



Education & Training Committee Meeting

Minutes

Butler Clermont Warren/Workforce Development Board
Jul 24, 2023 at 3:00 PM EDT

Attendance

Present: Remote

Members: Chair-Karolyn Ellingson, Cheryl Brackman, Karen Karnes

Staff:

Amy Miller, Becky Ehling, Brittney Stephens, Traci Stivers

Absent:

Members: Andrew Hoekzema, Margaret Jenkins, Nick Linberg, Marty Lopinto, Joy Lytle, Glenda Neff, Justin Phillips, Doug Reichenberger, Julie Ridge, Robert Sheehan

I. Welcome and Attendance (Presenters: Karolyn Ellingson)

Chair, Karolyn Ellingson called meeting to order at 3:02pm

A. Meeting Minutes from June 26, 2023 Meeting (Presenters: Karolyn Ellingson)

 [Education & Training Committee Meeting - 06-26-23.docx](#)

06/26/2023 minutes reviewed, no comments. Minutes will become official.

B. Volunteer for Chair (Presenters: Karolyn Ellingson)

Karen Karnes has volunteered to become the Chair of this committee.
Thank you, Karen

Karen Karnes will take over Chair beginning August meeting.

II. Roles and Responsibilities (Presenters: Karolyn Ellingson)

Roles are attached to agenda for committee members as informational use only, no actions are needed.

 [Ad-Hoc Committees.docx](#)

No comments.

III. Discussion of Retreat Summary (Presenters: Karolyn Ellingson)

Review the summary of the retreat and brainstorm outcomes.

 [BCW Workforce Strategic Planning Working Document \(final\).pdf](#)

 [WDBBCW 2022 Strategic Retreat Summary - Updated 6-29-23 \(003\).docx](#)

Becky presented strategic retreat summary. No comments. Suggestions were made about possible 1/2 day retreat moving forward in 2024.

IV. Discussion on questions for Panelist at the 2nd Annual Workforce Development Forum (Presenters: Karolyn Ellingson)

The topic is Retention and Engagement. What are 3 questions we would like to ask the panel for General Session?

Discussion on the flyer details

 [BCW0069 2nd Annual Workforce Development Forum 7.17.23c.pdf](#)

Chair, Karolyn made suggestions to have flyer changed to add more diversity in the pictures, no classroom scenes in the backgrounds, take out the word break in between sessions and add the word transition. Take out the language "are you having trouble hiring" as the forum is centered around retention and engagement.

Chair, Karolyn made a suggestion to come up with 3-4 questions for the panelist, some suggestions are as follows:

1. What strategies are you using for employee retainment and engagement?
2. Do you have any outside the box ideas for engagement(how are you ensuring engagement from employees you have selected)?
3. What are any challenges that you face?
4. How are you finding employees/attracting talent?

Any questions please send to Karolyn as she would like to have questions set within the next week or so.

Committee members and staff are getting a finale wrap up on speakers and vendors.

Brittney will be tracking vendor tables and RSVP's off of eventbrite. RSVP on flyer will be changed from Traci to Brittney.

Traci will send mass email to vendors.

Committee agrees with Forum agenda.

V. Adjourn (Presenters: Karolyn Ellingson)

The next Education and Training Committee meeting will be August 28, 2023 from 3:00 pm to 4:30 pm. This will be a planning session for the Forum on September 29th.

WIET list still not received from State, Brittney and Traci will begin to work with what they have to get WIET list updated.

Chair, Karolyn closed meeting at 3:45pm.