



# Executive Committee Minutes

WIBBCW - Workforce Investment Board of Butler | Clermont | Warren

Aug 16, 2022 at 1:30 PM EDT

<https://us02web.zoom.us/j/2912014375?pwd=YzQyczlIRRDQyUFRyYS94dTRjTktPdZ09>

## Attendance

### CEO/Proxies Present (Remote):

David Painter

David Fehr

### Members Present (Remote):

Ron Rohlfig, Tate Borcoman, Andreas Brockmann, Karolyn Ellingson, Joy Lytle, Michael McNamara, Michelle Snow

### Members Absent:

Donald Dixon, Shannon Jones, Martin Russell

### Staff Present (Remote)

Becky Ehling, Sal Consiglio, Rochelle Daniels, Vetta Brantley

### Guests Present (Remote):

Callie Amonn, Amy Miller

#### I. Welcome

Announce Opening of the meeting and Time (for Minutes) Welcoming Remarks & Introductions.

#### II. Roll Call/Quorum

##### CEO/Proxies

Commissioner David Painter

David Fehr- Proxy Commissioner Donald Dixon

Martin Russell - Proxy Commissioner Shannon Jones

##### Board Members

Ron Rohlfig - Board Chair, Governance Committee Chair

Tate Borcoman - Board Vice Chair

Joy Lytle - Board Vice Chair

Michelle Snow - Budget & Finance Committee Chair

Michael McNamara - BEST (Business) Committee Chair

Andreas Brockman - Emerging Workforce (Youth) Committee Chair

Karolyn Ellingson - Education & Training Committee Chair

##### Staff

Becky Ehling - Executive Director

Vetta Brantley - Operations Assistant

#### III. Call Meeting to Order

Chair: "I call the meeting to order at \_\_\_\_\_ time"

- Address any personal items (if desired)

- Welcome new members (if relevant)

- Welcome visitors.

Ron opened the meeting at 1:33 pm and welcomed all for coming. He let the Board know he appreciates all the work everyone has been doing over the last few weeks.

#### IV. Consent Agenda

The Chair is seeking ratification of Consent Agenda.

To streamline Board meetings the WIBBCW includes a Consent Agenda. The consent agenda allows the Board to take care of routine business items in one action.

Items that are standard, non-controversial, and/or self-explanatory can be consolidated and approved with one motion and vote. As the name implies.

Items on the consent agenda assume general agreement, or consensus, on the approval or vote.

If you have any question on any consent agenda item, it can be directed to Becky Ehling or the appropriate Committee Chair prior to the meeting. If the question is not resolved to your satisfaction, you can request that the item be removed from the consent agenda during the meeting and discussed separately later in the meeting.

Consent Agendas allow for more constructive and meaningful use of your valuable time and allows the Board of Directors the opportunity to address more substantive workforce topics.

Approval of the Consent Agenda requires a motion with a second the vote.

##### A. Meeting Minutes from July 19, 2022 Meeting

Minutes are added for formal adoption.

If Committee approves consent agenda, minutes are approved with the motion for consent.

 [Executive Committee Minutes 07 19 2022 - OnBoard Draft.docx](#)

##### B. Appointment of Andreas Brockman as Chair of Emerging Workforce

Andreas Brockman has accepted the nomination of Chair for the Emerging Workforce (Youth) Committee.

Chair and Staff are asking for a formal motion from board to appoint Andreas Brockman as Chair of the Youth Committee.

There were no items to be removed from the Consent Agenda and moved into the regular agenda for further discussion.

**Motion:** to accept the Consent Agenda

Moved – Michelle Snow

2<sup>nd</sup> – David Painter

Verball Roll Call – all yes

#### V. CEO Responsibilities Presentation (Presenters: Ron Rohlfing, Guests: Rochelle Daniels)

Board has asked for smaller informal training/information sessions to help the board with their duties.

Rochelle Daniels (BCW/Workforce attorney) will present the responsibilities of the Chief Elected Officials.

 [Chief Local Elected Officials 2022.pptx](#)

Ron let the Board know that information from the Retreat has been reviewed and one thing that was highly sought after, was to help the Team in the Onboarding process.

Many educational sessions will be provided by our Attorney, Rochelle Daniels who is an

expert in the Development realm. Rochelle is on the agenda for the September 1<sup>st</sup> meeting.

Rochelle presented on the roles of the Chief Local Elected Officials. These roles are identified in the WIOA Laws and fall into two categories: those responsibilities that belong to them alone: only they can do them, and those responsibilities that they can do together with the Board that they appoint. In some instances, Local Elected Officials (LEOs), choose to assign some of their responsibilities to the Board.

#### **Why are LEOs so Critical to WIOA? -**

- Local workforce development areas are based upon –
    - Boundaries of local units of government
    - One or more
    - We want to administer the WIOA funds in our local area
- 1) The Agreement – (between those units of government)
- LEOs agree (IGA-Intergovernmental Agreement), to form a workforce area and determine representatives
    - Once area identified WIOA assigns Reps
    - Butler
    - Clermont
    - Warren
      - Counties share responsibilities and dollars
  - These elected officials, decide how to share Board Appointments of these 3 Counties (Council of Govt.)
    - Area 12 has decided to appoint proxies that can stand in for LEOs, when they are unavailable
  - Agree how to share liabilities for the funds
  - Agree how often the Board will meet
  - Agree how the Board will be staffed
  - Decide who is grant recipient -WC
    - Warren County is our Grant recipient
    - When the Board acts as the recipient, they are called the Sub-grant recipient and determine who will disburse grant funds
      - Warren County is also our Fiscal Agent
      - Sal Consiglio has been granted some responsibilities as well
- 2) Request Designation (once local area established by units of government)
- Local officials must request designation from the Governor every 2 years

- Vote to remain a local workforce area
- 3) Appointment of the Local Workforce Board (after designation)
- Following designation of the workforce development area
  - Commissioners must appoint a local workforce development board
  - WIOA determines board membership categories
    - Ex: Private Sector
    - Organized Labor
    - Education
    - Economic Development
  - Counties together, determines who gets to appoint how many members in each category
    - Executive Director addresses vacancies
    - Makes sure appointment is made by the appropriate governmental unit
- 4) Create Local Board By-laws -
- Board does not control
  - LEOs responsible for creating Local Board Bylaws
    - Cannot change without LEOs approval
      - What are our committees
        - How many should we have
      - Who are our officers
        - President, VPt, Secretary, etc.
        - How many should we have
      - How often should the board meet
      - Terms of officers
  - By-laws being under the LEO's
    - Create a better understanding of how board will govern
  - Not required under previous legislation
  - WIOA legislation forged a stronger relation between LEOs and local board that they appointed
- 5) Enter into Agreements with their Local Boards -
- Agree in writing on roles responsibilities of board and LEOs
  - Clarify assigned responsibilities
  - Based on WIOA Law
    - The attorney may tweak agreement
      - Pending how business is conducted

- Some responsibilities moved only to the board
    - LEOs want to be involved in what they were not before
  - The agreement determines to a certain extent in terms of day-to-day operation,
    - what shows up on board, council, consortium, agenda
    - who's responsible for what
    - what staff is responsible for
- 6) Decide to Deliver Career Services – (One-Stop Center & Staff, Title I, 1<sup>st</sup> Chapter in WIOA)
- As grant recipient LEOs can,
    - Deliver career service
    - Deliver youth career services – Easterseals
      - board selects
    - LEOs determine
      - Whether youth services should be procured or in-house
  - Where there are good relationships between the LEOs and board, these decisions are often made together with consensus
    - board fulfilling mission of LEOs
    - LEOs are listening carefully to the board
      - board members are voters and elect who our LEOs are in our local areas

**Elected Officials and Board Joint Responsibilities -**

- 4 Year Plan
  - Road map for how to invest federal resources in local area
  - WIOA Section 134 explains what every local area must have
    - Local level decisions
      - What services to focus on
      - What to emphasize on
      - Where to invest resource
- Comment on State Plan
  - If not compatible to what we want to do locally
- Approve 4 Year Strategic Plan
  - Road map for local services and expenditures
  - Must also approve the Regional Plan (with Cincinnati)
- Amend every 2 years

1) Policy Guidance –

- Becky may have good ideas, but must bring them before the board

- Examples -
  - Types & mix of services offered
  - Amount of OTJ training reimbursement
  - ITA - scholarship amount
  - Support services policies
  
- 2) One Stop Operator -
  - Select a one-stop operator - Amy Miller
    - Coordinates with all 3 counties and Executive Director
  - Decide responsibilities
  - Approve and enter an MOU with all partners listed in WIOA
  - Approve Infrastructure Agreement
    - How partners will support the One Stop
    - Operator to help in renegotiations of MOUs every 3 years
  
- 3) Performance and Oversight -
  - Federal requirements - negotiate performance measures with the State every 2 years
    - Did people get placed
    - Did people stay on their jobs
    - Did they get training
    - Did they finish and get credentials (High School)
    - Did they drop out of school
    - If in school and did not exit, are they making progress
  - Employer performances will be implemented either this year or next year according to the DOL
    - Will be expected of our local area
    - Need reports from all 3 counties to know we are on target to meet the performance negotiated with the State
    - Keep Board informed on regular basis
  - Work with State on disaster recovery
  - Determine how success will be measured
  - Agree to accept discretionary grants
    - Not tied to WIOA
    - Board should know what they are/what's being done with those dollars
  - Assure transparency - make decisions in the "sunshine"
    - Roll call
    - Publically notice meetings (all meetings)

- Publish minutes on website per law

#### 4) Oversight -

- Law requires more than just State monitoring
- Monitoring - both program & fiscal
  - Compliance
  - Expenditure levels
    - Budget -vs- Actual
  - Service levels
  - Performance

Ron thanked Rochelle for the presentation as it was really helpful. He noted that moving forward these will help people have confidence. He stated that he is happy that we are actually focused on metrics and making sure we are compliant and that we have made quite a bit of progress over the last 14-15 months.

## VI. Committee Updates

### A. Governance Committee (Presenters: Ron Rohlfig)

Committee has 4 more vacancy for Butler, but we have been working hard to fill them. Judy Boyko, Butler County Administrator is looking for 3 businesses and 1 for the CBO position, to help fill the vacancies. Also, if anyone has connections with a Butler business (large or small) you feel would be a great fit to the board, please let Becky know.

Committee reviewed the Action Plans from the Retreat and Ron will present an overview of where we are.

Committee is asking for an update approval to the Supportive Services policy. If Executive Committee desires to update a formal motion, second and roll call will be needed. Next meeting is September 19, 2022, at 11:00 am

 [Adult-Dislocated Worker-Youth Supporting Services Draft 8-16-22.docx](#)

Ron let the Committee know that the Bylaws were sent to the Governance Committee and were approved in the July meeting. We will review in the next Board meeting.

Working with OMJs on updating policies.

Doing a good job with getting our Board members replaced. A bit of a challenge with Butler Co. Ron and Becky met with David Fehr and County Administrator, Judi Boyko. There are 3 openings in BC, and he has been prospecting a couple, working through bureaucracy of a couple of the organizations we are targeting. He feels Judy's connections in the county will help.

He is delighted that everything else looks in good shape and thinks we'll be well positioned on Board member compliance.

The job description of the Director of Community Relations was reviewed this week. Good progress for a group that's only been around for about 14 months.

The draft copy of the Retreat is being reviewed and a copy will be provided along with the summary as backup details, in the next Board Meeting.

Becky explained that the Supportive Services Policy was revised in the last Governance meeting with the OMJs and that the Youth Supportive Services Policy was added to Adult Dislocated Worker Policy along with the citations that needed to be added. She asked for a Motion to accept the policy.

Ron feels the policy is worthy of adopting as it will bring us in close alignment with our peers and will help the OMJs do the job they need to do.

**Motion:** to accept the updated Adult-Dislocated Worker-Youth Supporting Services Policy

Moved – Joy Lytle

2<sup>nd</sup> – David Fehr

Verbal Roll Call – all yes

#### B. Budget & Finance Committee (Presenters: Michelle Snow)

The attorney and Fiscal Agent do not feel staff needs to request an RFP for the presentation and estimate Dimalanta presented. Staff is working with the attorney to amend Dimalanta's contract to include the previously presented scope of work.

Committee has reviewed the status of funds and has finalized the look of the dashboards which will be presented at the Quarterly meetings.

Fiscal Monitoring has been finalized. Staff will be asking at the Quarterly meeting approval of a Career Services Agreement.

Next Budget and Finance Committee meeting will be October 12, 2022, at 3:30 pm. The committee has decided to cancel the September meeting.

 [Finance Dashboard - 06 30 2022 liquidating 09 30 2022.pdf](#)

 [Budget FY23 - DRAFT.xlsx](#)

 [FY 2023 Warren County Budget for approval.pdf](#)

Michelle let the Committee know that we are moving forward with the Dimalanta Plan (Outreach) as presented to the Youth and Budget and Finance Committees. From discussions with Sal and Rochelle, we are amending the Contract versus sending it out for competitive bids. The Contract is currently with



Rochelle and once amended, Becky will forward to the Commissioners for signature approvals.

Finance Dashboards update – look has changed. WIOA Adult and WIOA Easterseals Grants are at 100% expenditures/obligated, there are still monies to be spent on the WIOA Dislocated Workers Grant ~\$146.000 which can either be spent or recoded until next year. We have plans to address this.

The RESEA Grant has some unspent dollars. The idea is to present these quarterly and to keep our Executive and Board meetings out of the weeds. We are going through these in details with the support of Sal and others in our Budget and Finance Committee meetings.

Ron stated that he feels this is helpful and if anyone has any questions, to please let Michelle know.

Fiscal Monitoring – Michelle had Becky explained that Sharon Parry was hired to do our Fiscal Monitoring and she came up with two items:

1) Becky lost information on Stacy's OneDrive, some of the Contract information was lost – Easterseals was able to recover their information and give it to us but it was after the time the report was completed. Sharon will amend her report to include this information.

2) The Career Services Contract was thought to have been approved and mixed in with the Operator Servicec Contraact at one point and time. Matt Fetty had said a few times that he didn't think there was a Career Services Agreement. Upon research, he is correct. We have gone to the State and asked how to rectify this; Career Services is something we do not have to procure, it can just be said that we want to enter into agreement.

Becky reached out to other counties for documents agreements they are using and we will be able to present it at the September 1st Board meeting if this is how the Committee would like to proceed. If so, we need to get it in. The State suggested it be effective 07/01/2020 thru 06/30/2023. It will encompass this area and give the Board a chance to decide.

FY2023 Warren County Budget – Michelle explained that in confidence, this has been discussed and reviewed at multiple levels. The Committee most recently review it last week with Sal. The Committee believes this is ready for a Motion to approve.

Ron then asked for a Motion to approve the FY2023 Warren County Budget

**Motion:** to approve the FY2023 Warren County Budget  
Moved – David Fehr  
2<sup>nd</sup> – Karolyn Ellingson  
Verbal Roll Call – all yes

C. BEST Committee (Presenters: Michael McNamara)

BEST Committee has reviewed and recommended to the Governance Committee the job description for the Director of Community Relations.  
Due to the Holiday, there will be no BEST committee meeting in September. The next meeting will be October 3, 2022, at 3:00 pm.

 [Director of Community Relations Job Description Draft 8-15-22 11 am.docx](#)

Director of Community Relations with BCW Workforce Development Board Job Description –

Michael explained the Committee met twice, emailed conversations back and forth and met yesterday to go over the finer points of the description and title change. The title change was felt to make the position more marketable, enticing to get better candidates. The hiring pay range was included. We wanted to make sure that the focus of the position was to meet with businesses, first and foremost along with the Economic Development Officials in our cities, counties, townships (if they have them), and our OMs.

This is a Community Relations position and they need to be out there in the communities. Expectations are noted at the end of the description on time, broken down in percentages. Right now our expectations are 1) In the field - 50%, 2) other essential functions outlined – 40%, 3) other duties as assigned – 10%.

The original format came from a third party that consults for the WDB so we dove deep, eliminated a lot of redundancies, items not essential, and tried to make sure we got to the point of what this position is for which is assisting businesses (reach out to them, get them engaged with the WDB) so that we can help them.

After refining, it was approved and went to the Governance Committee which made one minor change; to make sure there is a weekly reporting to the Executive Director. Our Committee found it acceptable. If the Executive Committee approves, we can post the position and start having 1<sup>st</sup> rounds of interviews in about one week.

Ron asked Michael to submit the Motion to approve the Director of Community Relations Job.

**Motion:** to approve the Director of Community Relations Job Description as forwarded from the Governance Committee effective immediately for posting, until we have qualified candidates. Applications will start being reviewed Monday, August 22, 2022.

Moved – Michael McNamara  
2<sup>nd</sup> – Karolyn Ellingson  
Verbal Roll Call – all yes

Michael thanked the members of the BEST Committee for all of their feedback and time spent on this project.

Ron feels it is a good job description and will help us get the right candidate. He noted that Governance wanted to make sure we built in accountability which is the only reason for adding weekly reporting. He is very excited that this position is finally moving forward.

D. Emerging Workforce (Youth) Committee (Presenters: Andreas Brockmann)

Andreas Brockman has accepted the Chair position. Karen Karnes has agreed to assist him as he becomes acquainted with the position.

The committee will focus on the HUB concept which has been presented by Joe Schroeder and Riley O'Grady.

Next Emerging Workforce (Youth) Committee meeting will be September 14, 2022, at 2:00 pm. (Becky will be out of town for the Warren County Fly-In)

Ron explained that this Committee is continuing to progress, but missing Karen Scherra who had long tenure and helped to accomplish a lot. However, we have a great replacement strategy- Andreas Brockman.

Andreas thanked those for the opportunity and explained that he will do his best as he gets up to speed on topics. One definitely, is to see the outcome of the Hub Concept with Joe Schroeder and Riley O'Grady.

Hub Concept – Andreas explained that Joe and Riley have worked on this concept and wants Becky to set up a meeting so he can get more insight.

The next Committee meeting will be September 14<sup>th</sup>. Becky will be out of town but we have decided to move forward with the meeting. Ron explained that Karen Karnes will be Andreas' right hand support since she has the continuity. He has agreed to be backup in the September 14<sup>th</sup> meeting.

E. Education & Training Committee (Presenters: Karolyn Ellingson)

BCW/Workforce will be presenting a Workforce Development Forum on September 23, 2022, from 8:00 am to 12:00 pm.

The Forum will be hosted by Miami University, VOA, in Butler County.

We are finalizing the possibility of Sinclair Community College being the sponsor.

 [BCW0040 Workforce Development Forum Flyer - Final.pdf](#)

Karolyn - the Education Committee has decided to host a Forum on talent, retention and also services that are available across the counties to help employers either get, retain, train, hire, find; all of the above, for workforce. We have been talking about this for awhile and the Forum will be on September 23<sup>rd</sup> from 8am – Noon at the Miami University Voice of America location. We have invited a panelist of HR Personnel and our local AMIP Representative, Amy Meyer who is also the former HR Talent & Development Director of Rhinestahl, Brian Stevens from Festo the Head of HR, and GMi Director of HR Char Kemp.

This panel will discuss what they are seeing today and the topics on the agenda; how are you attracting talent, how is today's employee hiring and retaining atmosphere different, and how are you overcoming obstacles that we are facing with the great resignation and low unemployment rates.

We will be doing breakout sessions; Education and Training Partners – what is out there, what is available; Grants – what are funding sources to use to upscale your employees, how do we think outside the box to attract different talent. As we've learned already, there are 3 open jobs to every 1 unemployed worker so we have to start thinking differently. JBM will speak on their experience with Second Chance individuals, and AARP will talk about hiring retirees back into the workforce. We've invited schools and Chambers to host tables so that they can get information out about resources outside the county beside TechCred grants. WCCS will discuss utility assistant programs. We are trying to give employers different strategies and ideas on how to help maintain, retain and attract new workforce.

There will be space for 150 attendees, a light continental breakfast will be served, and as of yesterday we had 22 businesses signed up and 2 vendor tables. Becky mentioned that this push only started this past Wednesday.

Karolyn encouraged all to share the Flyer attached to this meeting agenda.

## VII. Discussion

### A. BCW Logo (Presenters: Becky Ehling)

With the update of the Bylaws, the CEOs asked staff about the branding of the Board.

We were WIBBCW (Workforce Investment Board - Butler, Clermont, Warren). With the change from Workforce Investment Board to Workforce Development Board, staff is asking for the logo we use to be BCW/Workforce, this will encompass any changes in law in the future. Becky will display logo. It would not load up in OnBoard.

Ron explained that as the Bylaws were being updated, the motion from our CEO's at the last meeting the question about Branding was raised. Are we the WIB, WIB|BCW, Workforce Board, etc.? The WIB stood for Workforce Investment Board which was following WIOA Laws. Due to Law change, we are now technically the Workforce Development Board. Becky is asking us to consider some minor Rebranding to get in front of the Executive Committee. Because we are already using the logo in some instances, it seems natural that we would consider the workforce as an option -vs- the potential of the "alphabet soup" of WDBBCW.

Example #1 - The logo included the current triangle with BCW|Workforce that included the OhioMeansJob log to the right. Becky explained that this would be used when the two engage in events together. Sometimes it will be flopped (OMJs on the left and BCW|Workforce on the right), depending audience to capture. There are no infringement issue in using this logo. Also, if the law changes again as when WIA changed to WIOA, and Investment Board to Development Board, this will help if its decided to make it another kind of Board. Ron noted that next to the white line of OhioMeansJobs, the Buter, Clermont and Warren counties are spelled out which makes it very obvious.

Example #2 - Becky noted that at one time it was thought to change the colors of the BCW letters to blue, orange and green but it wasn't very attractive and took away from the logo. The Outreach firm suggested keeping the current colors as is but agreed to italic lettering. Ron recommended italic lettering (slanting to the right) which suggests forward movement. He likes the idea of getting away from WIB and "alphabet soup."

Karolyn asked if all of the other areas were still called WIB why would we move away from that and do something different. Becky explained that some of the other logos have already been changed across the State and you'll see WDB on them.

Ron feels in support of what was discussed, this strategy makes the message make sense in the community and we can basically start to truly articulate verses being a WIB in the workforce.

Karolyn stated that she was just wondering, and that she didn't know what a WIB really meant either. She wondered what the direction was and that if we were going to be different, how would people understand we are the same as another area.

Becky explained that when you look at colleges, businesses, or people that they are hiring, you'll see the term Workforce Development Professional so it sort of falls in line. She is looking for guidance more than anything. It was decided to take it to the Full Board for approval.

## VIII. Adjourn

Chair – "Motion to adjourn at (insert time),  
Chair recognizes motion and asks for secong – verbal roll call follows.

### A. Quarterly CEO/Full Board Meeting Sept. 1, 2022

The next Quarterly CEO/Full Board meeting is September 1, 2022, at 8:00 am. This meeting is being hosted by Butler County OhioMeansJobs.  
If technology permits, we will be hybrid

### B. Next Executive Committee Meeting - Hold is October 18, 2022 at 1:30 pm

Ron stated that there is no need for Executive Session and asked for Motion to adjourn the meeting.

**Motion:** to adjourn the meeting.

Moved – Michael McNamara

2nd – Andreas Brockmann

Verbal Roll Call – all yes

Meeting adjourne at 2:29 pm.