



Governance Committee Minutes

WIBBCW - Workforce Investment Board of Butler | Clermont | Warren
Aug 15, 2022 at 11:00 AM EDT

Attendance

Members Present (Remote):

Ron Rohlfing, Matt Owens

Members Absent:

Michael Howell, Jerica Kruse

Staff Present (Remote):

Becky Ehling, Vetta Brantley

Guest Present (Remote):

Amy Miller, Daphne Reeves

I. Welcome and Attendance

A. Meeting Minutes from July 18, 2022

Do not need official approval of minutes for the committee.

Minutes are provided for review and comments/corrections where the minutes then will become a record of the meetings for the BCW/Workforce.

 [Governance Committee Minutes 07 18 2022 - OnBoard Draft.docx](#)

Ron opened the meeting at 11:02 am.

- Introduced Cathy and Eric, two colleagues who are shadowing Sr. Leadership at UC West Chester Hospital
- Both have signed Confidentiality Agreements The Committee introduced themselves as well.

Meetings accepted as presented for record

II. Board Membership Status

Vacancies: 3

- 3 Business Representative for Butler

- 1 vacancy for 20% Barrier position - Butler County

-Jesse Simmons, SupplyChainOKI - appointed to 20% Barrier position - Moved to Butler County

Representative - Not appointed by Commissioners but will remain as a member of the youth committee.

-Doug Riechenberger - was appointed as Butler County Representative as a representative Ed/Training: Higher Ed.

-Anthony Ricciardi, Allied Construction - was appointed as Labor as a Clermont County representative

-Andreas Brockmann - was appointed as Warren County Business Representative

-Karolyn Ellingson - was appointed as Warren County Representative - Business Workforce

Apprenticeship

 [Roster Proposal 8-15-22.xlsx](#)

Karolyn Ellingson has moved into Andreas Brockmann's position at Festo. He is still in Warren Co., but in a different roll and he was interested in maintaining his position on the Board. Positions have been approved by WC Commissioners.

Becky awaiting the official resolution from Clermont and Butler Co's. Butler Co. requires background checks for Board members and Jesse Simmons which was going to be the CEO person on the Board (Karen Scherra's spot), was uncomfortable with this process and will not be a Board member.

Becky spoke with Judi Boyko, BC Administrator and she is looking at maybe a YMCA, or Mental Health Board as an example, to take up that position and a couple of businesses she wanted to court. Businesses have to be a 501c non-profit.

Ron has been prospecting with Acado which is the Kroger Warehouse Distribution Center in Monroe as well as some interest from Amazon.

- In a holding pattern but not giving up
- Logistics is an important part of the BCW Area 12.
- On Google maps, you see a lot green in the neighborhoods of Greater Cincinnati.
- In the West Chester/Fairfield areas, you see a lot of grayish which represent warehouses, roofs, concrete and it's huge in this area.
- This shows the importance of warehousing/logistics off the I-75 corridor has a good opportunity.
- UCH hired someone from Amazon for their materials department and he will reach out to him as a leverage point to see if we can circle back and to get someone from Amazon in Butler Co. as well as Judi.
- May explore small business whether in the Hospitality or Restaurant areas in Butler County.
- There are prospects with Judi's help, it is his guess that these will be firmed up in the next 90 days.

Becky added that one thing to always keep in mind is that BCW is always in the top 11 in population in the State of Ohio -

- Butler #6, Warren #10, Clermont #11
- Big area we are looking at
- Logistics is a big deal

Ron gave Kudo's to Becky in regards to filling the seats on the Board –

- Several terms were past due.
- Once BC has been taken care of we will begin to look at 6/2023.

Becky let the committee know that we will be going to BC for Orientation as it is the Comprehensive Center -

- Awaiting finalization from the Commissioners.

- Mentor/Mentee process is being seen in the Emerging (Youth) Committee as Andreas and Karen are teaming up.
- Matt suggested Workforce GPS, ran by the DOL's Employment Training unit as a great resources.
 - Series of 11 training models that range from ~8-22 minutes.
 - Series entitled "Introducing and Building Understanding of the Workforce System," starts off with "What is WIOA Law?"
 - Good introduction piece with recorded videos/transcripts
 - He will send the link to the committee to see if it would be helpful with our Orientation process

III. Roles & Responsibilities

Roles are attached to agenda for committee members as informational use only, no actions are needed.

 [Board Development Committee.docx](#)

No action to be taken.

IV. Project Status

A. Bylaws

Bylaws were officially adopted and updated by the CEOs at the July 2022 Executive Committee meeting.

 [BCW-Workforce By-Laws Final 7-19-22.pdf](#)

Another Executive Committee meeting is scheduled for tomorrow before the Quarterly meeting on September 1st.

B. Retreat Action Plan Update

Ron and Becky have been working on summarizing the plan and having it ready to present at the September 1, 2022 Quarterly CEO/Full Board Meeting.

- Received document from the Facilitator.
- Ron would like to get it down to a one page for our Board
- Hopes to get it to Becky by tomorrow.
- One goal is to stream line for our Board, strategies, financials, etc. to simplify and facilitate more idea generation, discussion, and oversight rather than going through voluminous type items.
- Becky noted that streamlining down to bullet points for Board review is what it's about.
- Ron explained that it is also about Board Member responsibility,
 - Board Member Onboarding and Training,
 - Executive Director roles and responsibilities,

- Marketing/Communication (what the Development Board does), and outreach relationships.
- Making sure we are properly trained and aware to help the policy that supports workforce development in the community.

C. Director of Community Relations Job Description Review

The BEST Committee met this morning for a final review of the Director of Community Relations job description.

Upon review of this committee the BEST committee will be asking for approval tomorrow at the Executive Committee meeting.

 [Director of Community Relations Job Description Draft 8-15-22 9 am.docx](#)

Ron explained that his has been up and coming. Under our previous leadership we didn't have a clear understanding of what the what the Workforce Intermediary Committee was.

With our Executive Director of the WDB there are administrative responsibilities, stakeholder responsibilities and the vision for the CRD for WCBW is about;

- 1) Being out in the community and finding out the voice of the customer (our businesses and what their needs are, being present in Chamber meetings, business meetings, breakfast/lunch forms), where business leaders come together and discuss their issues, and shaking hands. Not so much cold-calling but by getting to know people and being invited into their businesses. In some cases where there be a desire to learn more (setting up those communication inter-phases).
- 2) Become an advocate (not sales person) but it would help to be able to articulate in very short order what it is that the workforce development does for Area 12.
- 3) Project management component – if there is a need to help move things forward with other partners such as RediCincinnati, OMJs, DLW; it will be the representative out there hearing what the businesses are saying. It would not be a replacement for the ED, as much as it is a partner with the ED and in some degree provide some backup to the Triad that we have with Vetta and Becky. This is kind of a high-level vision is and really why we wanted to bring this back to the Committee and have this discussion.

Becky let the Committee know that the Best Committee reviewed the job description this morning and some things were changed or amended. If this Committee approves, we can move it on to the Executive Committee tomorrow to finalize and get posted.

Some of the highlighted areas were as follows:

- Change titled - to Director of Community Relations for the BCW/Workforce Development Board (DCR) so that the Director of Community Relations wouldn't get lost in the title

- Flexibility and remote - as a lot of event are held afterhours. There is a way to track this. Becky's philosophy is when she gives a project and you get it down, whether it's a half hour and it took you 10 minutes or 3 hours, this is how she judges performance (what they are giving back to her as she gives to them).
- Pay range – previously discussed by both Becky and Ron, the Committee agreed with \$72,000. (starting pay range) - \$77,000., but added “commensurate with qualifications.”
- The DCR will primarily be relationship liason between the BCW/Workforce Board and the community.
- The DCR is also the BCW/Workforce's liason for approvals of employers who seek IWT (Incumbent Workers Training).
 - The IWT Policy goes through a process of an application series and the DCR would be liason with the OMJs for approval.

Essential Functions –

- #3 – “by implementing an appropriate plan to meet and/or exceed Employers goals;” (this portion of the sentence was revised).
- #5 – “potential” added (words that pretained to hiring/firing were removed as it was thought to be a liability issue and not the role of this position. This position will help upscale and look for talent).
- #14 – added “Provide delegated back-up coverage in the absence of the BCWW/Workforce Executive Director (BCW/Workforce Administration).” There was a question about the Table of Organization that was stopped as it had position titles such as CEO/COO. This position is an overlap. The tile for Orvetta is actually Operations Assistant -vs- being Executive Assistant purposely in the event we would expand and this her position would be more operations and not just for the Executive Director.
- Ron thinks as one of the Essential Functions, this person should provide a monthly report of their calls/visits/outcomes. Anyone in anytype of sales roll is required to have some kind of prospect or call report. These notes are critical as there needs to be a paper trail. Becky then added
- #16 Provides a report weekly to BCW/Workforce Executive Director on meeting and communications with businesses. This will help tie-in accountability which was one of the questions.

Other Duties –

- Coordinating with the OMJS to receive and forward electronic..... Originally stated that this person would do this function, but as not to step on the toes of the OMJs who have their own Business Liaison person, this should be coordinated between the two.

- In conjunction with Workforce Operator and Outreach firm...again not doing it but working with them. There is a program called Trello that the Outreach firm uses and we all should all be a part of that.

Job Requirements –

- Changed Bachelorette to Chachelors in Business and added or equivalent experience.

Difficulty of Work and Time Expecations – addd the following:

- 50% of time is in field – meeting primarily with busiess interersts then related agencies
- 40% of time on other essential functions (in office, reports, internal meetins, strategy, etc.)
- 10% of time on other duties as assigned
- This goes back to accountability.
- The BEST Committee Chair feels it doesn't have to be those exact percentages.
- Becky feels with the Chair having an Economic's background, this is probably what this is.
- Becky will proceed with this description to the Executive Committee.

D. Policy Review

Staff has been working with OMJ Directors to review the most pressing policies first then will work to review and update all policies.

1. Supportive Services Policy

Took the Youth Supportive Services policy and added the wording Adult and Dislocated. There were other minor changes as highlighted in yellow.

 [Area 14 Supportive Services.pdf](#)

 [Adult-Dislocated Worker-Youth Supporting Services Draft 8-15-22.docx](#)

- Becky, Amy, Matt, Daphne, Callie and Vetta started reviewing the policies.
- Becky showed our template with updates and started looking up WIOA sections but she could not find where the wording was tied to all three.
- Amy has also been working with her and found Area 14's template which is set up a little bit different but very well done.
- Becky questioned going forward, is this something we want to do as we are rewriting some of our policy by looking at one particular area,
 - how it is written

- or a couple of areas and how they are written
- and then go from there.
- The Area 14 Policy template is 3 pages policy
- Gives what it is referencing at the end.
 - Matt thinks it's a great idea to take a step back
 - See how some of the other workforce areas are doing business
 - Compare what their policies look like
 - Take best practices from theirs
 - Have some followup conversations within our Committee to see what we want to change or tweak.
- Becky mentioned that maybe we pull thing down out of the background.
- Area 14's is much cleaner than what our's is at the present time
- Doing some clean up.
- Maybe take their version and snip it into our policies.

Ron likes our Header better but likes their reference and he suggests moving reference on our Header to end of the policy;

- Header tells us a lot but the reference is best at the end.
- He likes that their template states that it is replacing a policy
 - which is not on our template
- Becky let Ron know she can move this to ours

Some of the things in the policy that Amy and Becky discussed were:
Policy –

- BCW Workforce is the provider.
- We are not the provider but more so the strategic planner
- OMJs that are the providers.
- Becky marked this out to say “we must establish internal controls of not just CCMEP but services as a whole.
- Removed the word “Youth” from bullet 4 of paragraph; The Service Provider(s) may, when deemed necessary on a case-by-case basis and sufficient funding exists, provide supportive services to an individual when he/she is: to read “An Adult Dislocated and Youth during enrollment and other program exit”
- Removed “\$.30 per day up to \$15 per day,” from bullet #1 of The Service Provider(s) may, when deemed necessary on a case-by-case basis and sufficient funding exists, provide supportive services to include one or more of the following: to read “Transportation stipend amount may be set by providers with a .30 per mile max of \$20 per day based on available budget.”
 - Becky noted that it was actually lower than this version was sent to the OMJs.

Mileage Rates (Area 14 policy) -

- Becky read Area 14's policy which says; Assistance with the cost of transportation may be provided for participants to assist with approved training/educational sites. Travel will be reimbursed at the Program operator's discretion up to the standard reimbursement rate set by the Internal Revenue Service (IRS) per mile. Distance may be calculated using an internet travel site (Google Maps, Map Quest, Yahoo, etc.). Mileage will be on a reimbursement basis and will be paid directly to the participant. Travel will be verified by completed attendance sign in sheets. The participant will submit the attendance sheets to the Program Operator. Appropriateness of this service, duration, and reimbursement intervals will all be at the Program Operator's discretion.
- Amy noted we are a little bit different in that each county is overseeing their fiscal operations and we wouldn't want it all to filter through her.

Regarding transportation cost in our policy, Ron wanted to know where the benchmark on mileage reimbursement came from when most is in the \$.50 per mile ratio.

- Amy explained that if the Federal mileage reimbursement rate were used, we would not be able to afford it.
 - The OMJs looked at mileage reimbursement or help with gas, as a supplement to their studies as a Supportive Services.
 - So getting back and forth to school during the week, right now our Comprehensive Service Center is doing \$25.00 a week which is the allotment we have for the gas cards.
- Ron felt as long as it is a supplement and not coverage, makes sense.
- Amy likes the way we have it worded now, as long as noted it is a supplement and not coverage based on available budget.
- May be circumstance(s) where a youth needs to be Ubered due to lack of transportation
- Need to leave it somewhat generous on a per day type situation.
- Couldn't necessarily afford to give everyone \$20.00 per day to go back and forth for two years.
- We had to be leave it somewhat lenient
- This isn't an across the board amount, just couldn't put that in our budget.

Becky asked for clarification about \$25.00 a week in our policy.

- Amy explained that this is the amount the gas cards come in increments.
- \$20.00 is the amount for Uber
 - not relying on Uber for two years back and forth.
- Becky revised bullet point #1 of our policy to say; Transportation stipend supplement amount may be set by providers with a .30 per mile and max of \$25.00 per day based on budget availability.
- Bullet point #13 revised to add the word Secondary; “Assistance with books, fees, school supplies and other necessary items for students enrolled in Secondary and post-secondary education classes.

Documentation (our policy) –

“In case of” was added to “In case of daycare services documentation of other resources explored. Becky stated that at a minimum, this is something that should be included in their documentation.

Background –

For the record we will use what Area 14 has; take reference to State Policy off of the Header, make a section at the end for References and make changes as requested for ours.

Ron asked if we had a policy template, for example, do we have he Purpose listed.

- Per Becky, we do.
- Ron suggests we not copy Area 14’s verbatim.
- Becky stated the headers that we do have;
 - Purpose,
 - Background,
 - Revision Approved is in our Header,
 - Policy, and
 - Documentation.

Ron asked if Requirements are relevant. Both he and Becky felt this is under the Policy section.

- Ron asked if there were any procedural references that need to be vetted, and used as an example UC Health Policy but then thought that ours is up to the Operator.
- Becky confirmed yes and noted that Area 14 does have Requirements which would be our Policy
 - Funding Caps which we have outlined in ours,
 - Other Sources of funding (supportive services should be a “Last Source.”

- Meaning all other resources.....), Becky thinks this is outlined in ours, but she will double check,
- Mileage we have taken care of that
- Follow-Up Supportive Services for Youth Adult – Adult DL participants are not entitled to follow up supportive services
- Reporting/Monitoring Requirements (Program Operators are required to maintain and report accurate program and financial information. Proper reporting of services will be reviewed during the yearly monitoring of program files).
 - Becky noted we do this anyway on all of our policies.

Ron asked what our sign off looks like –

- Amy explained that historically the policies that she has seen through WBD do not have a signature line at the bottom.
- There is a date line when the Executive Committee approved the policy which is important for the OMJs because when monitored, it is looked at, the last time it was reviewed and approved.
- Ron determined that it will be reviewed by Governance and the Board would cover the sign-off.
- Per Becky we would have a recommendation from the Governance committee.
- Ron is good with this.
- Matt feels with the OMJs being a part of these conversations it's okay to submit.

2. Incumbent Worker Training Policy

This policy was updated and approved previously but since then staff and OMJ have spoken with other areas, and we need to add items.

- This was approved some time back
- There have been discussions with other areas and they set down with the State and Craig from Area 19, to figure out the training because this was new, and we went ahead and put an IWT Policy in place.
- What we didn't do which is something being required by the State, is put the following three things in place;
 - a checklist
 - and scoring sheet, and
 - Agreement between the OMJs and the businesses they are going to do IWT with, and Application for the employers.
- The employers would apply to get the IWT monies and then go through a process
 - At first anyone who applied did not have to go through the process and would end up getting the funds,

- Then the Agreement.

Becky showed the committee documents/training material from the IWT Training Session from June 8th.

- Ron likes the checkoff sheet.
- Need to format it to meet our needs.
- Becky will work with the OMJs on which questions they feel are relevant or not on the checklist.
- Both Amy and Daphne are good with this.
 - Amy asked Becky to set up a work session between now and September 1st with the three OMJs and even Business Services
 - She wants to be sure that we can launch this as it is something that's been talked about for years
 - She wants to feel confident
- This is a real service as we are trying to move businesses into our system,
 - We have something to give them- a reason to be a part of the Board. Becky will set up the session.
- Becky hopes to have these documents transitioned over into the IWT Policy with the approval of this Committee for the September 1st meeting.
 - She wants to do this at the September 1st meeting because we have the Workforce Form on September 23rd and it would be nice if the OMJs had this information when talking with the businesses.
- She will send everything to this committee prior.

Ron asked if there is anything we need to put on the docket for future meetings.

- IWT is being fast tracked and the committee is supportive of that.
- Becky noted that she meets with the OMJ Director's the first Wednesday of every month to discuss getting the emergency policies through first as they haven't been done in quite awhile.
- They will start going through all policies from the top and get a complete workup of the policies.

Ron asked Amy if the responsiveness and Board helping to move things along as needed, is getting better for the OMJs

- Becky stated that if the monthly meetings are devoted, making sure we have a standing agenda, pose one policy per month,

eventually more than that to get caught up, then it is working for now.

Becky let Ron know that some policies may not needed as much

- After the emergency one's
- start the other ones that may need tweeking
- Ron agreed to get the critical ones done first
 - if OMJs need more time let Becky now
 - If in between meeting times, set up a work session to get our heads above water
 - he is supportive of that.
 - Becky noted that the idea is to get on a rotating basis
 - maybe every three years re-doing the policies

Ron let the committee know that he is very proud of what the committee is doing.

V. Adjourn

- A. Next meeting is scheduled for September 19, 2022 at 11:00 am

Although we are technically not in Robert's Rules, Ron asked for a motion to adjourn the meeting and Becky moved.

The meeting was adjourned at 11:55 am