



Governance Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board

Mar 20, 2023 at 11:00 AM EDT

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<https://us02web.zoom.us/j/84964645956?pwd=VTlnMTJnUGl1TlhJSldtdHVLd3FQQT09>

Attendance

Present: Remote

Members: Ron Rohlfig-Chair, Abby Melampy, Jennifer Pitman

Staff: Becky Ehling

Absent:

Members: Michael Howell, Matt Owens, Traci Stivers

I. Welcome and Attendance

Ron Rohlfig-Chair opened meeting at 12:03pm

New members Abby Melampy and Jennifer Pittman introduced themselves. Becky and Ron introduced themselves and their role.

A. Meeting Minutes from February , 2022

 [Governance Committee Meeting Minutes 2-27-23.docx](#)

No questions, minutes will stand as official minutes.

II. Roles and Responsibilities

 [Board Development Committee \(1\).docx](#)

III. Board Member Status

Vacancies are being filled!

Waiting for Commissioner Approval:

Tonya Stone - Deceuninck North America

Roy Breehne Jr. - Kaivac

Anthony Ricciardi is no longer with ACI therefore we will be prospecting for Clermont County - Labor Union. Michael McNamara is leaving Clermont county, therefore we'll need to fill the Economic Development position. Once this position is filled, baring no one has to leave, we will have a full board.

 [Roster Proposal 3-15-23.xlsx](#)

Ron reviewed rooster.

2 open board spots, Becky is working to get filled and have a full board so that the board can be certified from the state.

Commissioner Painter has given Becky two contacts to possibly fill open board seats.

Becky will reach out to REDI Cincinnati if prospects don't work out.

A. Board Economic Development Position Discussion

I have done some research and the WIOA Board Membership laws say:

Government and Economic Development

- WDB members must also include representatives from governmental and economic and community development entities in the local area. This includes at least one representative from each of the following:
 - Economic and community development entities;
 - State Employment Service Offices under Wagner-Peyser serving the local area; and
 - Vocational Rehabilitation programs.

Our Bylaws state:

- At least one (1) representative from each of the following **governmental and economic and community development entities**:
 - Economic and community development entities;
 - The state Employment Service Office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area; and
 - The programs carried out under title I of the Rehabilitation Act of 1973, other than sec. 112 or Part C of that title.

With this information, I do not believe the Economic Development person MUST be a County Economic Development person. This opens up the possibility of either Municipality (City) or Township Economic Development persons or maybe someone from RediCincinnati or another community based economic development entity.

IV. Project Status

A. Policy Updates

1. Creation of Career Center Standards of Conduct Policy

Staff is asking Committee for the ability to create a Career Center Standards of Conduct Policy. This policy would be uploaded on all OMJ Computers used by the public with the customers needing to click accept in order to proceed.

This would give the staff the support they need when they have clients being disruptive.

 [Career Center Computer Policy.docx](#)

 [Career Center Letter for Conduct Sample.docx](#)

Becky has spoke with CEO proxy Martin Russell and Commissioner Painter and both are in agreeance that the issue needs to be addressed and are fine with a policy being created, however ask that we have our legal representative Rochelle look over whatever is created as well as send

through to commissioners and prosecutors for each County due to the OMJ Centers being public buildings.

Becky did present to committee a sample letter from another county as a reference for code of conduct. Amy Miller has concerns about the look, she thinks that it may be getting away from "user friendly" and more towards a governmental look.

Becky is asking for committee input on what they would like to see? If they log onto a computer at an OMJ Resource Center, the 1st thing they would see and have to agree to is a code of conduct to proceed.

Overall committee feel that this is a great idea, however would like to see it more friendly and welcoming instead of governmental.

Becky will hand off to Dimalanta to see how to make more user friendly as well as to make a flyer to hang inside OMJ Resource Rooms with a welcoming version of code of conduct.

2. Self Sufficiency Policy

Self Sufficiency Policy update - Add wording to adjust poverty level depending on OMJ funds.

 [Self Sufficiency Policy revised 4-19-2022 FINAL.pdf](#)

 [Self Sufficiency Policy revised 3-20-23.docx](#)

Becky explained the updates needed to make this policy up to date.

Ron supports, however would like to look at language a little closer referencing "the Executive Director can make the determination to lower the percentage for each individual county of Area 12 if funding becomes unavailable. Committee agrees to add "in conjunction with Governance Chair"

Becky will follow up with Amy, IF nothing changes and language is ok, committee agrees policy can be sent to Executive Committee, if language changes, Becky will send email to committee for approval and on to Executive Committee.

3. Strategize as to what policies need to be updated this year.

Prioritize what policies need reviewed this year and set into action a timeline to review all the policies.

OJT

IWT

Becky is asking committee to support her working with OMJ Operator to create a flow and prioritize each policy and create a spread sheet to prioritize and send to Governance for approval. Ron agrees to this. Becky, Amy, and Traci are meeting weekly to discuss OMJ topics. Becky meets with with all Area 12 OMJ Operators Monthly.

B. Retreat Action Plan Review

Review the retreat action plan to make sure we are where we should be. Discuss how to move things forward.

This will be reported out at the quarterly meeting.

 [WDBBCW 2022 Strategic Retreat Summary - Updated 2-27-23.docx](#)

Ron presented to committee.

Ron is asking for Becky to move "create a board member handbook" to yellow as he feels since we are waiting on guidance from the state we should not be in the "red" for this.

Ron gave recognition to Traci for her continued great work to build brand awareness and represent and promote the BCW.

C. Comprehensive Regional and Local Plan Modification

Area are required to submit Regional and Local plans to the state. Area 12 and 13 submitted their plan in 2021 and was approved. Midway through the plan the state requires the plans to be looked at and modifications can be made. Area 12 and 13 have agreed to hire one consultant to propose the modifications for both areas. We were going to submit for RFQ, but the BCW/Workforce attorney does plan modifications and because she has already been procured we can use her services (billed under General Advice) to modify the plans. She was cheaper than the quote I had from Mr. Shinder along with already being procured creates a manageable timeline. The BCW/Workforce will invoice Area 13 for their portion. This plan will have to have comment periods before finalizing the modifications. It is due back to the state by the end of May 2023.

Rochelle is currently working on the reviewing the plans.

V. Operator RFQ

BCW/OMJ Consortium was recommended at the quarterly meeting for approval. The Board did approve the Consortium. Rochelle is currently writing the contract.

VI. Adjourn

Ron closed meeting at 12:02pm

A. Next meeting is scheduled for April 17, 2023