



Governance Committee (WIBBCW) Minutes  
WIBBCW - Workforce Investment Board of Butler|Clermont|Warren  
September 27, 2021, 11:00 AM EDT

<https://us02web.zoom.us/j/83790955119?pwd=aU5NOS9xOXRoMWJXclhlZjFTytoZz09>

Attendance

Members Present (Remote):

Becky Ehling, Jerica Kruse, Ron Rohlring, Roy Vanderford

Members Absent:

Michael Howell, Sarah Manley, Matt Owens

I. Welcome & Attendance

A. Approve Minutes from August 23, 2021, meeting.

**Governance Committee (WIBBCW) Minutes 8-23-2021**

Minutes were reviewed by all, with no quorum. The minutes were not approved and will be presented at the next Governance Meeting.

II. Board and Committee Membership Status

A. Maintain Board Certification Compliance: General Information  
Member Orientation (New)

- Bylaws (Needs Updated/Revised)
- Policies (Needs Updated/Revised)
- Roles and Responsibilities

Discussion was held on all topics and the thought is to wait to update any bylaws or policies until the next Executive Director is appointed. With the update/revision of the bylaws and policies the roles and responsibilities could be outlined with better detail.

Membership Status  
Vacancies: 4

- Labor Representative - Anthony Ricciardi, Allied Construction
- Business Representative - Amazon and Kroger (Jerrica connecting with business)
- Karen Scherra Board spot - Debbie Smith, Easterseals JFS-08105

#### Roster 9-27-21

#### BCW0006\_ Board Member Prospectus Flipbook 5.14.21a

A meeting will be set with the Chair, Jerrica Kruse, Roy Vanderford and Brian from Kroger to outline the expectations of new board members. In a few weeks the representative from Amazon will also be contacted to set a meeting to outline the expectations of new board members. Roy Vanderford pointed out any business appointed to the board must be recommended by a business association ( chamber, etc). Staff recommended Anthony Ricciardi from Allied Construction to fill the Labor Representative position and Debbie Smith to fill the 20%DBA position once Karen Scherra retires. Discussion was held about vetting whomever was presented as a board member by retrieving a resume and completing a short questionnaire. It was also recommended staff retrieve resumes and completion of the questionnaire from existing board members also.

### III. Roles & Responsibilities

#### Governance Committee Questionnaire Responses

#### Board Development Committee

##### A. Governance Committee Questionnaire Responses

The document with the responses was presented with each question reviewed and great discussion occurred with each topic.

1. How does the committee see itself in alignment with the board?

Committee is foundation for the Board's success. This committee can be seen as the recruitment , guardrail, mentoring, nurturing and excitement committee. Governance is making sure you have engagement, compliance, and recruitment.

2. What items does committee see as important to present to the board?

The thought is the Governance Committee is for oversight, remaining proactive and supporting the Board.

3. What is Committee's vision recommendation to make the committee more engaging?

With the multiple commitments the members have and needing to make choices on the commitments, it is nice to see action, accountability and follow-up to keep items in a forward movement.

The board needs to know where we are going and the vision. Getting to know other board members and working collaboratively with them helps to make things more engaging.

Making sure everyone is aware of the programs such as Recovery Ohio. When addressing programs help make sure everything flows smoothly. On paper it looks as if it should flow properly but this is not always true. WDB are meant to help people overcome barriers, help become more effective to contribute into the overall economic system.

4. What are the barriers moving forward which needs addressed?

People not knowing their role. Governance committee can help members feel they are not being pushed into a committee but are supplied the system context of the committee. There are members willing to commit but need a certain amount of knowledge to be able to operate without being forced or feeling as if they own everything right away. Need to have a mechanism or mentor to help members interpret what their role is so it doesn't lead to lack of engagement because if members are not engaged, they will never understand their

role. Once members are engaged that lends to members inviting others to participate. Being active in the community is important to distinguish who you represent.

How to re-engage the existing board? We should use small education points (baby steps) during Board meetings to help educate board members, such as, how to vote, what is their role, etc. to help engage the board without the feeling of being overwhelmed by the role. Setting small goals and keeping it simple, presented from an educational standpoint this will give the members a reason to come to the meeting. Possibly having a partner present, a business spotlight or a board member highlight each meeting to help engage the board in a good conversation and allow the members to learn more about the partners and business community, what challenges they face and how they are overcoming them.

5. Rebuilding what has worked and what hasn't from past meetings (please present any examples you may have).

Adding programmatic highlights to the board.

6. Meeting times and length going forward. Currently Monthly, 3rd Monday 11:00 am – 12:00 pm. Does this work or do you have a conflict and cannot attend?

The 3rd Monday of every month at the 11:00 - 12:00 time slot is best for the committee.

#### IV. Project Status and Update

##### A. Produce Board Evaluation & Assessment Tool

Conduct board evaluation and assessment, for recommendations to the Executive Committee about necessary trainings and facilitation. Board Development & Retreat as a follow-up from Board Facilitator engagement

Further discussion will happen on this topic with the appointment of the Executive Director.

1. SWOT Development: Governance Committee

## Butler Clermont Warren SWOT V3

This document is still a very valuable document to continue with but it was decided to put it on hold until the board and committees could become better aligned with the updating of the bylaws and policies.

### V. Suggested Actions for Committee and/or Board

- A. Policy for procedure on how to bring items before the Board  
Timeframe to bring an item up at the CEO/Full Board meetings.  
Meetings are currently the first Tuesday March, June, September and December starting at 8:00 am.

Staff suggestion is by noon 1 week prior to meeting. This allows the CEO/Full Board ample time to review any information which will be presented.

Guidance to staff was given. For the executive committee meetings all documents to be put on the agenda must be submitted to staff 1 week prior to the meeting. For the quarterly CEO/Full Board meeting, all documents for the agenda must be submitted to staff by the 15th of the month prior to the meetings. This will allow sufficient time for the staff to connect documents to the agenda and submit the agenda to the board members for review.

Discussion was held on creating a form to submit with the documents with a brief explanation of what the document is and what the expected outcome is, this will help the board members to have better knowledge of the agenda and what the documents in the agenda represent. Document needs to say what are you presenting, why are you presenting and expected outcome from presentation. Staff will contact counties to obtain a copy of what is used by departments when presenting to the Commissioners. Ron will share what he uses for UC Health.

- B. Policy of what requirements CEO/Full Board want on Monitoring

Aside from WIOA Law, recommendations for a policy on outside monitoring.

Check with Warren County Auditor's Office?

Staff looking for guidance on what Board would be looking for in Monitoring. Program monitoring RFQ was submitted and legal is negotiating contract. It was discussed to have an outside agency do the Fiscal Monitoring as the Fiscal Agent should not do his own monitoring. This should be a CPA.

Executive Director could prepare a policy when update of policies is completed.

C. Career Services Agreement Discussion.

Career Services MOU  
Career Services Amendment 1 (002)  
Career Services Amendment 2

Staff has been questioned if this agreement is in force currently. Ron would like a meeting with Matt Fetty, Becky, and Ron to discuss further. Roy will help if needed.

VI. General Information & Discussion

VII. Adjourn

A. Next meeting is October 18, 2021, at 11:00 am