Governance Committee Meeting Minutes

BCW/Workforce

Butler Clermont Warren/Workforce Development Board
6/16/2025 11:00 PMEDT

Attendance

Present: Remote
Members: Chair- Ron Rohlfing, Abby Melampy, Nathan Strange, Matt Smith
Staff: Becky Ehling, Traci Stivers, Brittney Stephens, Amy Miller
Guests: Ben McCall, Paige Sheridan, Josh Hisle

Absent:
Members: Jennifer Pitman

I. Welcome & Attendance (Presenters: Ron Rohlfing)

Committee Chair Ron Rohlfing opened meeting at 11:01am.

A. Meeting Minutes from April 21, 2025 meeting.

📄 Governance Committee Meeting Minutes 4-21-25.docx

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

II. Roles & Responsibilities (Presenters: Ron Rohlfing)

📄 Governance Roles and Responsibilities (2) (1).docx

III. Board Roster (Presenters: Ron Rohlfing, Becky Ehling)

📄 Roster Official with Business Name updated 4-17-25.xlsx

ED Ehling reported that she and staff have been meeting with potential candidates to fill empty seats. She reported that she may have to fill positions outside of the respective county within Area 12's 3 counties. Chair Rohlfing told her to do what is needed to get seats filled.

IV. Policies (Presenters: Ron Rohlfing, Becky Ehling, Brittney Stephens)

A. 12-200 Monitoring and Oversight updated

📄 12-200 Monitoring and Oversight updated.docx

Committee approves this policy to move onto Executive Committee for approval.

1. Area 12-501 BCW Individual Training Accounts (ITA) Policy

   📄 Area 12-501 BCW Individual Training Accounts (ITA) Policy.docx

   Chair Rohlfing provided a comment regarding how the OhioMeansJobs (OMJ) centers track Individual Training Accounts (ITAs). In response, staff will draft and incorporate appropriate verbiage into the policy to address this matter. The revised policy will be circulated to the committee via email for review and approval to move on to Executive Committee.

B. ITA Financial Definitions

   📄 ITA Finincial Definitions.docx

   Committee agrees that this document can move onto Executive Committee for approval.

V.   Discussion (Presenters: Ron Rohlfing, Becky Ehling)

A.   Discuss by-laws in regard to Committee meeting proceeding without a board member. Can previous meeting minutes be voted as official minutes without a board member in the meeting. Also discuss current names of Committees.

   📄 BCW-Workforce By-Laws Final_7-19-22.pdf

   It was noted that questions arose during a recent committee meeting where no Board members were present, leaving staff uncertain on how to proceed. As a result, the Governance Committee reviewed the current bylaws and welcomed feedback. The Committee recommended that staff draft proposed language to address this issue and circulate it via email for committee review and approval before submission to the Executive Committee.
   Specifically, the Committee agreed to include a new Section 8.4 in the bylaws, requiring members to provide at least 24 hours' notice if they are unable to attend an assigned committee meeting.
   Additionally, Member Nate Strange suggested including language encouraging Board members to attend committee meetings outside of their assigned committee. He emphasized that meetings are scheduled well in advance, typically last only one hour, and are accessible via Microsoft Teams. He stated

that as Board members, participation in multiple committees supports collaboration and informed decision-making.

    B.   2024 Retreat Strategic Planning Tool

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

Not able to discuss as meeting time was up.

VI.   Adjourn (Presenters: Ron Rohlfing)

Next Governance Committee meeting is Aug. 18 from 11:00 am to 12:00 pm

Chair Rohlfing had to leave meeting a few minutes early. ED Ehling closed meeting at 12:01pm.