Governance Committee Meeting Minutes

August 17, 2026

Attendance

Members Present: Matt Smith (Chair), Jennifer Pitman, Boyce Swift

Staff Present: Becky Ehling, Traci Stivers

Guests Present: Paige Sheridan, Jena Short

I. Welcome & Attendance

A. Call to Order

Chair Matt Smith called the Governance Committee meeting to order at 11:01 a.m. and welcomed those in attendance.

B. Approval of Previous Meeting Minutes

The June 15, 2026, Governance Committee meeting minutes were reviewed. Jennifer Pitman asked for clarification regarding the status of dissolving the Board's 501(c)(3). Staff explained that the full Board will consider formal action at the September meeting because the full Board originally authorized creation of the organization. Staff has also developed a timeline outlining the required dissolution steps, including notifications to the Ohio Attorney General and Secretary of State, filing the final IRS Form 990, closing the EIN, transferring any remaining assets, and retaining required records. No additional questions or corrections were raised, and the minutes were accepted as the official record.

II. Roles & Responsibilities

A. Review and Confirm Member Roles and Responsibilities

The Committee briefly reviewed its roles and responsibilities. No questions, concerns, or changes were raised.

III. Policies

A. Update on Policy Review for 2026

The Committee reviewed 11 policies: 12-700, 12-701, 12-702, 12-703, 12-704, 12-705, 12-706, 12-707, 12-708, 12-709, and 12-710.

Staff provided a policy review summary identifying the changes made to each policy. Becky Ehling explained that the summary was developed to make the Committee's review more efficient and will be used for future policy reviews. Traci Stivers reported that the majority of the revisions were administrative in nature, including updated state policy letter references, links, forms, and program names. Matt Smith noted that his review did not identify any substantial policy changes.

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Staff also explained that policies are reviewed with Easterseals and the three OhioMeansJobs Directors to identify unclear language or operational concerns while ensuring compliance with applicable state policy requirements.

Committee members expressed appreciation for the detailed review and organization of the policy updates. No questions or concerns were raised. The Committee agreed to forward all 11 policies to the full Board for approval at the September 3, 2026, Quarterly CEO/Full Board Meeting.

IV. Board/Committee Roster

A. Review of Current Board Openings

Staff provided an update on current Board vacancies and recruitment efforts. Recruitment continues for the Adult Education and Literacy (WIOA Title II/ASPIRE) representative. Becky Ehling will follow up again with Jeff Brandt regarding the position.

Staff is also working to fill the Community-Based Organization vacancy created by Jeff Gambrell's departure. Traci Stivers has been communicating with Kim Winton of United Way of Butler County to schedule a meeting and discuss potential Board service.

Recruitment also continues for the Clermont County business representative position. Staff is reviewing additional contacts and discussed an interest in identifying a small-business representative, potentially including a childcare provider, to bring a different employer perspective to the Board.

Becky Ehling also advised the Committee that Martin Russell will leave Warren County on August 28, 2026, to become Assistant City Manager for the City of Middletown. Susan Wathers has been invited to attend Board and committee meetings during the transition; however, she will remain a non-voting participant unless and until formally appointed by the Warren County Commissioners. Staff will continue to monitor the appointment process and update the Committee.

Matt Smith noted that the Board member committee assignment list also needs to be updated. Staff agreed to review and update the document.

V. Discussion Items

A. Proposed 2027 Meeting Dates and Times

Staff presented the proposed 2027 meeting schedule. Quarterly CEO/Full Board meetings are proposed for the first Thursday of each quarter from 8:00 a.m. to 9:30 a.m., with meeting locations to be determined. Governance Committee meetings are proposed to continue every other month, generally on the third Monday from 11:00 a.m. to 12:00 p.m., with adjustments in February and December to accommodate holidays.

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Committee members indicated that the current Governance Committee schedule continues to work well and supported maintaining the existing meeting frequency and time. The proposed schedules will be routed for final approval and distributed once all committee schedules are confirmed.

B. Open to Committee

Boyce Swift shared that participating in the Governance Committee provides an opportunity to better understand the Board's policy work and broader workforce development activities.

The Committee also discussed strengthening the pipeline for future committee and Board members. Becky Ehling encouraged members to identify individuals from their counties who may be interested in serving on a committee, even if they are not current Board members. Members discussed the benefit of having several non-Board participants from each county engaged in committees so qualified candidates are familiar with the Board's work when vacancies occur. Matt Smith agreed to consider potential candidates and share names with staff.

VI. Adjourn

A. Next Meeting Date

The next Governance Committee meeting is scheduled for October 19, 2026, from 11:00 a.m. to 12:00 p.m.

B. Next Quarterly CEO/Full Board Meeting

The next Quarterly CEO/Full Board Meeting will be held September 3, 2026, from 8:00 a.m. to 9:30 a.m. at VEGA.

C. Non-Sanctioned Social Event

The non-sanctioned social event will be held Tuesday, August 25, 2026, from 5:00 p.m. to 7:30 p.m. at RJ Cinemas & Distillery, 4450 Eastgate South Drive, Cincinnati, Ohio 45245. Members planning to attend were asked to respond to the calendar invitation so staff can provide an updated head count.

There being no further business, Chair Matt Smith adjourned the meeting at 11:21 a.m.