



# Executive Committee Meeting

WIBBCW - Workforce Investment Board of Butler | Clermont | Warren

## Minutes

Oct 19, 2021 at 1:30 AM

### Agenda

#### **CEO/Proxies Present (Remote):**

David Painter  
David Fehr  
Martin Russell - absent

#### **Board Members Present (Remote):**

Ron Rohlffing  
Justin Conger - absent  
Karolyn Ellingson - absent  
Michael McNamara  
Karen Scherra

#### **Staff Present (Remote):**

Becky Ehling

#### **Guest Present (Remote):**

Callie Amann  
Amy Miller

I. Welcome & Attendance  
Presenters: Ron Rohlffing

II. Committee Minutes

Minutes from August 17, 2021, meeting approved at the CEO/Full Board Quarterly meeting on September 2, 2021.

III. Board Chairs

A. Appointment of Vice Chairs  
Presenters: Ron Rohlffing

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

We need at least one Business representative.

Governance Committee suggested names:

Zachary Stanfield – Clermont County – Commissioner Painter feels he is a good candidate.

Sara Manly – Kohls (Butler County)

Tate Borcoman – Warren County may have an interest.

#### IV. Old Business

##### A. Update on projects Executive Chairs Team has been working on Presenters: Ron Rohlfig

Accomplishments from June 10, 2021, to present

##### 1. Show Ron's working document Presenters: Ron Rohlfig

Ron's Stop Light report is color coded to what needs to be done, what we're working on, what's been done.

High Level Discussion of accomplishment from 6-10-21, 8-17-21 through present. Main goal has been stabilization, and meeting deadlines.

Rochelle challenges us to fill the Executive Director position with someone with a finance background.

##### 2. Karen Scherra Alumni status Presenters: Ron Rohlfig

Board approved Emeritus language and recommended re-appointment of Karen Scherra to Board as an Emeritus Member. The recommendation was presented to Clermont County and Karen was re-appointed to the Board.

##### B. Continuation of Event Planning Presenters: Karen Scherra

- This is something that the WIB needs; to honor and recognize business in their work with young adults.
- Positive step for WIB recognition and getting the name out into the communities as to what it does and can accomplish.
- Late Spring/early summer timeframe.
- Virtual and/or in person.
- Need okay to continue planning.
- Will keep Board and Executive Committee apprised of progress.

Add Motion – Ron Rohlfing

2<sup>nd</sup> – David Fehr

All – yes

Approved

V. New Business

A. Re-alignment to Bylaws  
Presenters: Ron Rohlfing

Staff is working with Committees to re-align to the bylaws.

1. Ad-Hoc Committee Chairs - Do they need to be a Board Member?  
Presenters: Becky Ehling

Bylaws state standing committee chairs must be a Board Member but does not address ad-hoc committee chairs.

I have email from Rochelle stating yes, she believes the Chair of Ad-Hoc must be a board member.

Check WIOA laws for violations before including in the by-laws that committee members can be non-Board members.

B. Labor Day Letter to State

Mike McNamara presented 9/22/2021 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.

It was suggested to decrease the language on Labor Day. Any other comments are due by the end of this week.

Send to State and Federal Representatives of Area 12 and either the Board Chair or Executive Director will sign off.

C. Restructuring of CEO/Full Board Meetings.

Discussion around idea of restructuring the CEO/Full Board Meetings.

Board, OMJs and Partners seated at the table

The Committee agreed to include.  
Will call roster.  
We will be sure non-member will not vote.  
Their input and inclusiveness will be valuable.  
We will move forward with this beginning in the December 2021, meeting.

Preserving time each meeting for committees, OMJs and Partners to present to the Board

Ron would like to research Board orientation and the responsibilities of the Board members.

- D. Data Sharing Contract - NEWLY ADDED  
Yesterday Amy and Becky received the Data Sharing contract for SFY 22-23. Becky will be sending the signature page of the contract to the CEOs for signatures.

Amy will retrieve the signatures from staff who are required to fill out the PCS form.

## VI. Proposed Committee Actions

### A. Policy for Remote Meetings

Becky presented a policy vetted by Rochelle our Attorney.  
A committee is not as bound by this as more so the Board.  
These are public meetings and need recorded  
Commission Painter wants the statement "Reference House Bill 110" inside the document.

Motion to accept Letter with said changes.

Motion – Commissioner Painter  
2<sup>nd</sup> – David Fehr  
Roll call - all agreed

### B. Program Monitoring Contract

The WIB budgeted \$10,000 for Program and Fiscal Monitoring.

Program Monitoring Services contract was present to the Committee with

No CPA's responded to the Program and Fiscal Monitoring; therefore, Fiscal Monitoring has been put out for an RFP.

Rochelle Daniels negotiated with Sharon Parry to provide the Program Monitoring at \$4,000.

Staff request approval and permission for (Interim) Executive Director to sign contract with Sharon Parry for Program Monitoring for 2021-2022 program year.

Motion to enter contract with Real Workforce Solutions for Monitoring Services.

Motion – Karen Scherra  
2<sup>nd</sup> David Fehr  
Roll call – all yes

C. Sal Consiglio – CPA

In a two-year program budget, here is a three-month period of funding and funds need to be allocated. The Program year distributes funds until the fiscal funds are released. There is an over-lap in distribution time and the program funds will off-set funding until the fiscal funds are received.

VII. Executive Session

A. Motion to go into Executive Session – 2:20 p.m.

Motion to enter Executive Session:  
Motion – Ron Rohlfing  
2<sup>nd</sup> – Karen Scherra  
Roll call – all agreed

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

B. Motion to return from Executive Session – 2:36p

Motion to exit Executive Session (time should be stated) then second followed by roll call.

Ron – no decisions made; no actions taken

Motion – Mike McNamara  
2<sup>nd</sup> – David Fehr  
Roll call – all agreed

C. Any actions from Executive Session

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

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

VIII. Adjourn

Presenters: Ron Rohlfing

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.

Motion to adjourn.

Motion – Commissioner Painter

2<sup>nd</sup> – Karen Scherra

Roll call – all agreed