



Executive Committee Meeting Minutes

WIBBCW - Workforce Investment Board of Butler | Clermont | Warren
Feb 15, 2022 at 1:30 PM EST

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

Attendance

CEO/Proxies Present (Remote):

David Fehr, Martin Russell

Members Present:

Ron Rohlfig, Karen Scherra, Michael McNamara, Karolyn Ellingson,

Members Absent:

David Painter, Donald Dixon, Shannon Jones, Tate Borcoman, Justin Conger, Joy Lytle, Michelle Snow

Staff Present (Remote):

Becky Ehling

Vetta Brantley

Guests Present:

Callie Amann, Amy Miller

I. Welcome & Attendance (Presenters: Ron Rohlfig)

A. Welcome new Operations Assistant

Orvetta (Vetta) Brantley started yesterday as the Operations Assistant. Vetta comes to the BCW/Workforce with many years of experience as an Executive Staff Assistant/Administrative Assistant.

Her most recent position was with the University of Cincinnati as an Executive Staff Assistant to the Directors of Planning, Real Estate, Community Development, Space Management/Sustainability, and Environmental Graphic Designs. She has been with UC since 10/2007.

OrVetta Brantley, introduced herself and gave a brief synopsis of her work experience and background.

II. Committee Minutes

There was no Executive Committee meeting in January.

The December 2021 Quarterly meeting minutes will be presented at the March 2022 Quarterly meeting.

III. Board Chairs and Committee Membership

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 - In progress
Consent Agenda - Ratification needed from the Board.

Motion: to elect Tate Borcoman as Vice Chair

Moved – Mike McNamara,
2nd – Karen Karnes,
Roll call – all aye

B. Emerging Workforce (Youth) Committee

Karen Scherra, Emerging Workforce Chair, and Becky Ehling, Executive Director (Interim) are asking the Executive Committee to form 2 sub-committees. One to rewrite the current RFP and the second to review the proposal and make a recommendation. Karen and Becky are asking the sub-committees be comprised of some members of the current committee as well as board members outside of the committee.

Youth Contract RFP Sub-Committee - Karen Scherer Scherra, Karen Karnes, Jerica Kruse, Rebecca Ehling

Youth Contract RFP Proposal Review Committee – Karen Scherra, Sharon Karen Karnes, Jerica Kruse, Rebecca Ehling, Michelle Snow

Event to recognize youth and adults that went through the program. Sal said we could not use the funding for this type of event but had not been communicated back to the committee. This idea has been put aside. At this month's committee meeting we brainstormed between Easter Seals and OMJ's for this to be a future event.

Motion: to revamp RFP process and review contract proposal and process

Moved - Ron Rohlfing
2nd – David Fehr
Roll call – all aye

C. Finance Committee

Michelle Snow has volunteered to be on the Finance Committee.
Becky has spoken with Sal and Germaine as to how the committee worked previously and what we can do moving forward.
What is the Executive Committee's thoughts?

- We do not have a finance committee, Michelle Snow – Advics, has volunteered to be on the Finance Committee: Michelle, Becky, Sal, Germain, Ron
- Becky asked for more volunteers to be on the committee if interested.
- Ron feels it's critical to get this going again. Will present to Board as well.
- David asked who would chair. He would like to serve on committee as well.

Once Committee approved the Chair will be voted on.

D. BEST - Business Relations Committee

BEST Committee has reconvened. We reviewed the bylaws as it pertains to BEST (Business Relations) Committee and will make recommendations to the Governance Committee.

The same 5 questions which were posed to other committees has been sent to the BEST committee members for input.

Michelle Snow commented she would like to see more Business representation at the BEST committee meetings.

Reviewed Policy responsibilities -

- For fee One Stop services - would be abandoned.
- Economic indicators tracking
- Business needs
- Rapid response monitoring
- Grants
- Alternative funding
- Legislative monitoring
- Changed name of Marketing to Outreach
- Business Outreach
- Surveys and Data

OMJ's all there and discussed their reports
what does moving forward means?

- what do we want to track for our progress?
- are we reaching out to Businesses?
- are we making contacts?
- are we fulfilling needs?

Our Basic core competencies are really going to be Outreach to Businesses and making sure that we are meeting their needs.

Becky felt that putting more businesses onto the committee is the way to get more board members involved.

Ron feels that BEST is all about the business, but BEST is more than just the businesses in our environment. Relationships with the chambers, the port authority, etc., are what's going to drive us as a group, that understands what the needs are as we are developing policies and making our OMJ stronger.

IV. Old Business

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

The Data Sharing contract for SFY 22-23 has been signed by all parties and the completed document has been sent to everyone for their records.

B. Outreach and Engagement Contract

Becky, Executive Director (Interim) entered into a contract with Dimalanta to continue with Outreach and Engagement services. The contract will run Jan. 2022 through June 2023.

In January Becky met with 3 OMJ's; Callie, Becky, Claire, and Ernie from Dimalanta to brainstorm how we were going to move the outreach forward for the OMJ's and for BCW. On our website the OMJ's don't stand out; however, BCW does. We will need to revamp that.

Dimalanta was going to put our information together and bring it back for us to review, then we can move things forward with the Outreach.

C. Board Strategic Retreat

 [Strategic Plan Draft 6-2022 RAR \(002\).doc](#)

Ron, Becky and Karolyn Ellingson have met to discuss what needs to be put in place in order to have the retreat.

Sal states as long as the retreat is WIOA related it is an allowable expense. The money would come from the admin. dollars and we would have to send a budget revision to Warren County. The Board has admin dollars to cover the expense.

Ron – Strategic Plan Draft

Presented a sample document for a strategic plan draft focusing on metrics and targets Ron likes as it focuses on pillars and strategic metric goals. (See attached).

David Fehr – likes simplicity and suggest we take 3-5 concepts to focus on.

Karen - felt this template would be good, for the WIB as she has used this template before as an evaluation tool and it was a great way to measure not only progress of what they were accomplishing but also what the Director was doing and how they connect.

Ron – a meeting has been scheduled with Karolyn to discuss our options and to discuss any questions, the Board may have.

We will need to have one more meeting before our Board meeting to make sure we have the proper agenda topics on June 2nd. The day of our Board Meeting we'll probably just take care of the things we need to on that day or have an abbreviated session and then have our Strategic Retreat on that day.

D. Orientation for Board Members

Becky has reached out to Rochelle about the modules and is currently awaiting a response to present at our March meeting. Example: Presentation for the board broken down into 20-minute modules to be presented at the Quarterly CEO/Full Board Member meeting.

Ron - mentioned Mentee's as we've brought new people to the board and feels that Martin has been a good resource in this regard. Orientation will also help members understand policy making, support for the partners, OMJ's, and the workforce development arena.

Karen – feels how we report information at the board meetings outside of orientation is important and one of the things implemented by the Emerging Workforce (Callie & Amy) is for the workforce to have say at these meetings and give us stories and examples of accomplishments.

Tate – asked about mandatory clauses required for Board Members to sit at least 3 of 4 meetings or send a proxy or delegate, also to serve on a committee.

This is in the by-laws, Sect. 5.0 Membership Expectations, also in Onboard.

E. Governance Committee continuing process of updating policies and bylaws

Governance Committee is continuing the process of bylaws. Once bylaws are complete, Governance Committee will start the review and update of the policies.

A meeting was held with someone at Amazon who is interested in becoming a board member as well. We are strategically trying to get key business in Butler/ Clermont/Warren Co.'s. Advice from our Board members have really shaped a lot of the tactics that we have been doing in helping to develop those relationships.

V. New Business

A. Work with Redi Cincinnati (Presenters: Ron Rohlfing)

Ron and Becky met Redi Cincinnati as we are trying to build relationships that I think is critically important in letting them know that we are ready, and we want to be there if you need us, when you need us so we can pull a team together and help them in your endeavor. We will meet quarterly.

Amy and Becky will continue to work with Redi Cincinnati and JobsOhio for the OhioToWork initiative trying to make connections. They have reached out to Area 13, Jason Ashbrook to get his thoughts about the agreement that he is concerned about. Amy and Becky have another meeting set up and will be meeting with Area 13 and Redi Cincinnati.

B. Meeting with Board Members (Presenters: Ron Rohlfing)

Ron and Becky have met with 3 of the Board members and have 3 more lined up. The goal is to meet with all board members annually.

Value in the director reports and frequency along with monthly from Chair. Dramatically decreased OnBoard notifications.

Michael McNamara – encouraged all to participate in these meetings regarding the board as they are productive.

C. Committees thoughts on agenda items for Quarterly Meeting/Strategic Retreat

Quarterly Meeting Agenda - Ron & Tate were a part of the recruitment for Becky's roll and accessing what the board has accessed, if there is a higher-level role needed. This will go before the board in March, develop a job description and/or a plan from the board as to what that will look like. We have a few more details but, that is one of the items we want to put on for the March Board meeting.

Becky has been sending out a weekly report and Ron has been sending out a report and wanted to know if weekly is too much for an executive report or should it go out every two weeks. Ron suggests bi-weekly until the Strategic Retreat and if we find there's no new information then we will back off, but he feels the board is owed at least a monthly communication in between what's accomplished and what's going on.

We will have more on the Onboarding draft plan for the board members.

Updates to by-laws will appear in the June meeting.

If any of the executive committee has anything to go over in the March meeting, please let Becky know so she can get it on the agenda and copy Ron as well.

David – fine with two weeks but would like it to be a goal of sending out monthly for the Executive Reports.

D. Boards thoughts on BCW/Workforce purchasing own server

Sal Consiglio (Fiscal Agent) has asked Becky about the possibility of the BCW/Workforce purchasing their own server for storing our information. Sal will help decide what will work well for all. We have not researched cost as we wanted to be sure we are all onboard before presenting to board. The OneDrive is on the State's network. Becky will research and bring data back to the board.

Martin – suggests we run it by the Auditor's for integration concerns.

David – asked how many people will have access?

Becky, Vetta, Sal, WDB, continued access between partners.

VI. Proposed Committee Actions

None at this time.

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

A. Motion to go into Executive Session

None at this time.

B. Return from Executive Session

None at this time.

C. Any actions from Executive Session

None at this time.

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.

1. Full Board/CEO Quarterly Meeting is scheduled for Mar. 3, 2022 at 8:00 am
2. Executive Committee Meeting April 19 , 2022 at 1:30 pm

Motion to adjourn meeting

Moved – Ron Rohlfing

2nd – David Fehr

Roll call – all aye