



Education & Training (Ad Hoc) Committee

Minutes

WIBBCW - Workforce Investment Board of Butler | Clermont | Warren

Jul 25, 2022 at 3:00 PM EDT

<https://us02web.zoom.us/j/84252494330?pwd=VGdObDliaURONEhhYktVNjVhWlhHdz09>

Attendance

Members Present (Remote):

Karolyn Ellingson, Karen Karnes, Doug Reichenberger

Members Absent:

Kim Barron, Cheryl Brackman, Andrew Hoekzema, Margaret Jenkins, Nick Linberg, Marty Lopinto, Glenda Neff, Mike Parry, Justin Phillips, Julie Ridge, Robert Sheehan, Amy Waldbilling

Staff Present (Remote):

Becky Ehling

Vetta Brantley

I. Welcome & Attendance

Karolyn opened the meeting at 3:05 p.m.

A. Minutes from June 1, 2022 meeting (Presenters: Karolyn Ellingson)

No formal action needs to be done.

The previous committee minutes are presented to the committee for review and reference purposes.

 [Education & Training \(Ad Hoc\) Committee Minutes 06 01 2022 - OnBoard DRAFT.docx](#)

Minutes approved as written for final record.

II. Roles & Responsibilities

No formal action needs to be done.

The Roles and Responsibilities are incorporated into the meeting for review and reference purposes.

 [Ad-Hoc Committees.docx](#)

III. General Information & Discussion

A. Business Forum/Event

September 23, 2022

7:30 am -12:00 am (8:00 am Registration to begin)

1. Decide official name of the Forum/Summit.

Decide on the official name of the Forum/Summit.

Once decided we can move forward with outreach and then publicity.

Karolyn googled the difference between Forum and Summit:

- Summit - a meeting between heads of Government, or the courts highest peak.
- Forum - public meeting place for open discussion, or a public meeting or lecture involving an audience discussion.
 - Synonyms – meeting, assembly, gathering, conference, seminar, convention, rally, symposium.

It was decided to title the event -

"Workforce Development Forum"

We will ask Dimalanta to work out any other particulars.

2. Decide what should be in flyer.

Decide what should be in flyer, send to Dimalanta for design, send out final copy for distribution.

2 sided Flyer -

1 – Marketing description (how we will draw attendees).

2 – Agenda (so attendees can see what they are signing up for).

3. Show draft agenda.

 [Agenda for Ed & Training Event.docx](#)

Becky shared the Agenda with the Committee –

Breakfast 8:00 – 8:30 am (changed from 7:30-8:30 am).

- Committee members can be there by 7:30 for set up.
- Early invitee's are welcome as well.
- The room will be setup the night before by Miami U staff.

General Session – 8:30 am – 9:30 am (Panel of HR Professionals here in the area).

Becky will give a 10 min. talk on “What is the Workforce Development Board?”

Panel Discussion -

- Char Kemp – GMi, Director of HR.
- Brian Stevens – Festo, Head of HR.
- Amy Miller – Rheinstahl, Director of HR (Karolyn will reach out again to her).
- Christy Schaub – Organization Effectiveness Facilitator, previous HR person will Moderate the panel questions, and give a brief 10 minute talk on : “How to optimize your employment, culture to keep/retain employees.”

We will have her Bio to display.

Karolyn asked the Committee for questions to ask the Panelist –

- How are you attracting new talent?
- How is today’s employee hiring and retaining atmosphere different?
- How are you overcoming obstacles?

It was decided on the above 3 questions.

If anyone can not make it, we will still go with these 3 questions.

9:30 am – 12:30 pm Open Workforce Development Exhibit

- OMJs – Partners.
- Higher Education.
- WCCC.
- Butler Tech.
- Grant Career Center.
- Easterseals.
- State (Becky asked some to attend incase there are Grant questions).
- WCCS.

Exhibit –

- Available to answer additional questions ont information learned in one of the Breakout Sessions
 - Services that can be tapped into to offer assistance.
 - Ex. WCCS can offer utility assistance.

Doug let the Committee know that there is a reception area outside of the conference room where it would be better to setup the Exhibit.

- There is very limited class hours and students on Fridays.
 - Head out once class is over.
- Karolyn thought it would be okay if any students are wondering around.
 - May get helpful information on obtaining a job.

Becky asked if for any other Businesses, Partners, Higher Education, to invited that we don't already have listed.

- Let her know if you think of any.

9:30 am – 9:40 am Break (attendees can visit with any business that would like to set up informational tables).

9:40 am – 10:10 am the Breakout Sessions will begin.
All Breakout Sessions will run simultaneously.

- Kim Gates???, JBM??? – Non-traditional Employment (REPEAT).
 - Becky to followup with Kim and JBM.
 - Alternate: Chery Taylor, Sinclair- runs their 2nd Chance Program.
 - Karolyn sending email and will copy Becky.
- Kathleen Cleary, Jay-ODJFS, Derek Chancellor – Grants (REPEAT).
- OMJ Directors, Chad, Easterseals, Karolyn – Training & Education opportunities (REPEAT).
 - OMJ Directors need to get with their Partners.
 - Betty pretty sure about Chad, she will follow up.

Karolyn - most Committee members can speak on the above topics if a scheduled person can not attend.

Becky asked the Committee if the Agenda looked well enough to put on the backside of the Flyer.

- Yes, Dimalanta can make it look better.

Marketing for the front of the Flyer –

- Karolyn suggested it be more WIB focused and an invitation type on the front.
- Doug agreed and suggested a short/statement.

- Let the Committee know that the goal is to identify Best Practices.
- Becky will forward to Dimalanta for drafting.
 - Review draft by August 8th.
 - eMail out by August 15th.
 - Karonly feels we need at least 6 weeks to Market the Flyer.
- Vetta will create a mailing list of all area Chambers to include the European American Chamber.

Registration –

- Vetta will create a registration spreadsheet.
 - Name.
 - Company.
 - # of Attendees.
- 150 Max occupancy.
 - Waiting list after 150.

Catering – (do not particularly have to use Miami’s services).

- Becky will reachout to OhioToWork to help with funding the breakfast or snacks.
- Karolyn will reach out to Sinclair as an additional possible funding source.
- Panara .
 - Bagels.
 - Coffee (enough to take us through the break periods).
 - Orange Juice.
 - Water (available at Miami).
 - Granola Bars.
 - Items left over from the Retreat.
- Vetta will get pricing from Panara and forward the information to Karolyn and Becky.

IV. New Business.

None at this time.

V. Adjourn.

Next meeting is August 22, 2022, 3:00 - 4:00.

Meeting adjourned at 3:56 pm.