Governance Committee Meeting Minutes

Date: April 20, 2026

Attendance

Members Present: Matt Smith (Chair), Jennifer Pittman
Staff Present: Becky Ehling, Traci Stivers
Guests Present: Paige Sheridan, Chelsea Engel, Amy Miller, Josh Hisle
Absent: Nate Strange, Abby Melampy

I. Welcome & Attendance

A. Call to Order

Chair Matt Smith called the meeting to order at 11:02 a.m.

B. Approval of Previous Meeting Minutes

The February 23, 2026, Governance Committee meeting minutes were reviewed. No corrections were noted, and the minutes were accepted as presented.

II. Roles & Responsibilities

A. Review and Confirm Member Roles and Responsibilities

The Committee reviewed its responsibilities, including Board member recruitment and vetting, policy review and oversight, succession planning, and general governance responsibilities.

Discussion occurred regarding Board member engagement and committee participation. Members emphasized the importance of active participation by all Board members. Staff reported that committee participation expectations are reviewed with prospective members during the onboarding process and new members are encouraged to join a committee immediately upon appointment.

III. Policies

A. Policy Review for 2026

Becky Ehling provided an update on the 2026 policy review process.

Staff, OhioMeansJobs Directors, and Easterseals continue reviewing the second third of the Board's policies as part of the established three-year review cycle. Minor revisions identified to date include wording clarifications, administrative updates, and technical corrections.

Staff plans to complete the review process and present the full package of revised policies to the Governance Committee in August for recommendation to the Executive Committee and Board.

The Committee discussed whether state-mandated policies that do not require local customization should remain in the Board's policy manual. Members agreed to continue reviewing those policies periodically to ensure alignment with current state guidance.

The Committee also supported the use of artificial intelligence tools to assist staff in comparing local policies against state-issued guidance as part of the review process.

IV. Board/Committee Roster

A. Review of Current Board Openings

Staff provided an update on current Board vacancies and recruitment efforts.

Vincent Irvin of the Laborers Apprenticeship Program has agreed to fill the vacant Labor representative position. Becky Ehling reviewed previous conversations with Mr. Irvin and reported that he remains interested and committed to serving on the Board.

John Groom, CEO of VEGA, has agreed to fill a vacant Warren County business position. Becky and Traci met with Mr. Groom to review Board responsibilities, committee expectations, and workforce priorities. Mr. Groom expressed enthusiasm for serving and promptly completed all required Board paperwork.

Staff reported that meetings are scheduled with Mark Lippert of Hamilton Castings regarding a Butler County business vacancy and outreach continues with Linda Hart regarding the Adult Education and Literacy position.

The Committee also discussed identifying future Board candidates with expertise related to workforce barriers, including childcare and transportation.

B. Recommendation of Re-Appointment/Appointment of Board Members to Executive Committee

The Committee reviewed the appointment of Vincent Irvin and John Groom to the Board. No objections were raised, and the Committee agreed to recommend both appointments to the Executive Committee for approval.

The Committee also reviewed the reappointments of Joy Lytle, Scott Gafford, Nate Strange, and Sarah Johnson. All have expressed interest in continuing their service. No objections were raised, and the Committee agreed to recommend their reappointments to the Executive Committee for approval.

The Committee discussed the continued inactivity of Michael Howe and agreed to move forward with his removal from the Board roster in accordance with Board attendance and participation requirements.

Members further agreed that any additional Board candidates identified before the next Governance Committee meeting may be reviewed and approved through email correspondence to allow timely appointments.

V. Discussion Items

A. Update on Fiscal Agent

Matt Smith provided an update on the ongoing Fiscal Agent discussion.

Members discussed the lack of a formal decision from the Chief Elected Officials regarding the future fiscal agent structure and the impact the delay has on long-term planning and utilization of the Board's 501(c)(3) status.

Becky Ehling presented draft resolution options for consideration. The proposed resolutions would formally request action by the Chief Elected Officials regarding the fiscal agent structure. Options discussed included:

- Maintaining Warren County as Fiscal Agent;
- Designating Butler County as Fiscal Agent;
- Designating Clermont County as Fiscal Agent; or
- Transitioning BCW/Workforce Development Board to serve as its own Fiscal Agent.

Discussion focused on continuity, accountability, operational efficiency, risk mitigation, and ensuring uninterrupted workforce services throughout the region.

Staff will continue refining the proposed resolutions and supporting documentation for future consideration by the Executive Committee and Board.

B. Open to Committee

No additional discussion items were brought forward.

VI. Adjourn

A. Next Quarterly CEO/Full Board Meeting

The next Quarterly CEO/Full Board Meeting will be held on June 4, 2026, from 8:00 a.m. to 9:30 a.m. at Warren County OhioMeansJobs. Members were reminded that there will be no annual retreat this year due to the pending Fiscal Agent decision.

B. Next Meeting Date

The next Governance Committee meeting is scheduled for June 15, 2026, from 11:00 a.m. to 12:00 p.m.

There being no further business, Chair Matt Smith adjourned the meeting at 12:14 pm