



Executive Committee Meeting Minutes

WIBBCW - Workforce Investment Board of Butler | Clermont | Warren
May 17, 2022 at 1:30 PM EDT

<https://us02web.zoom.us/j/2912014375?pwd=YzQyczllRDQyUFRyYS94dTRjTktPdZ09>

Attendance

Members Present (Remote):

Tate Borcorman, Vetta Brantley, Becky Ehling, Karolyn Ellingson, David Fehr, Joy Lytle, Michael McNamara, Amy Miller, Ron Rohlfing, Martin Russell, Karen Scherra

Members Absent:

Justin Conger, Donald Dixon, Shannon Jones, David Painter, Michelle Snow

Guests Present:

Jessica Dean, Amy Miller

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

A. Motion to go into Executive Session

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

Motion to enter Executive Session, for the purpose stated on the agenda – 1:34 p.m.,

Motion by - Tate Borcorman

2nd - Karen Scherra

Verbal Roll call - all yes

B. Return from Executive Session

Statement to exit Executive Session (time should be stated)

Committee returned from Executive Session – 2:14 p.m.

C. Any actions from Executive Session

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

Motion to offer Becky Ehling the position of COO and to work out the details and compensation with Sue Spencer with Warren County

Motion by - Martin Russell

2nd - Karen Scherra

Verbal Roll call - all yes

Commissioner Painter exited the meeting after Roll Call.

II. 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

CEO/Proxies
David Painter
David Fehr
Martin Russell
Board Members
Ron Rohlfig
Justin Conger
Karolyn Ellingson
Michael McNamara
Karen Scherra
Michelle Snow
Tate Borcoman
Staff
Becky Ehling
Vetta Brantley

B. Call Meeting to Order

Chair: "I call the meeting to order"
- Address any personal items (if desired)
- Welcome new members (if relevant)
- Recognize retiring members
- Welcome visitors.

Meeting called to order by Ron Rohlfig - 1:32 p.m.

C. Agenda Review

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

III. 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 and actions requires a motion with a second the vote.

A. Meeting Minutes

The 10-19-21 meeting minutes were never approved. We are adding for formal approval.

 [Executive Committee Meeting 10 19 2021 - Draft.docx](#)

 [Executive Committee Meeting Minutes 04 19 2022 - Draft.docx](#)

Motion to accept minutes as written

Motion by - David Fehr

2nd - Karen Scherra

Verbal Roll call - all yes

B. Youth Contract

Easterseals was the only bidder to submit a proposal. JobWorks and the Butler, Clermont, Warren OMJs were contacted when the RFP went out for proposals. Staff verified JobWorks and OMJs did not submit a RFP making sure proposals weren't lost in mail.

Enter into a contract with Easterseals for the Youth Contract. Contract is currently with Rochelle Daniels (Attorney) for review.

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

Motion by - Martin Russell

2nd - Karen Scherra

Verbal Roll call - all yes

Becky – When posted as RFP, Becky contacted JobWorks, OMJs, and Easterseals to inform them that it was on the website. We received a proposal from Easterseals but not the anyone else. At which time she reached out to JobWorks and OMJs, to see if they applied and to be sure their proposals were not lost in the mail.

Karen Scherra added the Youth RFP Review Committee reviewed Easterseals proposal and agreed to move forward with Easterseals with the contract including recommendations from the committee.

Per committee request, Becky sent out emails asking for input on ways to improve the RFP process to Easterseals, JobWorks, and OMJs.

David Fehr asked Amy Miller her feeling on the process. Amy commented Easterseals and the OMJs have a more open communication now and are working on the process of dual enrollment.

IV. CCMEP Youth Follow up Policy

Emerging Workforce (Youth) Committee has reviewed this policy. Staff is asking for Executive Committee to approve CCMEP Youth Follow up Draft.

Attached is

1. the current version of the Youth Follow up policy.
2. Proposed version of the Youth Follow up policy.

 [WIBBCW Youth Follow-Up policy.pdf](#)

 [WIBBCW Youth Follow-Up policy DRAFT 5-16-22.docx](#)

Becky explained the OMJs submitted their CCMEP Plan about 7 months ago. The State notified us about half a month to a month ago that the WIBBCW needed to adjust the Youth Follow-up Policy to approve the Plan. Becky asked for an extension of 60 days and the State granted it.

Karen Scherra stated the Emerging Workforce (Youth) Committee is comfortable with the adjustments made to this policy and would like to see it move forward.

The Youth Committee also discussed how to streamline the policy process, as an example, when State changes come down.

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Motion made to accept the Youth Follow-up Policy as submitted

Motion by - Karen Scherra

2nd - Karolyn Ellingson

Verbal Roll call - all yes

V. Bylaws Update Approval

Approve the update to the Bylaws as presented by the Governance Committee.

 [Updated Bylaws 5-17-22.pdf](#)

 [UPDATED BYLAWS updated and recommended changes summary sheet 5-15-22.pdf](#)

The by-laws approval will be moved to the July Executive Committee Meeting.

VI. Board Chairs and Committee Membership

A. Follow-up on Nominations Board Members (Presenters: Ron Rohlfig)

Vacancies: 6

- Labor Representative - Anthony Ricciardi, Allied Construction - Possible Governance Committee recommendation. Executive Committee motion to present to the Butler County Commissioners

- Karen Scherra Board spot - Jesse Simmons, SupplyChainOKI - Possible Governance Committee recommendation. Executive Committee motion to present to the Butler County Commissioners

- Andreas Brockmann - Warren County Business Rep - Ron and Becky interviewed. Governance Committee recommendation.

- 3 Business Representative for Butler - Amazon and Kroger (Jerrica connecting with business) Still working to secure Butler Board Representatives.

 [Roster Proposal 5-16-22.xlsx](#)

Anthony Ricciardi will be recommended to be appointed to the Labor role needed on the Board, representing Butler County.

Jessie Simmons is recommended to be appointed to the role Karen Scherra is exiting (CBO), representing Butler County.

Andreas Brockmann is recommended to be appointed back to the Board as a Business Representative (ALTIX Consulting), representing Warren County.

Motion to accept these Board Member recommendations be moved forward to the appropriate Commissioner's for appointment as stated

Moved by - David Fehr

2nd - Tate Borcoman

Verbal Roll call - all yes

Ron exited the meeting; Tate took over as Chair - 2:32 p.m.

VII. Old Business

A. Outreach and Engagement Contract

Dimalanta OKR document. Would like to use administration money to continue with digital pushes.

Finance Committee - Michelle Snow - would like to see the digital push also. Put on a trial bases for a 3-4 months then decide if want to continue.

 [Client OKRs Master 2022 - BCW \(002\).pdf](#)

Becky explained to the committee how the WIBBCW committed \$5,000. to do digital pushes for OnDemand Jobs Week. Becky presented a document from Dimalanta which showed statistical results of the digital pushes from OnDemand Jobs Week. By doing digital pushes, we were able to target, specific demographic. For example, the unemployed, specific to the BCW areas, job sectors, etc.

Becky presented a Proposal from Dimalanta for \$115,000. to help with Outreach. The proposal was for photoshoots, video and radio commercials, and media pushes. The intent is to help get our name out to the public for employees and businesses.

Currently we could only track the number of clicks on the videos. We will revisit this decision in June as we are unable to ascertain how many folks followed through to the OMJ Centers. The OMJs now have a document that is presented upon arrival at the OMJ Centers, asking how the participant heard about the OMJ Centers. Becky has asked the OMJs to track who came to the OMJ Center because of this Outreach.

Karen Scherra stated, it was discussed at the Emerging Workforce (Youth) Committee that if this proves to be productive the Board should look at making this a line item on the budget, therefore it is committed going forward.

VIII. New Business

A. Budget & Finance Committee Dashboard

Quick overview of what finance committee has been working on for a dashboard for the Executive Committee and Quarterly CEO/Full Board meetings.

 [Finance Dashboard - 2022.pdf](#)

 [Finance Dashboard - 2023.pdf](#)

David explained that in addition to the spreadsheets supplied by Sal, a color-coded Dashboard has been created with Expenditures, Obligations, and Available. The Board could review this quarterly; it is not meant to replace Sal's spreadsheets. If questions arise, Sal's spreadsheets could be used for further explanation. The spreadsheets will be reviewed by the Budget and Finance Committee and used to create the Dashboard.

It was stated that the Dashboard looks great, is a welcomed addition and an excellent approach.

IX. Adjourn (Presenters: Ron Rohlfing)

A. Next meeting is June 2, 2022 at 8:30 am This is the retreat for the Board.

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 June 2 at 8:30 am, check in will start at 8:15 am.

The Retreat will start with a quick 15-30 min board meeting to handle any business.

Becky reminded the committee the Quarterly Meeting for June will be the Retreat at Sinclair Community College in Mason. There will be 15 – 30 minutes at the beginning of the Retreat to handle any Board business with the Retreat starting at 8:30 a.m. Check in will start at 8:15 a.m.

Motion made to Adjourn

Moved by - Martin Russell

2nd - Michael McNamara

Verbal Roll call - all yes

Meeting was adjourned at 2:47 p.m.