

Executive Committee Special Meeting Minutes

Butler Clermont Warren Workforce Development Board

Date: May 27, 2026

CEOs/Proxies Present: Commissioner Claire Corcoran, Martin Russell, Julie Gilbert

Members Present: Abby Melampy (Chair), Joy Lytle, Matt Smith, Tate Borcoman Boyce Swift

Staff Present: Becky Ehling, Traci Stivers

Guests Present: Amy Miller, Josh Hisle, Paige Sheridan, Emiley Crawford, Chelsea Engel, Erik Thomas

Absent: Zach Stanfield

I. Call to Order

Chair Abby Melampy called the meeting to order at 10:06 a.m. Roll call was taken and quorum was confirmed.

Chair Melampy stated that discussion regarding Easterseals and youth services had previously occurred during executive session under an incorrect Ohio Revised Code citation. She explained that no vote had been taken during executive session and that the discussion would be re-addressed publicly during this meeting to ensure compliance with the Open Meetings Act.

II. Executive Director Updates

Executive Director Becky Ehling provided an update on PY26/FY27 funding allocations for Area 12. She reported that Area 12 received the highest percentage increase in the state at 34.6%, resulting in approximately \$1 million in additional funding across Adult, Dislocated Worker, and Youth programs.

Becky Ehling also provided an update on the Owl AI project being developed in partnership with the State of Ohio, Eric Leach, and Area 15. The initiative will focus on AI training within the manufacturing sector. Area 12 will serve as the lead area for the grant initiative, with additional IMAP funding requests submitted through the state. Discussion highlighted Area 12's growing reputation as a pilot area for innovative workforce initiatives.

III. Discussion Items

A. Resolution 26-0527 – Execution, Extension, and Amendment of Contracts

Chair Abby Melampy presented Resolution 26-0527, authorizing the Executive Director to negotiate and execute contracts and amendments for legal services, fiscal services, marketing and outreach, IT support, operator agreements, career services agreements, and RESEA administration.

Motion to approve Resolution 26-0527.

Motion by: Joy Lytle

Seconded by: Matt Smith

Roll call vote taken. All in favor. Motion carried.

B. Resolution 26-0527A – Amendment of Partner MOU

Chair Abby Melampy presented Resolution 26-0527A authorizing the Executive Director to amend and execute the current partner Memorandum of Understanding (MOU) due to operational changes since the prior agreement was executed.

Motion to approve Resolution 26-0527A.

Motion by: Julie Gilbert

Seconded by: Matt Smith

Roll call vote taken. All in favor. Motion carried.

C. Resolution 26-0527B – Program and Fiscal Monitoring Procurement

Chair Abby Melampy presented Resolution 26-0527B authorizing the Executive Director to issue an RFQ and enter into contracts for required programmatic and fiscal monitoring services. Becky Ehling noted that annual monitoring is mandated by the State of Ohio.

Motion to approve Resolution 26-0527B.

Motion by: Matt Smith

Seconded by: Tate Borcoman

Roll call vote taken. All in favor. Motion carried.

D. Youth Services Discussion / Open Meetings Compliance Discussion

Chair Abby Melampy reopened discussion regarding youth services and fund braiding in open session to comply with the Open Meetings Act. Chair Melampy explained that the original request stemmed from concerns that TANF participants were not consistently being enrolled into WIOA Youth services and that participants were often being transitioned between case managers, creating confusion and disruption in services.

Chair Melampy stated that Warren and Clermont Counties had expressed interest in administering WIOA Youth services locally in order to align CCMEP, TANF, and WIOA Youth under one streamlined system, while Butler County wished to continue its current structure with Easterseals due to Butler County JFS recently contracting with Easterseals for TANF youth services.

Executive Director Becky Ehling stated that legal guidance and information from the State of Ohio and Department of Labor had been distributed to Board leadership regarding procurement requirements and allowable service structures under WIOA and CCMEP. Performance reports and participant service documentation had also been shared.

Martin Russell stated that Warren County remained interested in potentially bringing services in-house but wanted to continue hearing discussion regarding operational impacts and continuity of services. He referenced correspondence from Easterseals requesting consideration of maintaining the current structure through June 30, 2027, prior to implementing any transition.

Josh Hisle stated that the request from Warren and Clermont Counties was based on continuity of services for participants and maintaining one streamlined referral, intake, and case management process. He explained that the counties preferred participants remain with the same case manager throughout participation in the program. Paige Sheridan discussed staffing considerations and explained that because CCMEP services already mirror WIOA Youth service requirements, much of the operational infrastructure was already in place. She further stated that maintaining the same case manager throughout participation would improve continuity and participant engagement.

Matt Smith asked whether the youth services contract could be separated by county rather than procured collectively for all three counties. Becky Ehling explained that under that structure, Easterseals could receive a one-year contract amendment for Butler County through June 30, 2027, while Clermont and Warren Counties could administer youth services through their annual career services agreements. She further stated that Warren County would also administer RESEA funds through the career services agreement and noted that legal counsel was delaying final drafting of the agreements pending direction from the Executive Committee.

Additional discussion occurred regarding a transition framework in which Easterseals would receive a one-year amendment through June 30, 2027. Beginning July 1, 2027, Clermont County and Warren County would administer WIOA Youth funds and services within their respective counties, while Butler County would move forward through a procurement process through BCW/Workforce, Butler County, or a joint procurement structure. Discussion also included staffing impacts and the possibility of splitting staff costs between TANF and WIOA Youth services to maximize program dollars and improve service continuity.

E. Resolution 26-0527C – Youth Services Contract Amendment

Resolution 26-0527C was presented regarding a one-year amendment for Easterseals youth services through June 30, 2027, to allow transition planning and staffing preparation within

Warren and Clermont Counties. Following discussion, the resolution was brought forward for a vote.

Motion by: Boyce Swift
Seconded by: Matt Smith

Roll call vote taken. All in favor. Motion carried.

F. Fiscal Agent / 501(c)(3) Discussion

Discussion occurred regarding the ongoing fiscal agent structure and lack of forward movement related to the Board becoming its own fiscal agent. Chair Abby Melampy stated that concerns had previously been raised regarding the Board operating as a 501(c)(3) and whether that structure was creating hesitation among counties related to serving as fiscal agent.

Chair Melampy shared that she had met with Warren County Auditor Matt Nolan to discuss the matter and stated that Warren County had concerns about continuing indefinitely as fiscal agent. Discussion included the possibility of dissolving the BCW/Workforce 501(c)(3) structure if that would provide additional comfort to the counties and auditor offices regarding the fiscal agent relationship.

Becky Ehling stated that dissolving the 501(c)(3) would require filing paperwork with the State of Ohio and recommended additional discussion occur at the June 4 Board meeting or a future Executive Committee meeting before any action was taken. No formal action was taken regarding dissolution of the 501(c)(3).

IV. Adjournment

Motion to adjourn the meeting.

Motion by: Joy Lytle
Seconded by: Julie Gilbert

Chair Abby Melampy adjourned the meeting at 11:00 am