

Quarterly Full/CEO Board Meeting Minutes

Butler • Clermont • Warren Workforce Development Board

Date: December 4, 2025

Time: 8:00 AM – 9:30 AM

Location: Kings Island International Kitchen

Attendance

CEO/Proxies: David Fair, Martin Russell

Members: Chair – Abby Malampy, Ron Rohlving, Jeff Gambrell (Remote), Joy Lytle (Remote), Nate Strange, Matt Smith, Karolyn Ellingston (Remote), Steve Whayne, Boyce Swift

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

Guests: Sarah Johnson, Josh Heisel, Jenna Short, Paige Sheridan, Julie Gilbert, Shannon Glendon

Absent: Tate Borcoman, Brittney Cousins, Brian Lacone, Scott Gafvort, Zach Stanfield, Jennifer Pittman, Commissioner Claire Corcoran

Welcome / Call to Order

With quorum met, Board Chair Abby Malampy called the meeting to order at 8:12 a.m.

Agenda Review

Agenda reviewed. No changes.

Consent Agenda

No questions or comments.

Motion to approve the Consent Agenda:

- Moved by: Ron Rolfing
- Seconded by: Boyce Swift
- Roll call taken, all in favor.

Outcome: Motion carried.

Recognition

Ron Rolfing was presented with a plaque recognizing his service to the BCW Workforce Development Board. He will retire at the end of December 2025.

Presentations

OMJ Butler County Move – presented by Amy Miller. Amy shared a video and discussed the space that Butler OMJ will have at the new Advanced Manufacturing Hub in Hamilton Ohio.

Annual Report – presented by Becky Ehling.

Reports

- Chair Report – Presenter: Abby Malampy
 - Highlighted success of the Fourth Annual Workforce Development Forum and thanked staff and OMJ teams.
- Executive Director Report – Presenter: Becky Ehling
 - Highlighted Ohio to Work collaborations, quarterly activities, engagement meetings, and statewide initiatives.
- Director of Community Relations Report – Presenter: Traci Stivers
 - Highlighted the Workforce Development Forum, community engagement efforts, and strengthened ties with elected officials.
- Operator Report – Presenter: Amy Miller
 - Reviewed OMJ dashboards, that highlighted the OMJ's continue to make great success.
- Budget & Finance – Presenter: David Fair
 - Reviewed dashboards for grants 9/26, 9/27, and Non-WIOA funds. Current spending is on track. Proposed 2026 budget approved.
- Governance Committee – Presenter: Ron Roling
 - Reported progress on replacing his board seat, ongoing roster backfilling, approved plans, and policy updates. Committee seeks a new Chair.
- BEST Committee – Report presented on behalf of Becky Ehling as Zach Stanfield was not present for this meeting.
 - No business conducted at last meeting due to no members being present. Traci provided her report during this meeting.
- Emerging Workforce / Youth Committee – Presenter: Boyce Swift
 - Planning a youth-focused event in January and a spring youth event in March.
- Education & Training Committee – Presenter: Joy Lytle
 - Highlighted success of the Workforce Development Forum; planning for the Fifth Annual Forum underway.

General Discussion

Fiscal Agent Update – presented by Becky Ehling.

Adjournment

Motion to adjourn at 9:39 p.m.:

- Moved by: Ron Roling
- Seconded by: Nate Strange
- Roll call: All in favor.

Outcome: Motion carried.

25-1118

November 18, 2025

APPROVE MINUTES EXECUTIVE COMMITTEE MEETING ON OCTOBER 21, 2025.

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

NOW THEREFORE BE IT RESOLVED that the Executive Committee, does hereby approve the Executive Committee Meeting Minutes for October 21, 2025, as presented.

Mr. Ron Rohlring moved for adoption of the foregoing resolution being seconded by Ms. Joy Lytle
Upon call of the roll, the following vote resulted: Motion Carried

Yes - 7

No - 0

Abstain - 0

Resolution adopted this 18th day of October 2025.

BCW/Workforce CEO/Full Board



Becky Ehling - Executive Director

cc: BCW/Workforce file

25-1118 A

November 18, 2025

MOTION TO ADOPT THE BCW/WORKFORCE DEVELOPMENT BOARD BUDGET FOR THE 2026 CALENDAR YEAR AS PRESENTED.

WHEREAS, the proposed budget for the 2026 calendar year has been reviewed by the Budget and Finance Committee with its recommendation of approval as submitted to the BCW/Workforce Executive Committee; and

WHEREAS, the budget reflects the financial priorities and operational goals of the BCW/Workforce Development Board for the 2026 calendar year; and

WHEREAS, the proposed budget has been present to and reviewed by the BCW/Workforce Development Board; and

THEREFORE BE IT RESOLVED, the BCW/Workforce Development Board adopts the proposed budget for the 2026 calendar year as presented.

Mr. Ron Rohlifing moved for adoption of the foregoing motion being seconded by Mr. Zach Stanfield. Upon verbal call of the roll, the following vote resulted: Motion Carried

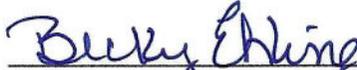
Yes - 7

No - 0

Abstain - 0

Motion adopted this 18th day of November 2025.

Executive Committee Meeting



Becky Ehling Executive Director

cc: BCW/Workforce file

MOTION TO MOVE TO EXECUTIVE SESSION TO CONSIDER THE APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION OR COMPENSATION OF A PUBLIC EMPLOYEE OR OFFICIAL, OR THE INVESTIGATION OF CHARGES OR COMPLAINTS AGAINST A PUBLIC EMPLOYEE, OFFICIAL, LICENSEE, OR REGULATED INDIVIDUAL, UNLESS THE EMPLOYEE, OFFICIAL, LICENSEE, OR REGULATED INDIVIDUAL REQUESTS A PUBLIC HEARING BY DIVISION (G)(1) OF SECTION 121.22 OF THE REVISED CODE

WHEREAS, the Executive Committee is asking to enter Executive Session; and

THEREFORE BE IT RESOLVED, the Executive Committee, does hereby approve to enter into Executive session at 2:09 pm.

Ms. Joy Lytle moved for adoption of the foregoing motion being seconded by Mr. Zach Stanfield
Upon verbal call of the roll, the following vote resulted: Motion Carried

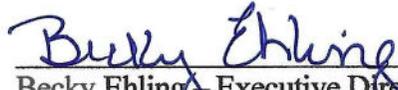
Yes - 7

No - 0

Abstain - 0

Motion adopted this 18th day of November 2025.

Executive Committee Meeting



Becky Ehling, Executive Director

cc: BCW/Workforce file

MOTION TO RETURN FROM EXECUTIVE SESSION TO REGULAR SESSION

WHEREAS, the Executive Committee entered into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, or compensation of a public employees in accordance with division (G)(1) of section 121.22 of the Ohio Revised Code; and

WHEREAS, the Executive Committee met and would like to return to regular session; and

THEREFORE BE IT RESOLVED, the Executive Committee, does hereby approve to return to regular session from Executive Session at 2:30 pm.

Mr. Martin Russell moved for adoption of the foregoing motion being seconded by Ms. Abby Melampy. Upon verbal call of the roll, the following vote resulted: Motion Carried

Yes - 7

No - 0

Abstain - 0

Motion adopted this 18th day of November 2025.

Executive Committee Meeting



Becky Ehling – Executive Director

cc: BCW/Workforce file

MOTION TO APPROVE A 3% PAY INCREASE FOR DIRECTOR OF COMMUNITY RELATIONS, TRACI STIVERS.

WHEREAS, the BCW/Workforce Development Board conducts annual performance evaluations to ensure staff are meeting expectations and fulfilling their responsibilities; and

WHEREAS, the Director of Community Relations, Traci Stivers, recently completed her evaluation and received a satisfactory rating; and

WHEREAS, the Board's letter dated September 8, 2025, outlined that a satisfactory evaluation would qualify the Director of Community Relations for a 3% salary increase in accordance with organizational policy and procedures; and

WHEREAS, the evaluation has been completed and the conditions for the adjustment have been met;

NOW, THEREFORE, BE IT RESOLVED, that the BCW/Workforce Development Board approves a 3% salary increase for the Director of Community Relations, effective on her anniversary date of October 24, 2025.

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

Yes - 7

No - 0

Abstain - 0

Resolution adopted this 18th day of November 2025.

BCW/Workforce Executive Committee


Becky Ehling Executive Director

cc: BCW/Workforce file

MOTION TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR ONE-STOP OPERATOR, YOUTH PROVIDER AND RESEA SERVICES.

WHEREAS, the BCW/Workforce Development Board is responsible for ensuring high-quality service delivery across Butler, Clermont, and Warren counties in accordance with the Workforce Innovation and Opportunity Act (WIOA) and applicable state and federal guidance; and

WHEREAS, WIOA requires the competitive procurement of the One-Stop Operator, and Youth Provider along with best practices strongly support competitive procurement for RESEA services to ensure accountability, innovation, and alignment with local workforce needs; and

WHEREAS, the current service contracts are approaching the end of their performance period, making it necessary and appropriate to initiate a new competitive process; and

WHEREAS, issuing an RFP will allow the Board to evaluate proposals, consider partner capacity, and select providers who demonstrate the ability to meet required performance outcomes, fiscal standards, and community expectations;

THEREFORE, BE IT RESOLVED, that the BCW/Workforce Development Board authorizes staff to develop, release, and manage a Request for Proposals (RFP) for the following services:

1. **One-Stop Operator Services**
2. **WIOA Youth Program Services**
3. **Reemployment Services and Eligibility Assessment (RESEA) Program Services**

BE IT FURTHER RESOLVED, that proposals received through this competitive process will be reviewed in accordance with established procurement policies, and recommendations will be brought to the Board for approval.

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

Yes - 7

No - 0

Abstain - 0

Motion adopted this 18th day of November 2025.

Executive Committee Meeting



Becky Ehling - Executive Director

cc: BCW/Workforce file

25-1118 F

November 18, 2025

AMEND THE APPROVAL OF THE BOARD AND COMMITTEE MEETING SCHEDULE FOR 2026.

WHEREAS, The Board and Committee Meeting Schedule for 2026 was presented at each committee meeting and approved by the Executive Committee at the October meeting; and

WHEREAS, the Emerging Workforce (Youth) Committee met and decided to change the frequency, date and times of their meetings; and

WHEREAS, the Education and Training Committee met and decided to change the frequency, date and times of their meetings; and

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce Executive Committee does hereby amend the approval of the Board and Committee Meeting Schedule as presented to reflect the changes.

Mr. Boyce Swift 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 - 7

No - 0

Abstain - 0

Resolution adopted this 18th day of November 2025.

BCW/Workforce Executive Committee



Becky Ehling Executive Director

cc: BCW/Workforce file