

Governance Committee Meeting Minutes

Date: August 18, 2025

Time: 11:00am – 12:00pm

Location/Platform: Teams

Attendance

Present: Remote

Members: Chair-Ron Rohlfiing, Nate Strange, Matt Smith, Abby Melampy, Jennifer Pitman

Staff: Becky Ehling, Brittney Stephens, Traci Stivers, Amy Miller

Guests: Paige Sheridan, Josh Hisle, Ben McCall

1. Welcome & Attendance (Presenters: Ron Rohlfiing)

Chair Ron Rohlfiing opened meeting at 11:01am.

- A. Meeting minutes from June 16, 2025

There were no questions, comments or corrections to minutes. Minutes will stand as official record of meeting.

2. Roles and Responsibilities (Presenters: Ron Rohlfiing)

3. Board Roster (Presenters: Ron Rohlfiing)

Ron Rohlfiing provided an update on current open positions within the Board. He emphasized the importance of all Board and committee members actively prospecting potential candidates for Board service.

Ed Ehling requested committee approval to potentially backfill the Aspire position in Butler County rather than Warren County. The committee expressed support and agreed that ED Ehling should take the necessary steps to ensure the Board is fully staffed.

4. Policies (Presenters: Ron Rohlfiing)

1. **12-300 Procurement Policy**
2. **12-502 OJT**
3. **12-504 IWT**
4. **12-512 Serving Applicants with Close Relationship**
 - Ron Rohlfiing suggested adding *Conflict of Interest* to the policy title. ED Ehling will confirm whether this can be done since it is a State policy.
 - The committee also recommended creating a small MOU to accompany this policy.

5. **12-516 Selective Service Registration**
 - Committee requested that the language be reviewed by legal counsel.
6. **12-500 Limited Funds – Priority of Service**
7. **12-500a Priority of Service for Veterans and Eligible Spouses**
8. **12-500b Plan for Limited Funds Status**
9. **12-501a Subsequent Eligibility of Training Providers**
10. **12-510 Transitional Jobs**
11. **12-513 Grant Requests and Applications**
12. **Self-Sufficiency Policy**

Committee Consensus: Once the two policies noted above are reviewed (12-512 and 12-516), the committee agreed that the policies are ready to be presented to the Executive Committee.

5. Discussion (Presenters: Ron Rohlfig)

A. Topic 1: Regional and Local Plan – Public Comment

ED Ehling provided an update that the Regional and Local Plan is now posted on the website for public comment.

B. Topic 2: By-Laws Update

ED Ehling reported that updates to the By-Laws were approved by the CEOs at the last Executive Committee meeting. The revised By-Laws have been published on the website.

C. Topic 3: 2026 Proposed Meeting Schedule

ED Ehling presented the proposed 2026 meeting schedule. The committee reviewed and agreed to their scheduled meetings.

D. Fiscal Agent / COG Discussion

ED Ehling provided an update on the transition of the Fiscal Agent role from Warren County to Butler County for the BCW. A brief discussion was also held regarding the potential to become a Council of Governments (COG). The committee agreed this topic will be revisited at a later meeting once staff has had time to conduct further research.

6. Adjournment (Presenters: Ron Rohlfig)

Meeting adjourned at 11:152am