



Quarterly Full/CEO Board Meeting Minutes

Butler Clermont Warren/Workforce Development Board

3/6/2025 8:00 AMEST

@ Duke Energy

Attendance

Present:

CEO/Proxies: Commissioner Claire Corcoran, David Fehr

Members: Chair-Tate Borcoman, Brittney Cousins, Brian Lacon (remote), Matt Smith, Karen Karnes, Abby Melampy, Jennifer Pitman (remote), Ron Rohlfing (remote), Zach Stanfield, Nathan Strange, Boyce Swift

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

Guests: Julie Ridge (remote), Paige Sheridan

Absent:

Members: Samy Broyles, Sal Consiglio, Emily Crawford, Karolyn Ellingson, Chelsea Engel, Scott Gafvert, Josh Hisle, Shannon Jones, Joy Lytle, Martin Russell, Matt Schnipke, Tonya Stone, Steve Whayne

I. Welcome from Duke Energy (Presenters: Abby Melampy)

II. Welcome (Presenters: Tate Borcoman)

Welcoming remarks to Quarterly Meeting

A. Roll Call/Quorum

B. Call Meeting to Order

With quorum met, meeting called to order at 8:11am.

C. Agenda Review

There are no questions, comments, or corrections to agenda. Agenda will stand as official meeting agenda.

III. Consent Agenda

Motion:

Motion to approve Consent Agenda

Motion moved by Abby Melampy and motion seconded by Zach Stanfield. Roll call taken, all in favor. Motion carried.

A. Approval of previous minutes, Ratifications of motions from the Executive Committee

 [TOPIC PAPER - For Consent Agenda 3-6-25.docx](#)

 [25-0306 Resolution to approve Consent Agenda 3-6-25.docx](#)

 [Executive Committee Meeting Motions 1-21-2025.docx](#)

1. Approval of December 5, 2024 Quarterly Full/CEO Board Meeting

 [Quarterly Full CEO Board Meeting Minutes 12-5-24.docx](#)

2. Approval of January 21, 2025 Executive Committee Meeting minutes

 [Executive Committee Meeting Minutes 1-21-25.docx](#)

3. Ratify Motions of the Executive Committee

 [25-0121 SOP for Fund Management and Expenditure .pdf](#)

 [25-0121A SOP for Reporting Change of Responsible Party for 501c3.pdf](#)

 [25-0121B SOP for Renewal of Continued Existence for 501c3.pdf](#)

 [25-0121C Open Checking Account for 501c3.pdf](#)

 [25-0121D Purchase of Accounting Software for 501c3.pdf](#)

 [25-0121E Procure a Server for 501c3.pdf](#)

 [25-0121F Switch Website Hosting for 501c3.pdf](#)

IV. Presentations

- A. Commissioner Painter (Presenters: Tate Borcoman)

Recognition for years of service to Workforce Development Board.

- B. JobWorks (Presenters: Amy Miller)

 [QTR 4 + Annual Stats.pdf](#)

- C. Success Story (Presenters: Becky Ehling, Amy Miller)

<https://youtu.be/OuZcj9Y7EUk>

V. Reports

- A. Chair Report (Presenters: Tate Borcoman)

 [BCW-Workforce Board Chair Report Q1 2025.docx](#)

Chair Tate Borcoman presented his report to Board. He highlighted the continued success of the BCW/Workforce Board as well as acknowledge that his term of Board Chair will be ending June 30,2025.

- B. Executive Director Report (Presenters: Becky Ehling)

 [Executive Director Report 3-6-25 Final.docx](#)

ED Ehling presented her report to the Board. She highlighted that successful development of the SOP's for the 501c3.

C. Director of Community Relations Report (Presenters: Traci Stivers)

 [DCR 1st Q Report 2025.docx](#)

 [1st Q 2025 DCR Report.pptx](#)

DCR Traci Stivers presented her report to the Board. She highlighted the continued success that she has been making sharing the BCW/Workforce Board with many networking and speaking engagements.

D. OMJ Operator Report (Presenters: Amy Miller)

 [OMJ At A Glance Dashboard PY24 Q2.pdf](#)

 [OMJ Partner Dashboard PY24 Q2.pdf](#)

Operator Amy Miller presented her report to the Board. She highlighted the continued growth and success of the OMJ's.

VI. Committee Updates

A. Budget & Finance Committee (Presenters: David Fehr)

 [09-25 as of 01-30-25.pdf](#)

 [9-2026 as of 01-31-25.pdf](#)

 [Copy of CYE 12-31-2024 WIB Bdgt vs Act - Jan2025.xlsx](#)

Committee Chair David Fehr presented his report to Board. He reports that grants liquidating in 09/30/2025 are very well spent. He reports that grants liquidating in 09/30/2026 have already started being spent. He reports that the WIB budget is on track. He reports that ED Ehling will be speaking with State to try and obtain more money for program.

1. Motion to allow Executive Director to ask the State for more funding

 [TOPIC PAPER - Approval for ED to apply for additional funding.docx](#)


 [25-0306A Approve ED authority to aquire additional funding.docx](#)


Motion:

Motion to allow ED Ehling to ask State for additional funding

Motion moved by Boyce Swift and motion seconded by Zach Stanfield.
Roll call taken, all in favor. Motion carried.

2. Motion to allow the Executive Director to apply for grants approved by the Budget & Finance Committee

 [TOPIC PAPER - Approval for ED to apply for grants with the approval of Budget and Finance Committee.docx](#)

 [25-0306B Approve ED to apply for Grants with Budget & Finance approval.docx](#)

Motion:


Motion to allow ED Ehling to apply for grants approved by Budget & Finance Committee


Motion moved by Zach Stanfield and motion seconded by Karen Karnes.
Roll call taken, all in favor. Motion carried

B. Governance Committee (Presenters: Ron Rohlfig)

Chair Ron Rohlfig presented his report to Board. He highlighted the hard work of Staff for the development and completion of SOP's for the 501c3.

1. Amend 501c3 SOP Funds Management SOP

 [TOPIC PAPER - For Approval of Amendmet to SOP for Fund Management and Expenditures.docx](#)

 [25-0306C Motion to Approve Amendment to SOP for the 501c3 Fund Management and Expenditure 3-6-25.docx](#)

Motion:

Motion to approve amendment to 501c3 Funds Management SOP

Motion moved by Abby Melampy and motion seconded by Nathan Strange. Roll call taken, all in favor. Motion carried

2. Approve Abby Melampy as Board Chair effective 07/01/2025

 [TOPIC PAPER - Approval Abby Melampy as Chair effective 7-1-25.docx](#)

 [25-0306D Approve Appointment of Abby Melampy as Board Chair.docx](#)

Motion:

Motion to approve Abby Melampy as new Board Chair effective 07/01/2025.

Motion moved by Zach Stanfield and motion seconded by Karen Karnes.
Roll call taken, Abby Melampy abstained. Motion carried

3. Approve Boyce Swift as Vice Chair effective 07/01/2025.

 [TOPIC PAPER - Approval Boyce Swift as Vice Chair effective 7-1-25.docx](#)

 [25-0306E Approve Appointment of Boyce Swift as Board Chair.docx](#)

Motion:

Motion to approve Boyce Swift as new Vice Chair effective 07/01/2025.

Motion moved by Abby Melampy and motion seconded by Zach Stanfield. Roll call taken, Boyce Swift abstained. Motion carried

4. Tate Borcoman will become Ex Officio for 1 year as of 07/01/2025.

- C. BEST Committee (Presenters: Zach Stanfield)

Committee Chair Zach Stanfield presented his report to the Board. He highlighted that the BEST Committee has been working on coming up with a membership tier program for the 501c3. He also reports that they are working on some ideas for a "train the trainer" program. He is also requesting Board members volunteer for some events when they are presented.

- D. Emerging Workforce (Youth) Committee (Presenters: Tonya Stone)

Committee Chair Tonya Stone was not present in this meeting. ED Ehling reported to Board that the committee is continuing to work on the youth focus group.

- E. Education & Training Committee (Presenters: Karen Karnes)

Committee Chair Karen Karnes reported to Board. She reports that the committee is working on the planning of the 4th Annual Workforce Development Forum. She also reports that Staff, OMJ's and committee are working on a WEIT Policy for eligible training providers within Area 12.

- VII. Discussion (Presenters: Tate Borcoman, Becky Ehling)

- A. Update with what is happening with Warren County and 501c3

ED Ehling gave brief update to Board and is continuing to work through issues and find a solution.

- B. Press release and 30 second promo infographic

ED Ehling reports that this is back to outreach for some requested edits and will be presented at a later time.

- C. Contracts (Presenters: Becky Ehling)

Motion to extend/amend Rochelle Daniels, Sal Consiglio, Jobworks, Easterseals, Real Workforce Solutions, Dimalanta, Elite, Career Services,

 [TOPIC PAPER - Approval for ED to Extend-Amend Contracts.docx](#)

 [25-0306F Extension-Amendment of Contracts.docx](#)

Motion:

Motion to allow ED Ehling to renew/amend contracts coming due.

Motion moved by Ron Rohlfing and motion seconded by Matt Smith. Roll call taken, all in favor. Motion carried

VIII. Adjourn (Presenters: Tate Borcoman)

Motion:

Motion to Adjourn meeting.

Motion moved by Abby Melampy and motion seconded by David Fehr. Roll call taken, all in favor. Motion carried

- A. The Next Quarterly Full/CEO Board Meeting (retreat) is June 5, 2025 from 8:00am-12:00pm
- B. The Next Executive Committee-hold is April 15, 2025 from 1:30pm-2:30pm
- C. The Next Quarterly Non Sanctioned Board Social is March 11, 2025 at 6:00pm.

 [2025 1st Quarter Social Event.pdf](#)

25-0306

March 6, 2025

APPROVE CONSENT AGENDA FOR QUARTERLY CEO/FULL BOARD MEETING ON MARCH 6, 2025.

WHEREAS, Minutes from December 5, 2024, Quarterly CEO/Full Board Meeting are being presented for approval; and,

WHEREAS, Minutes from January 21, 2025, Executive Committee Meeting are being presented for approval; and,

WHEREAS, BCW/Workforce Executive Committee approved motions presented before the committee on January 21, 2025, and therefore shall be ratified; and,

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby approve the minutes, ratify the motions and approve the consent agenda as presented.

Ms. Abby Melampy moved for adoption of the foregoing resolution being seconded by Mr. Zach Stanfield, upon call of the roll, the following vote resulted: Motion carried.

Yes - 13

No - 0

Abstain - 0

Resolution adopted this 6th day of March 2025.

BCW/Workforce CEO/Full Board


Becky Ehling— Executive Director

cc: BCW/Workforce file

RECOMMENDATION TO APPROVE PROVIDING THE EXECUTIVE DIRECTOR
AUTHORITY TO ACQUIRE ADDITIONAL FUNDING AS NEEDED.

WHEREAS, the Butler, Warren and Clermont OhioMeansJobs are seeing an increase in participants; and

WHEREAS, the Ohio Workforce Association (OWA) and the State of Ohio have additional funds which could be asked for; and

WHEREAS, the BCW/Workforce Executive Director wishes to ask the OWA and State of Ohio for additional Adult and Dislocated Worker funding in order to help more participants; and

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby approve providing authority to the Executive Director to acquire additional funding as needed.

Mr. Boyce Swift moved for adoption of the foregoing resolution, being seconded by Mr. Zach Stanfield Upon verbal call of the roll, the following vote resulted: Motion carried.

Yes – 13

No – 0

Abstain - 0

Resolution adopted this 6th day of March 2025.

BCW/Workforce CEO/Full Board


Becky Ehling – Executive Director

cc: BCW/Workforce file

25-0306B

March 6, 2025

RECOMMENDATION OF APPROVAL TO GRANT AUTHORITY TO THE BCW/WORKFORCE EXECUTIVE DIRECTOR TO APPLY FOR GRANTS APPROVED BY THE BUDGET AND FINANCE COMMITTEE.

WHEREAS, The BCW/Workforce Development Board, Inc. is now a non-profit organization and can apply for a better array of grants; and

WHEREAS, The BCW/Workforce does hereby grant authority to the Executive Director to apply for grants so long as they are approved by the Budget and Finance Committee; and

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby approve granting the authority to the Executive Director to apply for grant funding so long as the grant is approved by the Budget and Finance Committee.

Mr. Zach Stanfield moved for adoption of the foregoing resolution being seconded by Ms. Karen Karnes Upon call of the roll, the following vote resulted: Motion carried.

Yes - 13

No - 0

Abstain - 0

Motion adopted this 6th day of March 2025.

Executive Committee Meeting


Becky Ehling Executive Director

cc: BCW/Workforce file

25-0306C

March 6, 2025

RECOMMENDATION OF APPROVAL OF THE AMENDMENT TO THE STANDARD OPERATING PROCEDURE (SOP) FOR BCW/WORKFORCE DEVELOPMENT BOARD, INC 501C3 FUND MANAGEMENT AND EXPENDITURE.

WHEREAS, The Executive Director saw the need to set a standard way for the board to operate so there is no question as to the function of the organization when there is changeover in either the board or staff; and

WHEREAS, The Executive Director is recommending the board adopt Standard Operating Procedures (SOPs) to help facilitate this need; and

WHEREAS, the Governance Committee with recommendation from the Budget and Finance Committee and Executive Director reviewed the SOP for the procedure of the 501c3 Fund Management and Expenditure; and,

WHEREAS, the Governance Committee recommends approval of amending the SOP for the procedure of the 501c3 Fund Management and Expenditure as presented; and

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby approve the amendment to the SOP for the procedure of the 501c3 Fund Management and Expenditure, with the SOP to be both digitally and in paper form put into a binders to house the SOPs for reference.

Ms. Abby Melampy moved for adoption of the foregoing resolution being seconded by Mr. Nate Strange. Upon call of the roll, the following vote resulted: Motion carried.

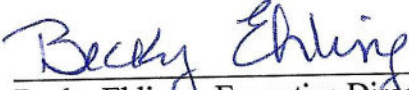
Yes - 13

No - 0

Abstain - 0

Motion adopted this 6th day of March 2025.

Executive Committee Meeting


Becky Ehling - Executive Director

cc: BCW/Workforce file

25-0306D

March 6, 2025

**RECOMMENDATION OF APPROVAL FROM THE GOVERNANCE COMMITTEE
TO APPOINT ABBY MELAMPY, DUKE ENERGY, BUTLER COUNTY BUSINESS
REPRESENTATIVE AS THE BOARD CHAIR**

WHEREAS, the Governance Committee has reviewed the qualifications and leadership attributes of Abby Melampy, who serves as the Duke Energy Butler County Business Representative; and

WHEREAS, Abby Melampy has demonstrated strong commitment, expertise, and leadership within the community and within the scope of her role at Duke Energy; and

WHEREAS, the Governance Committee believes Abby Melampy possesses the skills and experience necessary to effectively lead the board and support its strategic initiatives and objectives; and

WHEREAS, Abby Melampy has expressed willingness and enthusiasm to serve as the Board Chair, ensuring the continued success and effectiveness of the board's work;

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby approve the Governance Committee's recommendation to appoint Abby Melampy, Duke Energy Butler County Business Representative, as the Board Chair for a 2 year term effective July 1, 2025.

Mr. Zach Stanfield moved for adoption of the foregoing resolution being seconded by Ms. Karen Karnes. Upon call of the roll, the following vote resulted: Motion carried.

Yes - 12
No - 0
Abstain - 1

Motion adopted this 6th day of March 2025.

Executive Committee Meeting


Becky Ehling - Executive Director

cc: BCW/Workforce file

25-0306E

March 6, 2025

**RECOMMENDATION OF APPROVAL FROM THE GOVERNANCE COMMITTEE
TO APPOINT BOYCE SWIFT, KINGS ISLAND, WARREN COUNTY BUSINESS
REPRESENTATIVE AS A BOARD VICE CHAIR**

WHEREAS, the Governance Committee has thoroughly reviewed the qualifications and leadership capabilities of Boyce Swift, who serves as the Kings Island Warren County Business Representative; and

WHEREAS, Boyce Swift has consistently demonstrated strong leadership skills, and community engagement; and

WHEREAS, the Governance Committee believes that Boyce Swift has the expertise, experience, and dedication necessary to serve effectively as Board Vice Chair and to assist in advancing the strategic goals of the board; and

WHEREAS, Boyce Swift has expressed his willingness to accept the role of Vice Chair and contribute to the success of the board's mission;

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby approve the Governance Committee's recommendation to appoint Boyce Swift, Duke Energy Butler County Business Representative, as the Board Vice Chair effective July 1, 2025.

Ms. Abby Melampy moved for adoption of the foregoing resolution being seconded by Mr. Zach Stanfield. Upon call of the roll, the following vote resulted: Motion carried.

Yes - 12

No - 0

Abstain - 1

Motion adopted this 6th day of March 2025.

Executive Committee Meeting


Becky Ehling – Executive Director

cc: BCW/Workforce file

RECOMMENDATION OF APPROVAL TO EXTEND/AMEND THE CONTRACTS OF ROCHELLE DANIELS-ATTORNEY, SAL CONSIGLIO-FISCAL AGENT, JOBWORKS FOR RESEA FUNDING, EASTERSEALS FOR YOUTH SERVICES, ELITE COMPUTER FOR BCW/WORKFORCE IT SUPPORT, DIMALANTA DESIGNS FOR OUTREACH FIRM, REAL WORKFORCE SOLUTIONS FOR MONITORING, AND BUTLER, CLERMONT, AND WARREN CAREER SERVICES

WHEREAS, the current contracts for Rochelle Daniels, Sal Consiglio, Dimalanta Designs, Real Workforce Solutions, JobWorks, Easterseals, and Career Services Agreement expire on June 30, 2025, Elite Computers expires on Aug. 30, 2025; and

WHEREAS, the BCW/Workforce Executive Director wishes to continue the services of Rochelle Daniels as attorney, Sal Consiglio as fiscal agent; and

WHEREAS, the BCW/Workforce Executive Director wishes to continue the services of JobWorks, Easterseals and Real Workforce Solutions for a 1 year extension as outlined in their contracts; and

WHEREAS, the BCW/Workforce Executive Director wishes to extend the Career Services agreement with each county; and

WHEREAS, the BCW/Workforce Executive Director wishes to extend the contract with Dimalanta Design for outreach if funds are available; and

WHEREAS, the Executive Director wishes to extend the contract with Elite Computers for IT support for another year. The current contract is due to expire on August 30, 2025; and

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby approve the extension/amendments of the contracts of Rochelle Daniels-Attorney, Sal Consiglio-Fiscal Agent, JobWorks for RESEA Funding, Easterseals for Youth Services, Elite Computer for IT support, Real Workforce Solutions for Monitoring and the Butler, Clermont, Warren Career Services agreement.

BE IT FURTHER RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board does hereby approve extension/amendment of the contract with Dimalanta Design if funding is available.

Mr. Ron Rohlfing moved for adoption of the foregoing resolution, being seconded by Mr. Matt Smith. Upon verbal call of the roll, the following vote resulted: Motion carried

Yes – 12

No – 0

Abstain - 0

Resolution adopted this 6th day of March 2025.

BCW/Workforce CEO/Full Board


Becky Ehling Executive Director

cc: BCW/Workforce file