



# CEO and Board Quarterly Meeting (Retreat)

## Minutes

WIBBCW - Workforce Investment Board of Butler | Clermont | Warren

Jun 2, 2022 at 8:15 AM EDT

Mason Sinclair - 5380 Courseview Dr., Building B, Community Room (120), Mason, Ohio 45040

### Attendance

#### Members Present:

Tate Borcoman, Vetta Brantley, Becky Ehling, Karolyn Ellingson, David Fehr, Karen Karnes, Joy Lytle, Michael McNamara, Matt Owens, David Painter, Ron Rohlfing, Martin Russell, Michelle Snow

#### Members Absent:

Shonya Agin, Justin Conger, Donald Dixon, Matt Fetty, Michael Howell, Shannon Jones, Jerica Kruse, Justin Phillips, Karen Scherra, Zach Stanfield

#### Guests Present:

Amy Miller

- I. Retreat Check In
- II. Welcome (Presenters: Ron Rohlfing)

Announce Call to Order and Time (for Minutes) Welcoming Remarks & Introductions

For public workforce boards, we were able to secure a provision through the budget bill allowing local boards to conduct business through virtual means. This provision was passed July 1, 2021, and is **EFFECTIVE** after 90 days, **October 1, 2021**.

#### Motion:

Motion to call the meeting to order.

Motion moved by Karolyn Ellingson and motion seconded by Karen Karnes. All in Favor - Yes

Roll call was done, Quorum met.

Meeting called to order at 8:34 a.m.

- A. Roll Call/Quorum (Presenters: Ron Rohlfing)

Chair determines if a Board quorum is present (9 of 17). CEO quorum is present (2 of 3)

- B. Call Meeting to Order (Presenters: Ron Rohlfing)

Chair: "I call the meeting to order"

- Address any personal items (if desired)

- Welcome new members (if relevant)

- Recognize retiring members

- Welcome visitors.

C. Agenda Review (Presenters: Ron Rohlfing)

Chair: "If members want anything added or deleted to the Agenda, please share them now"

III. Consent Agenda (Presenters: Ron Rohlfing)

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.

Becky let the committee know that she added a couple of items to the Consent Agenda, and if there were any items to be taken off or discussed separately, to let her know.

Ron asked that the minutes and By Laws be tabled from the Consent Agenda.

**Motion:**

Motion to remove approval of the minutes and By Laws and for items to be tabled from the Consent Agenda.

Motion moved by Michael McNamara and motion seconded by Karolyn Ellingson. All in favor - yes

**Motion:**

Motion moved to approve Consent Agendas

Motion moved by Karen Karnes and motion seconded by Michael McNamara. All in Favor - yes




A. Previous Meeting Minutes - Executive Committee 5-17-22


 [Executive Committee Meeting Minutes 05 17 2022.docx](#)

B. Ratify Executive Committee appointment of Joy Lytle as Vice Chair

C. Ratify Motion to allow Executive Director (Interim) to extend contract with JobWorks for RESEA



 [Resolution 22-0675 2022.pdf](#)

- D. Ratify Motion to Approve the Incumbent Worker Policy  
 [WIBBCW Incumbent Worker Training \(IWT\) 12-504.pdf](#)
- E. Ratify Motion to increase the Self- Sufficiency Policy 300%  
 [Self Sufficiency Policy revised 4-19-2022.docx](#)
- F. Ratify Motion to enter into a contract with Sinclair for the OhioToWork grant  
 [Sinclair and Area 12 MOU with signatures.pdf](#)
- G. Approve Executive Committee special meeting to meet for Executive Session  
 June 10, 2022 from 3:00pm - 5:00pm  
*To consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing by division (G)(1) of section 121.22 of the Revised Code.*
- H. Permission for the Youth Committee to approve the contract with Easterseals as the Youth Provider  

Martin Russell made a Motion to recommend the approval of Easterseals as the recipient of the Youth Contract per the recommendations of the Youth Committee with soft recommendation from this committee to the Board, Karen Scherra seconded, and with a Verbal Roll call all responded yes – Motion approved  
 Contract is still with Attorney. Once staff has contract, it can be presented to the Emerging Workforce for final approval to move forward with Ratification at the next Quarterly meeting of the CEO/Full Board.
- I. Ratify Motion accept Youth Follow-up Policy  
 [WIBBCW Youth Follow-Up policy Final 5-17-22.docx](#)
- J. Certification of the Butler County OhioMeansJobs on June 16, 2022 from 1:00pm - 3:00pm  

It is time to re-certify the Butler County OhioMeansJobs as our comprehensive center. Staff has assembled a group consisting of board members and staff to evaluate the Butler County OMJ for certification.  
 Grant the group authority to approve the center as the comprehensive center once all certification documentation is completed and allow staff to send to the state for final approval.

IV. CEO Consent Agenda Items for approval

- A. CEO approval of Executive Committee motion to update the WIBBCW bylaws  
 [Updated Bylaws 5-17-22.pdf](#)  
 [UPDATED BYLAWS updated and recommended changes summary sheet 5-15-22.pdf](#)
- B. Approve Executive Committee recommendation to send Board members for appointment with appropriate Commissioners

Anthony Ricciardi from Allied Construction as Labor Representative - Clermont  
Jesse Simmons from SupplyChainOKI as the Workforce 20%(Options) Barriers CBO (Karen Scherra spot) - Butler County  
Move Karolyn Ellingson from Sinclair Ed/Training: Higher Ed. spot to Business Workforce Apprenticeship with FESTO - Warren  
Reappoint Andreas Brockman from Altix Consulting for Business - Warren  
There is still three seats open in Butler County. The board is still courting Kroger and Amazon for two of the Butler County seats.

Business meeting session recessed into Retreat at 8:40 a.m.

V. Retreat Starts

 [BCW-WIB Retreat Agenda.pdf](#)

A. Session One: SWOC Analysis (Presenters: Kym Yahn)

 [SWOC BCW-WIB Survey Responses.pdf](#)

B. Break

C. Session Two: Strategic Priorities (Presenters: Kym Yahn)

D. Lunch Break

E. Session Three: Goals and Objectives (Presenters: Kym Yahn)

F. Break

G. Session Four: Action Plan (Presenters: Kym Yahn)

VI. Adjourn (Presenters: Ron Rohlfing)

Ask for a motion to adjourn once made ask for a second.

Those in favor please say "aye" or yes, those opposed please say "nay" or no.

Chair estimates which side has more. If unclear a voice vote can be conducted.

No formal motion was taken.

Ron thanked all for coming and being a part of the Retreat.

- He will send out a summary of today's Retreat in a few days.
  - Report progress from July Executive Meeting in September's Board Meeting
- A. Next CEO and Full Board meeting will be September 1, 2022 - 8:00 am to 9:30 am. Location to be determined.

Discussion was held of having quarterly meetings at the different OMJ locations. Location to be determined.

Approved by the Board \_\_\_\_\_ Board Secretary \_\_\_\_\_