



**CEO and Board Quarterly Meeting Minutes
March 3, 2022**

**Warren County OhioMeansJobs,
300 East Silver Street, Lebanon, Ohio 45036,
Young Room on the second floor**

<https://us02web.zoom.us/j/83725984272?pwd=VIU2c2RIUUlrYUV1dWtDRzBsaXpYdz09>

Attendance

CEO/Proxies Present:

David Painter

David Fehr

Martin Russell

Members Present:

Shonya Agin, Tate Borcoman, Justin Conger, Karolyn Ellingson, David Fehr, Matt Fetty, Karen Karnes, Michael McNamara, Amy Miller, Matt Owens, Karen Scherra

Board Members Present (Remote):

Jerica Kruse, Joy Lytle, Justin Phillips, Ron Rohlfig, Michelle Snow, Germaine Butler, Sal Consiglio

Members Absent:

Donald Dixon, Michael Howell, Shannon Jones, Zach Stanfield

Staff Present:

Becky Ehling

Vetta Brantley

Guests Present:

Callie Amann, Tracie Braun, Rochelle Daniel, Dana Heller, Josh Hisle, Paige Sheritan, Emily Sloan, Kim Yahn

I. Welcome

Presenters: Ron Rohlfig

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**.

A. Roll Call/Quorum

Presenters: Ron Rohlring

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

Roster 1-19-22

Ron stated that Justin Conger will lead the meeting today.

B. Call Meeting to Order

Presenters: Ron Rohlring

Chair: "I call the meeting to order"

- Address any personal items (if desired)
- Welcome new members (if relevant)
- Recognize retiring members
- Welcome visitors.

Becky introduced Vetta Brantley, Operations Assistant

Shonya Agin will be retiring May 2022.

Justin called the meeting to Order - 8:06 a.m.

C. Agenda Review

Presenters: Ron Rohlring

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

II. Consent Agenda

Presenters: Ron Rohlring

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 and actions requires a motion with a second the vote.

Motion to discuss Consent Agenda:

Motion - Karen Scherra

2nd - Tate Borcoman.

Roll Call - all Approved

Discussion was held Karen Karnes asked for correction in the Minutes for the Executive Committee Meeting in Section II, B to replace Karen Karnes as stating the motion to Karen Scherra stating the motion

Motion to approve the consent agenda with the correction of the minutes as stated:

Motion - Karolyn Ellingson

2nd - Karen Karnes

Roll Call - all Approved

A. Previous Meeting Minutes

1. Motion to approve minutes from Quarterly CEO and Full Board Meeting on December 2, 2022
2. Motion to approve minutes from Executive Committee Meeting on February 15, 2022

Minutes Executive Committee 02 15 2022 - Draft 2-25-22
3. The Executive Committee Meeting for January was cancelled.

B. CEO/Board Motions and Actions

1. Ratify Executive Committee Motion to form Youth Contract RFP Sub-Committee

A committee to rewrite the current RFP and put the RFP out for proposals.

Karen Scherra, Becky Ehling, Jerica Kruse, and Karen Karnes will comprise this committee.

2. Ratify Executive Committee Motion to form Youth Contract RFP Proposal Review Committee

A committee to review the proposal and make a recommendation.

Karen Scherra, Becky Ehling, Jerica Kruse, Karen Karnes, and Michelle Snow will comprise this committee. Becky has reached out to Justin Phillips and is waiting for a response.

3. Executive Committee verbally approved the re-convening of the Finance Committee

The Finance Committee currently will consist of Sal Consiglio, Germaine Butler, Ron Rohlfing, Michelle Snow, David Fehr, and Becky Ehling.

The committee is structured to review Budget to Actual and Status of Funds.

CEO's or Board Member thoughts?

4. Update the Rochelle Daniels contract and the budget
Staff is asking to amend Rochelle Daniels contract and BCW/Workforce budget to add \$10,000 to finish the current contract.

Rochelle Daniels (Attorney) and Becky Ehling {Executive Director (Interim)} have been busy cleaning up previous contracts and putting the process back in order, therefore Rochelle has logged more hours than usual.

5. Renew contract for Sal Consiglio, CPA for Fiscal Agent to BCW/Workforce

There is no requirement to submit an RFP for Fiscal Agent.

Becky has asked Sal Consiglio, CPA to submit a list of qualifications for our records before Becky renews the contract effective July 1, 2022, to June 30, 2024, with clause for future renewals, per the attorneys wording.

6. Motion to allow Executive Director (Interim) request RFP for Attorney services Rochelle Daniels, attorney, contract was procured last year using the procurement of Area 7 therefore staff request ability to request RFP

for attorney services and to enter into a contract with winning proposal participant.

7. Motion to allow Executive Director to enter negotiations for MOU with partners.

Last June the State allowed for a one-year extension for MOU partners.

BCW/Workforce is required to re-negotiate our MOUs for the effective term July 1, 2022, to June 30, 2023. The one-year MOU allows for all partners and workforce boards to put MOUs back into the State cycle. In the beginning of 2023, the state will allow MOUs to go back to 2-year terms.

8. Ratify Executive Committee Motion to appoint Tate Borcoman as a Vice Chair

The Executive Committee voted to appoint Tate Borcoman as Vice Chair representing Warren County.

The Governance Committee is still working on a Vice Chair from Clermont County.

The Chair is from Butler County. The By-Laws say all Chairs (Main and Vice) must be from different counties. The Main Chair must be from the business sector.

9. Approval of upcoming Quarterly CEO/Full Board Meetings and Committee meetings Board and Committee Meeting 2022

III. Presentations

- A. Fiscal Agent Report
Presenters: Sal Consiglio
Status of Funds - Jan 2022

Status of Funds - Jan 2022 23
Status of Funds - Jan 2022 Youth

Sal presented the Status of Funds liquidating September 2022, and funds liquidating in September 2023.

Sal has sent an email to counties to ask if Admin funds could be used to cover additional funding needs for Adult and/or Dislocated funds and need strategies.

Mike McNamara asked that we see status of funds, and if services will stop once 100% obligated. Sal responded no.

Commissioner questioned the variances and why One Stop funding is not being used.

Sal responded -

- Clermont and Butler Counties are combined w/TANF and Children's Services
- Easterseals is a non-profit and can obligate funds at 100% through the FY
- OMJs can only obligate funds per 30 days

Commissioner Painter also questioned whether the unused funds could be transferred to another County. Per Jeff Conger, yes upon Board approval and the committees informed. Karen Karnes agreed.

- B. Executive Director (Interim) Report
Executive Director - Interim Report 3-3-21 Quarterly Meeting
Becky presented ED report.

1. Orientation for Board Members Schedule

Rochelle will present 20-minute sessions during the next few Quarterly meetings with different topics to help the board understand more fully their responsibilities and how the board can make a difference.

“So, You Have Been Appointed to the WDB” (002)

Rochelle presented a 45-minute presentation on the roles and responsibilities of CEOs, Board Members, and Staff.

C. Special Presentation

At each Quarterly meeting have a special presentation from OMJ, Partners or a Board Members discussing how the BCW/Workforce has been a blessing for them.

Clermont County will have success story.

Clermont County Partners, Paige Sheritan and Emily Sloan, in cooperation with Clermont County OMJ's presented to the committee the success story of client, Heidi.

Heidi joined in 2018 through CCEMP to figure out what to do to make her success to be able to provide for her children. Through career exploration and

counseling, she decided to take 2 years of online accounting courses at Southern State Community College.

Since then, she has received a scholarship and will graduate in May. CCEMP has provided counseling and guidance throughout Heidi's successful journey. They were also able to meet some of her need challenges such as providing gas cards, purchasing her books for classes. She is now working on her Resume' and interviewing skills to prepare her for after graduation.

This success story is about meeting the client where they are. This is testament to Heidi's work ethics. CCEMP sees no reason why graduation and obtaining employment cannot be fulfilled.

Amy Miller thanked Paige and Emily for helping the client develop good work ethics.

Michael McNamara asked if there was anything the Board could do to make client transition from training to the workforce better?

Commissioner Painter reiterated the question and expressed upon helping with barriers such as transportation, gas cards and asked how we deal with other barriers such as housing, car repairs, incarcerations. Callie explained that community groups and other resources (networks) are used as a safety net in this endeavor.

Matt Owens suggested working with employers who are willing to help with barriers such as affordable housing.

Josh Hisle suggested Case Managers work hard together and fall back on committees for assistance.

IV. General Information and Discussion

A. Retreat Discussion

Ron, Becky, and Karolyn are working with Kim Yu of Sinclair College to facilitate and present a good retreat for the committee. To develop the agenda, they will need to know:

- Strategic Planning - pre-work that will need to be done, compile info prior to retreat, what is the outcome we are anticipating, how much time will we devote to the strategic planning.
- What are we looking for - purpose, current strategic plan(s), goals?

- What are our ongoing documents/do we understand them - charters, policies, by-laws?
- What will be our targeted audience after completion - public (local/state)?
- AD HOC Committee - who will be included
- Support/staff - availability
- Communication - how (?)
- Who will over-see implication of Plan?
- Timeline(s) -
- Connections with other committee's - foes each committee need to be addressed
- Result(s) - expected
- Martin Russell feels we should make this happen as it has been on the books for a while. He asked Kim what she would suggest. Kim feels we will need the following:
 - Two, 3-hour sessions
 - SWOC analysis (with Google Form) & debrief of the analysis (external folks included)
 - Results of input (external analysis can be segregated from inside analysis results)
 - Are there any common themes?
 - Issues, weakness, and challenges discussed in person
 - List of stakeholders
 - Commissioner Painter directed the committee to clear out their calendars, set the schedule that works whether that be 9a-5p, as we will need to do this even if we backfill.
 - Kim will send all communications to Becky including the following:
 - Outline of what the agenda will look like
 - Location – currently researching
 - Ron, Beck, and Karolyn will continue to work with Kim. They will debrief the Executive Committee and Board before plans are finalized.
 - Tate Conger suggested that all responses be mandatory Easterseals/OMJs - all are necessary.

B. Governance Committee

Presenters: Ron Rohlfig

Allow for Committee Chair to present current happenings from their committee.

Matt Owens and Becky informed the Board that the recommendation of changes to the by-laws are forthcoming.

- Sarah Manley is no longer on the Board.
- Andreas Brockman formerly of Festos has obtained employment in Warren Co. and would like to be back on the committee.
- Tate Conger is now Vice Chair.
- There are open Board Member spots available.

C. Youth Committee

Presenters: Karen Scherra, Callie Amann

Allow for Committee Chair to present current happenings from their committee.

Committee wishes to do a presentation or have speakers outlining the Event being planned and the Pre-Apprenticeship Grant.

Karen Scherra presented to the board that there are two sub-committees, one will review RFPs going out and coming in, the second will review the packets received before submitting to Executive Committee.

Karen explained to the Board that there are no funds to continue planning the original youth event. The committee is currently working on presentation to award those clients who are working and receiving services. This is an opportunity for the Board to see what's happening.

D. Business Relations Committee

Presenters: Michael McNamara

Allow for Committee Chair to present current happenings from their committee.

Mike McNamara presented to the Board that the committee recommends changes to the by-laws as they are outdated. The committee would also like to simplify the Incumbent Workers Policy (IWC) to two pages to make it more friendly for businesses.

E. Education & Training Committee

Presenters: Karolyn Ellingson, Karen Karnes

Allow for Committee Chair to present current happenings from their committee.

Karolyn Ellingson presented to the Board that this committee is now meeting Quarterly on how to be more aligned with the Board.

The committee has had presenters with OMJs, etc. regarding trends they are seeing in the employment industries and what is needed in Education and Training.

F. OMJ Directors

Presenters: Amy Miller, Matt Fetty, Shonya Agin

Allow for OMJ Director to present current happenings from their OMJ.

Amy Miller presented to the Board how pleased she is that the incumbent worker training initiative was discussed in the BEST Committee. She spoke of the Self Sufficiency approval level being 200 and most other are at 250 or above. She would like the policy to be reviewed and possibly increased to 250. She also commented on the open communication with the IED.

David Fehr presented that their foot traffic is at approximately 1/3 of pre-pandemic traffic.

Tate Brocoman suggested foot traffic may never return and may result in weekly virtual sessions.

V. Executive Session - If Warranted

This section can be moved to the beginning of the meeting if needed.

Karen Scherra - No Executive Session warranted

A. Enter Executive Session

Presenters: Ron Rohlfig

Motion to enter Executive Session:

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.

Time should be stated. Receive a second and roll call

B. Exit Executive Session

Presenters: Ron Rohlfig

Motion to exit Executive Session (time should be stated) then second followed by roll call

C. Action from Executive Session

Presenters: Ron Rohlfing

Chair can ask for a motion with a second to approve the personnel items as were discussed in executive session. Once moved and seconded a roll call will take place.

If there are no items from executive session to act on the Board Chair will state, there is no actions to come from executive session.

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.

Motion to Adjourn the meeting.

Motion - Karolyn Ellingson

2nd - Michael McNamara

Roll Call - Motion Approved

Meeting adjourned at 10:26 a.m.

A. Next CEO and Full Board meeting will be June 2, 2022 - 8:00 am to 12:00 pm during the Board Retreat. Location to be determined.