



Executive Committee Meeting Minutes

WIBBCW - Workforce Investment Board of Butler | Clermont | Warren
Nov 16, 2021 at 1:30 PM EST

<https://us02web.zoom.us/j/2912014375?pwd=YzQyczlIRDQyUFRyYS94dTRjTktPdZ09>

Attendance

CEO's Present (Remote):

Commissioner David Painter

CEO's Absent:

Donald Dixon, Shannon Jones

CEO's Proxies Present (Remote):

David Fehr

CEO's Proxies Absent:

Martin Russell

Members Present (Remote):

Karolyn Ellingson, Michael McNamara, Ron Rohlfig, Karen Scherra

Members Absent:

Justin Conger

Staff-Executive Director (Interim) Present (Remote):

Becky Ehling

OMJ Directors Present (Remote):

Shonya Agin, Matt Fetty, Amy Miller

Guests Present (Remote):

Callie Amann, Eric Plummer, Nicole Hoyer - Miami University, Randi Malcolm - Miami University

I. Welcome & Attendance (Presenters: Ron Rohlfig)

Ron Rohlfig welcomed all to the meeting and did a verbal roll call. Quorum was met.

II. Committee Minutes

Minutes from October 19, 2021

 [Executive Committee Meeting Minutes 10-19-21.docx](#)

Minutes were distributed to the committee members before the meeting and shown during the committee meeting. There were no corrections.

Motion:

Motion to approve October 19, 2021 minutes

Motion moved by David Fehr and motion seconded by David Painter. Unanimously Approved

III. Board Chairs

A. Follow-up on Nominations of Vice Chairs (Presenters: Ron Rohlfig)

Need discussion on the appointment of Vice Chairs to the Board.

As the Chair is from Butler County we will need

1 from Warren County

1 from Clermont County

Chair updated committee, there is progress being made on prospecting a Vice Chair. There should be names to vet at the next quarterly meeting but may not be at the point to appoint someone yet.

IV. Old Business

A. Update on Data Sharing Contract (Presenters: Becky Ehling)

Amy and Becky received the Data Sharing contract for SFY 22-23. Becky worked with the state to modify indemnification (Article 14) in the agreement per the request of Clermont County Prosecutor's Office. Contract is with currently with Clermont and Butler County commissioners. Once approved by Clermont and Butler, staff will send through the Warren County Commissioners for final approval then submit to the state.

Amy has retrieved the signatures from staff who are required to fill out the PCS form and submitted them to the State

Becky explained to the committee the request made by the Clermont County prosecutor's Office to remove or modify indemnification (Article 14). After a few emails back and forth the state modified the indemnification (Article 14) to the approval of the Prosecutor's Office. The Data Sharing Contract has been sent to Butler and Clermont for approval. Butler sent their signed agreement back to staff this morning. Once Staff receives Clermont, the Data Sharing Contract will be sent to Warren County for approval then to state for final approval.

PCS forms have already been gathered by Amy Miller and sent to the state.

B. Update on Labor Day Letter to the State

Mike McNamara presented the idea to submit a letter to State and Federal Representatives addressing the additional funding for unemployed employees. The letter addresses how additional funding, while it helped certain classifications of employees, created many obstacles to employers.

Members asked staff to restructure the letter at last Executive Committee meeting. Attached is revision

 [Labor Day Letter -6.docx](#)

This letter is asking the Federal and State Lawmakers to review the competing out of work support, we are funding trying to get people to work while we are simultaneously funding to keep people out of work.

Next we need to identify the lawmakers who we are sending the letter to. This should be presented at the next quarterly meeting for review then hopefully send out immediately after the meeting.

V. New Business

A. Orientation for Board Members

Example: Presentation for the board broken down into 20 minute modules to be presented at the Quarterly CEO/Full Board Member meeting, These modules would be presented by Rochelle.

Ron Rohlfing has reached out to other board members. For Board members not heavily involved WIOA law most have been confused and a bit embarrassed to acknowledge it. We all want to contribute and to serve in a meaningful way. Need to help board members have tools needed so from the Governance Committee it is recommended at the Quarterly meetings to have a 20 minute orientation presentation/module on topics such as roles and responsibilities. Why am I here? What do you expect from me? What do I need to do?

Another topic (maybe 3rd) is WIOA Law. Rochelle and Matt Fetty are knowledgeable in WIOA Law.

Another piece is the diagram and understanding the WIOA structure.

This will help lead the board to a better understanding of where we need to go in the next year, 3 year, 5 year. In our agenda it states 3-5-10 but should focus more on 1-3-5.

The members have asked for this to be presented in smaller doses to give members time to digest what is presented.

Governance has also continued discussing the mentor/peer plan to help new board members become acquainted with the process to have buy in and a better understanding.

Karen Scherra thinks Ron has summarized the topic very well. We all have experienced the lack of some of the things need which was used the knowledge and understanding to form what we want to do going forward. We have a really

good base and a plan which will benefit the board members once it is implemented.

B. Governance Committee to start review process of policies and bylaws
(Presenters: Ron Rohlfing)

Governance Committee, Staff and OMJ Directors should start the process of reviewing policies and bylaws with the input from applicable partners

Governance Committee has started the review process of the bylaws. At the next committee meeting the committee will be reviewing articles I and II then continuing will the thought of bringing the updates back to the quarterly meeting in March.

We will be inventorying the policies and make sure we have what we are supposed to have and then start the review process.

C. Initial discussion on the Boards vision for the WIBBCW - 3-5-10 years

Show BCW/Workforce website. (website needs more detail)

Initial discussion of the board 3-5-10 year priority and vision along with desire of the leadership structure.

Guidance given to staff to initialize the process and create documents for review at the Jan. 2022 meeting.

Staff to invite Area Directors from across Ohio to communicate the vision and structure of other Area Boards.

What is the vision of the Board. The board should have a vision moving forward to make sure the vision is a shared vision.

This topic was rolled into orientation of board as well as the Board Strategic Retreat.

This should be regrouped to a 1-3-5 year vision plan.

Karen Scherra agrees with the 1-3-5 year plan

D. Board Strategic Retreat

In future Quarterly meeting (March or June 2022) hold a condensed business meeting then roll into a 3-4 hour Strategic Retreat for the Board building upon the orientation presented by Rochelle.

David Fehr would like to have a facilitator for the retreat in order to have process and keep the retreat moving along. He likes the idea of a retreat.

Karolyn Ellingson will work to source the Facilitator for a June meeting. Staff will work with Karolyn to define what would need to be accomplished.

Karen Scherra would like not only the vision and goals to come out of the retreat but also action steps to help guide and keep us focused because we cannot

accomplish everything in 1 year. The actions steps will guide us and be able to mark off actions as we move toward the goals.

Motion:

Motion for Karolyn Ellingson to outsource the Facilitator for the retreat

Motion moved by Karen Scherra and motion seconded by David Fehr. All Approved

- E. NEW - Letter of Support for Miami University and City of Oxford for I-Map Program (Presenters: Becky Ehling)

 [IMap Initiative through State of Ohio.pdf](#)

Becky Ehling met with the City of Oxford and Miami University about the IMap program.

Nicole Hoyer is the Asst. Director of Government Relations at Miami University

Randi Malcolm is the Vice President of ASPIRE at Miami University his job is everything outreach. He is looking to work with the workforce and each of the different counties.

Miami is looking to become listed as an IMap registered entity in order to offer micro credentials in areas of industry needs and wants to try to help folks who may or may not be looking for a degree to go through the programs to help get the qualified workforce which we need in the region. A number of the courses Miami is already authorized to offer through the TechCred program. Miami is looking to add more by surveying the area partners to see what they need.

Miami is looking for the BCW/Workforce support in order to be classified as an IMap training provider.

Miami has an initiative called College Abound which is a workforce development initiative with the hope to work with other communities and colleges to bring this to life.

Looking for the Board to be a sponsor for the EDA grant due in January which Oxford is currently working to submit for.

Miami will be going for the next round and will be looking for a letter of support at a later date.

The main focus is on unemployed or displaced worker. The Work Plus Program is open to any university or college takes best of internship and best of tuition

remission program. Participant are hired by company, paid hourly wage and during the academic session they would work between 15-25 hours with a minimum of a C- or above grade, the employer will put up to \$55,250 toward tuition. Non academic sessions participant can be working 40 hours or more working with the goals from the BCW/Workforce goals. What is unique the participant gets a job, get skills to keep the job and advance outside of the job. You only need a high school diploma.

David Fehr does not see a down side seems positive. Want them to work with the local OMJ for support.

Commissioner Painter asked what do you need from us to make it successful. The Work Plus program can be done virtually and have a person on site to help with the implementation. Sharing space for walk ins, etc.

Amy Miller asked for them to reach out to and she would be happy to meet with them.

Randi will send a few bullet points for us to review in order to construct a letter of support.

- F. NEW - Work with Redi Cincinnati and Jobs Ohio as linkage to leverage OMJ & WIB for talent (Presenters: Becky Ehling, Amy Miller)

 [Ohio to Work Initiative.pdf](#)

Becky Ehling and Amy Miller met with Reddi Cincinnati and Jobs Ohio to discuss using the WIB as a linkage when approaching business. The businesses can use the OMJ to search for talent vs using another talent search engine to look for workers.

Ron Rohlfing posed the question how does the dialog start when meeting with a company to make them realize we have the infrastructure through our OMJ's and they are the One Stop Shop to help you get the access to the highly qualified people you need?

David Fehr a lot of times companies do start with Reddi Cincinnati as they are the direct link to the state with any incentives the state may offer. Adam Jones is with Reddi Cincinnati and would be the contact person a business would approach when building. They would say I need x amount of x talent can you help us find those folks.

Amy Miller informed the committee the OMJ's have not been working with Reddi Cincinnati in the past and the meetings recently have been to re-establish a

relationship with Reddi. The Ohio to Work is a new initiative done in other areas and Reddi considers themselves to be the convener and are willing to invest some of their own funds into any projects we would like to do. We asked the question about how the employers are identified, it was our impression Reddi wants to be person who does this. Reddi is looking for a relationship with the WIB and OMJ's, Amy feels this would be a good thing.

David Fehr is disappointed this relationship has not been happening because Adam needs to be engaged with all.

Matt Fetty thinks there was a Master Service Agreement which was never signed off on from the previous executive director. We are one of only a few areas which did not do this.

Ron Rohlfing poses the question of how do we make this happen. Should board chair reach out, CEO or proxy reach out, or let staff reach out? Perhaps it didn't happen previously because Area 12 did not do what it was supposed to do, but it is a new day with new people that want to partner. How would you like to see this happen?

Becky Ehling explained Adam reached out to us and is ready to move forward and work together. During the meeting it was stated we needed to bring the information to the board to make sure the board wanted to move forward. We would like to make sure the WIB's vision is the vision to move is forward and not a state vision for the board. Staff can speak with Reddi to make sure this happens. It does not cost the WIB any money, Reddi actually provides funding which is less restrictive than traditional funding therefore we could use this money for advertising and outreach for example.

Amy stated she believes we gave the verbal agreement and the next step would be for a written agreement as Matt was discussing earlier. As long as we have the approval of the committee we can move forward with working on the agreement.

Commissioner Painter there is no question we should partner with Reddi Cincinnati. Reddi has represented the WIB when the WIB didn't have representation there. The initial contact should be with Kim Lauderback, the Director of Reddi Cincinnati, with Ron as Chair being the person who makes contact. Ron will reach out this week and see how she would like to proceed forward with the contract.

Eric Plummer business retention and expansion visits Michael McNamara Economic Development team has been having with Scott Gafford have included Kim Harp with Reddi Cincinnati. We are working in the same direction and thinks formalizing the agreement could be very helpful.

Michael McNamara relayed Reddi Cincinnati made the initial contact but sometimes the once that connection is made someone else in new company becomes the contact and works with Economic Development and OMJ from that point.

Ron will work on making the connections.

VI. Proposed Committee Actions

A. Discussion on Authority given to Executive Director (Interim) with pay increase (Presenters: Ron Rohlfig)

Guidance from Executive Committee as to authority Interim Executive Director has before needing to address the Chair(s) or CEO/Full Board. Currently \$54,995.20 (\$26.44) annually. Asking for \$72,000 (\$34.62) to \$75,000 (\$36.06) annually while in Interim Status.

Ron Rohlfig as Chair asked the OMJ's to step off the meeting then started discussion on pay increase and authority for the Executive Director (Interim). The Hiring Committee has gone through the screening process for the Executive Director and has talked to many about the vision and expectations. Ron expressed all think Becky has done an exceptional job and she is a critical piece we need moving forward. Basically she has reorganized the operation and we owe a lot of success to her. Ron also expressed there is a vision for sales community person which the board is still needing to figure out. Becky is the Interim Executive Director and Ron's direction to her is to go forth and do as the Executive Director looking for assertiveness, make things happen in tandem with the board. Becky has asked for delegation of authority to the Interim Executive Director in essence equal to that of the Executive Director. As Interim Becky does not want to do anything which would be disruptive to the long term vision of the board as this is her vision leading and may not be the same as the future Executive Director

Becky Ehling expressed a proxy for the the board is given parameters on what they allowed to vote on, work on, or expend money to before needing to address the commissioner, or an Administrator for a county has a certain amount of authority in which to act before needing to bring items before the board all the while keeping the board full aware of what is happening but just not needing to

call a meeting when it is something the Executive Director can handle. Michael McNamara asked the board to go into Executive Session to discuss this information as it pertains to employee.

B. Discussion of advertising for Executive Assistant and corresponding pay
(Presenters: Ron Rohlfing, Becky Ehling)

Staff is requesting authority to post for the Executive Assistant position with Staff given the leniency to determine pay dependent on experience and qualifications.
The job description says Pay Range A – which is \$32,027 (\$15.40) annually - \$66, 968 (\$32.20) annually.

 [BCW-Workforce Executive Assistant Job Description - Draft.docx](#)

Upon return from Executive Session, the Interim Executive Director was granted the ability to proceed with advertising and hiring an assistant.

VII. Executive Session - Agenda placement hold if executive session discussion is warranted.

A. Motion to go into Executive Session

Motion to enter 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.

Time should be stated. Receive a second and roll call

Motion:

Motion to go into Executive Session at 2:38 pm as read into record by staff

Motion moved by Michael McNamara and motion seconded by David Fehr. All approved

B. Return from Executive Session

Time should be stated upon exit of Executive Session and if there are any decisions or actions.

The committee reconvened from Executive Session at 2:49 pm with no decisions or actions.

C. Any actions from Executive Session

Chair can ask for a motion with a second to approve any items which were discussed in executive session. Once moved and seconded a roll call will take place.

If there are no items from executive session to act on the Board Chair will state, there is no actions to come from executive session.

Motion:

Motion is that the Executive Committee would authorize Ron as our Chair to continue working with the HR department of Warren County to finalize the new

salary for the Interim Executive Director and to clarify her roles and responsibilities as being in line with a full Executive Director.

Motion moved by Karen Scherra and motion seconded by David Fehr. All Approved

VIII. Adjourn (Presenters: Ron Rohlfig)

Motion to adjourn with a second then roll call of board members.

Motion:

Motion to adjourn

Motion moved by David Painter and motion seconded by Karen Scherra. All Approved

- A. Meetings will be held 3rd Tuesday of Jan, Feb, Apr, May, July, Aug, Oct & Nov at 1:30

These meetings are set on Outlook Calendars as hold meetings.

These meetings will be held when items need to be addressed in between Quarterly CEO/Full Board Meeting.

1. Next Meeting is scheduled for Dec. 21, 2021, then Jan 18, 2022