



Governance Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board
2/24/2025 11:00 AMEST

Attendance

Present:

Members: Abby Melampy, Jennifer Pitman, Nathan Strange

Staff: Brittney Stephens, Traci Stivers, Amy Miller

Guests: Paige Sheridan, Josh Hisle

Absent:

Members: Matt Smith, Becky Ehling, Ron Rohlfing

I. Welcome & Attendance (Presenters: Nate Strange)

Chair Ron Rohlfing was not able to attend today's meeting, member Nate Strange opened meeting at 11:04pm.

A. Meeting Minutes from December 9, 2024

 [Governance Committee Meeting Minutes 12-9-24.docx](#)

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

II. Roles & Responsibilities (Presenters: Nate Strange)

 [Governance Roles and Responsibilities.docx](#)

III. Board Roster (Presenters: Nate Strange)

Committee recommends Abby Melampy to be appointed as Board Chair.

Committee recommends Boyce Swift to be appointed as Vice Chair.

- A. Recommend Abby Melampy to be appointed Board Chair Effective 07/01/2025
- B. Recommend Boyce Swift to be appointed Vice Chair effective 07/01/2025
- C. Tate Borcoman will become Ex Officio effective 07/01/2025.

IV. 501c3 Funds Management SOP correction (Presenters: Nate Strange)

 [SOP 501c3 Funds Management and Utilization.docx](#)

Committee approves this change and agrees to move it on to be approved at Quarterly Full/CEO Board Meeting on 03/06/2025.

V. Polices Update (Presenters: Nate Strange)

Nate Strange gave a brief update to committee that Staff along with OMJ's and Easterseals are working on a WEIT Policy to align with Area 12.

Staff along with OMJ's and Easterseals will also begin review of the 1st 1/3 of polices.

Member Nate Strange complimented the Staff for this as well as stated that his is a great business practice.

A. Staff started working on a WIET (Workforce Inventory of Education and Training) Policy with OMJ's and Education & Training Committee.

B. 1/3 Polices will be reviewed

In accordance with the SOP, staff will work with the OMJ and Easterseals to review 1/3 of the policies. Once this review is done, staff will present the policies for review from the Governance Committee.

VI. Contracts due for renewal (Presenters: Ron Rohlfing)

Recommend the full board approve the extension, amendment or renewal of the contracts with the BCW/Workforce.

- Career Services
- Easterseals
- JobWorks
- Sal
- Rochelle
- Dimalanta
- Elite

Committee recommends moving these contracts on to CEO/Full Board meeting on 03/06/2025.

VII. Strategic plan (Presenters: Ron Rohlfing)

 [2024 BCW Workforce Strategic Planning Working Document.pdf](#)

DCR Stivers reviewed this document and highlighted that Governance is the lead on quality control and feels that this is being worked on by way of an SOP/Policy for for the 501c3.

VIII. Board Membership (Presenters: Ron Rohlfing)

Currently we are sitting with 1 business vacancy in Butler, 1 CBO vacancy in Butler and we are working to backfill Doug Reichenberger position with Steve Whayne from Miami and 1 labor position in Clermont.

Staff has talked with Justin Phillips to see if he has recommendations for Labor.

Staff is working to secure a CBO.

Staff is working with Butler OMJ to determine a good business fit.

 [Roster Official 1-17-25 with Business Name.xlsx](#)

Committee Member Nate Strange gave update on open Board vacancies and reports that ED Ehling is working on filling these slots.

IX. Discussion (Presenters: Ron Rohlfig)

A. Press Release and 30 second moving infographic on 501c3

In the last BEST Meeting it was recommended to do some sort of like a promotional video about the new 501C3, along with the press release, Becky did speak with Ernie from Dimalanta and they will work on getting it created.

Vice Chair Melampy added a topic to agenda. She shared about what has come up in the past 2 weeks with Warren County and the BCW in regards to Warren County maintaining being the fiscal agent for WIOA Funds. She reports that she and Board Chair Tate Borcoman have a meeting with Administrator Martin Russell tomorrow to discuss this further, she also is working on safeguards in case the BCW has to move to Butler or Clermont County as their fiscal.

X. Adjourn (Presenters: Ron Rohlfig)

The Next Governance Committee Meeting will be April 21, from 11:00am-12:00pm.

Member Nate Strange closed meeting at 11:31pm.

- A. The Next Quarterly CEO/Full Board Meeting will be March 6 2025 from 8:00am-9:30am at Duke Energy
- B. The Next Non Sanctioned Board Social will be March 11 2025 at 6:00pm at Class Axe Throwing in West Chester