- Zachary Stanfield
- Boyce Swift
- Matt Smith
- Commissioner Corcoran (via phone)
- Joy Lytle (arrived later)
- Becky Ehling
- Traci Stivers

Absent:

- Martin Russell (not present)
- Julie Gilbert (not present)

III. Approval of agenda

The agenda was presented with no questions or changes.

IV. Action items

A. Resolution 26-0421 – Approval of Butler County OMJ as Comprehensive Center

A team reviewed all three OhioMeansJobs centers, including ADA compliance plans and facility walkthroughs. Becky Ehling submitted the information to the state and received approval recommendations.

Boyce Swift moved to approve Resolution 26-0421 approving Butler County OMJ as the comprehensive center for Area 12.

Seconded by Matt Smith.

Roll Call Vote

- Boyce Swift – Yes
- Abigail Melampy – Yes
- Zachary Stanfield – Yes
- Matt Smith – Yes
- Commissioner Corcoran – Yes

Motion carried.

V. Executive session

The committee entered executive session in accordance with Ohio Revised Code Section 121.22(G)(1) to consider matters related to employment and personnel.

Motion to Enter Executive Session

Commissioner Corcoran moved to enter executive session at 1:36 PM with all board members and Becky Ehling.

Seconded by Zachary Stanfield.

Roll Call Vote

- Abigail Melampy – Yes
- Zachary Stanfield – Yes
- Boyce Swift – Yes
- Matt Smith – Yes
- Commissioner Corcoran – Yes

Motion carried.

Joy Lytle signed into the meeting and was added to the executive session at 1:51PM.

Return from Executive Session

The committee exited executive session at 2:06 PM.

Motion to Exit Executive Session

Boyce Swift moved to exit executive session.

Seconded by Matt Smith.

Roll Call Vote

- Commissioner Corcoran – Yes
- Abigail Melampy – Yes
- Zachary Stanfield – Yes
- Boyce Swift – Yes
- Matt Smith – Yes
- Joy Lytle – Yes

Motion carried.

No formal action was taken following executive session. Becky Ehling stated additional information would be gathered before further action is considered.

VI. Committee reports

A. Governance Committee

Matt Smith reported the Governance Committee met and discussed board appointments, fiscal agent discussions, and policy review updates.

1. Board Appointments and Reappointments

The following appointments and reappointments were presented:

- Sarah Johnson – Butler County reappointment
- Joy Lytle – Clermont County reappointment
- Scott Gafford – Clermont County reappointment
- Vincent Irvin – Laborer’s Apprentice Program appointment
- Nate Strange – Warren County reappointment
- John Groom (Vega) – Warren County business representative appointment

2. Resolution 26-0421D – Appointment and Reappointment of Board Members

Matt Smith moved to approve Resolution 26-0421D.

Seconded by Boyce Swift.

Roll Call Vote

- Commissioner Corcoran – Yes
- Abigail Melampy – Yes
- Boyce Swift – Yes
- Zachary Stanfield – Yes
- Joy Lytle – Yes
- Matt Smith – Yes

Motion carried.

3. Policy Review Update

The committee continues reviewing policies on the established three-year rotation schedule. State policies with minimal changes will remain on the rotation for periodic review.

B. BEST Committee

Zachary Stanfield provided the BEST Committee update.

Highlights included:

- Traci Stivers' continued work with Adopt-A-Class and Carlisle High School.
- Ongoing efforts to increase committee participation.
- Continued focus on resolving the fiscal agent issue before launching additional initiatives.
- Invitation for additional board members to join the committee.
- Next BEST Committee meeting scheduled for May 4 from 1:00 PM – 2:00 PM.

Becky Ehling shared that John Groom from Vega expressed interest in joining the BEST Committee.

C. Emerging Workforce Committee

Boyce Swift provided updates regarding the “Ignite Your Future” mini forum.

1. Event Information

- Date: May 14, 2026
- Location: Crossroads Eastgate
- Time: 9:30 AM – 12:30 PM

Additional updates included:

- Planning meetings have transitioned to bi-weekly meetings.
- Bob Paultke will serve as the keynote speaker.
- Sessions will focus on networking, interviewing, professional attire, and career readiness.
- Approximately 100 students are expected to attend.
- Chick-fil-A meals will be provided using available grant funds.
- Volunteers and mentors are still needed for speed networking activities.
- Board members were encouraged to support the Amazon wish list for student raffle items.

Upcoming meetings:

- May 7 – Site walkthrough at Crossroads
- May 11 – Final planning meeting

D. Education & Training Committee

Joy Lytle provided the Education and Training Committee update.

1. 5th Annual Forum Planning

Topics for the forum will include:

- Apprenticeship
- Workplace culture

The committee decided not to hold breakout sessions this year and instead focus on general session speakers.

Additional details:

- Vendor tables and breakfast will still be included.
- John Groom, CEO of Vega, will serve as the culture speaker.
- The committee is seeking a local apprenticeship speaker.
- The forum is scheduled for September 25, 2026.

The next committee meeting is scheduled for April 27.

E. Budget & Finance Committee

Becky Ehling reviewed dashboard and budget information.

1. Program Year 2024 Dashboard

- Most funding categories are on target.
- Remaining funds in dislocated worker and adult programs are expected to be fully expended by June 30.
- RESEA and Rapid Response funding are on track.

2. Program Year 2025 Dashboard

Updates included:

- Adult and dislocated worker funding has begun.
- Youth funding remains on track.
- State special project funding includes support for Clermont County's mobile resource room.
- The AI grant initiative may include up to \$300,000 from ODJFS, with additional potential IMAP funding.

3. Budget to Actual Review

- Budget performance through February reflected expenditures at approximately 15%, below the projected 16.67%.
- Staffing and payroll adjustments are being reviewed following staffing changes.

Becky Ehling encouraged additional participation in the Budget and Finance Committee.

F. Discussion items

1. Fiscal Agent Discussion

Becky Ehling shared updates regarding fiscal agent discussions.

Key points included:

- Warren County has indicated interest in transitioning away from serving as fiscal agent.
- Clermont County expressed concerns due to ongoing auditor transitions.
- Butler County has not committed to serving as fiscal agent.
- Options discussed included:
 - Continuing with Warren County
 - Transitioning to Clermont County
 - Transitioning to Butler County

- Establishing the board as its own fiscal agent

Matt Smith emphasized the need for a decision to avoid continued operational uncertainty and allow future planning for the organization and 501(c)(3).

2. Executive Director Evaluation

Becky Ehling stated materials for the Executive Director evaluation process were distributed to committee leadership.

3. AI Grant Opportunity

BCW was selected to potentially administer a statewide AI-related grant initiative focused on manufacturing and restaurant workforce training.

4. RESEA Grant Administration

Updates included:

- Job Works declined to continue administration under the requested in-house structure.
- Warren County submitted a proposal to administer RESEA services.
- The arrangement may proceed through the existing Career Services Agreement.

5. Youth and Career Services Discussion

Additional information is being gathered regarding potential amendments to the Easter Seals agreement related to youth services.

G. Adjournment

The meeting concluded following discussion items.