



Governance Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board
Jul 17, 2023 at 11:00 AM EDT

Attendance

Present: Remote

Members: Ron Rohlfig -Chair, Nate Strange, Abby Melampy

Staff: Becky Ehling, Amy Miller, Traci Stivers

Guests: Dave Bush, Vanessa Elliott

Absent:

Members: Roy Breehne, Michael Howell, Jennifer Pitman, Brittney Stephens

I. Welcome & Attendance (Presenters: Ron Rohlfig)

Chair-Ron Rohlfig called meeting to order at 11:03am.

A. Meeting Minutes from May 15, 2023 (Presenters: Ron Rohlfig)

 [Governance Committee Meeting Minutes May 15, 2023.docx](#)

May 15th meeting minutes made official.

B. Meeting for June 19 was cancelled due to Holiday - No Minutes

II. Roles and Responsibilities (Presenters: Ron Rohlfig)

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

III. Board Member Status (Presenters: Ron Rohlfig, Becky Ehling)

All prospective Board members have been added to their respective Commissioners agenda for approval. We should have a full board once approved by Commissioners.

We should note - Becky sent an email to committee asking for permission to submit:

Susan Berman - Labor - Clermont

Katie Himes - Business (KI) - Warren

to their Commissioners. The State is asking for the Board Certification to be completed once we have a full board. Becky will submit once she receives all approvals.

 [Roster Proposal 7-7-23.xlsx](#)

Becky has a meeting this afternoon with Warren County to make sure everything is in line to send perspectives through for last two vacancies.

The state is asking for our paperwork to certify board once the 2 new members are added.

A. Committee Chair Appointments (Presenters: Ron Rohlfing)

Zach Stanfield agreed to become Chair of BEST Committee.

Karolyn Ellingson is still looking for someone to take her spot as Chair of the Education and Training Committee.

Becky is seeking replacement for Karolyn Ellingson's Chair position on the Education and Training Committee. Becky will look at who sits on this committee and make recommendations and offer her support to whoever takes this position.


IV. Project Updates

A. Policy Updates (Presenters: Ron Rohlfing, Becky Ehling)

1. ITA (individual Training Account)

Staff presented the ITA to the Education and Training Committee. Discussion was held for wording to change to "The maximum amount for an ITA may not exceed \$15,000 of WIOA funds for program costs. ***Any program 6 months or less cannot exceed \$6,500.***"

The Committee is recommending the added language to be presented to the Executive Committee for approval.

 [Area 12-501 BCW Individual Training Accounts \(ITA\) Policy draft 7-17-23.docx](#)

Committee recommends to send to Executive Committee.

2. Procurement Policy

Following a monitoring which resulted in a CIP (attached) Staff updated the Procurement Policy to include Federal Regulations.

Staff presented to the Budget and Finance Committee and will be recommending approval at the Executive Committee meeting.

Changes - overall look of formatting, added wording to Background, and included more definition to the actual policy section to include both Warren County and Federal Regulations.

 [Policy 12-300 Current.docx](#)

 [Procurement Policy 12-300 Draft.docx](#)

 [CIP 1 BE Signed.pdf](#)

Committee recommends to send to Executive Committee.

3. Self-Sufficiency Policy

Staff and the OMJ Directors reviewed the Self-Sufficiency Policy to and would like to recommend lowering the poverty level from 300% to 250%. When the board raised the level it helped with serving more individuals, but with funding cuts its was discussed we should lower to help with funding flow.

 [Self Sufficiency Policy revised 7-18-23 Draft.docx](#)

Committee recommends to send to Executive Committee.

4. Next Policies for Review (Presenters: Ron Rohlfing, Becky Ehling)

Over the next month - Staff will be reviewing the remaining section of ITA (12-501a and 12-501b)

Traci and Brittney have reviewed the IWT (Incumbent Worker Training), this will be discussed with OMJ Directors.

Eligible Training Providers - Being worked on in conjunction with Education and Training Committee

Review of OJT (On the Job Training)

Criterial for unlikely to Return

No questions or comments from committee.

B. SOP (Standard Operating Procedures) (Presenters: Ron Rohlfing, Becky Ehling)

Staff is working to create a SOP manual in addition to policies. The thought is policy should be for procedures in accordance with funding and SOPs should be procedures for operating internally.

Through the monitoring, a CIP was issued (Attached) for agreements not have all the required information. Staff is working on a SOP to create a review process to assure all required information is in the contract/agreements and are correct.

Staff would also like to include the Career Center Standards of Conduct discussed at the last meeting into the SOP.

 [CIP 2 BE Signed.pdf](#)

 [OMJ Center Code of Conduct Sample.pdf](#)

A situation was explained that happened with an OMJ Center in Clermont County. Safety concerns as well as language and behaviors were talked about in regards to patrons and persons served within the OMJ Centers, making sure staff are safe at all times.

Should an SOP(Standard Operating Procedure) be in place for code of conduct inside OMJ Centers or should a policy be in place to address code of conduct.

Possible virtual offerings were discussed for patrons that can not follow code of conduct while inside the OMJ Centers.

Amy feels that this is an operational issue can be handled outside of committee.

Amy would like to meet with Becky, Daphnee, and Nate to discuss this further.

C. Grant Writer (Presenters: Ron Rohlfing, Becky Ehling)

Becky has spoken with a grant writer who did some research. Very little unrestricted funds are available to us as we are a governmental entity. At the retreat, the facilitator relayed how they remained a governmental entity but formed a subsidiary 501c3 to help with grants. If the board would decide to move in this direction, a grant writer would be beneficial to research and apply for grants.

Committee feels that this is a great idea and being proactive for the future is great.

Committee's thoughts are to maybe look at a Grant Writer that will not be placed on payroll per say, but one that can be used when needed.

V. Retreat Action Plan

Review information gathered from the retreat.

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

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

Becky presented the Strategic Retreat Summary as well as the Strategic Retreat Summary and asked for thoughts about Retreat from board members that were present. Feedback presented:

Conversations and stories were good for our tables, would have liked more hands on interaction.

Maybe a little ahead where we are at, but not wasted time.

1st retreat I attended, very visionary, more opportunity to collaborate with others in the room.

VI. Status of Contracts, Plan and MOU (Presenters: Ron Rohlfing, Becky Ehling)

Becky can provide a brief overview of where all contracts, MOU and Plan are in the approval process.

Waiting on contracts to pass through Warren County

MOU Is at the State

Contracts are with Commissioners

Becky feels that everything is moving along as it should.

A. Executive Director Evaluation Process (Presenters: Ron Rohlfing)

Chairman Rohlfing has created an evaluation form he used to evaluate Executive Director Ehling. Per the employment contract it is stated the board will have a review process in place. This process could be incorporated as a SOP.

Ron is requesting a sub group to come up with an SOP (standard operating procedure) for this evaluation of the Executive Director.

Would request Amy Miller(OMJ) and Traci Stivers(Director of Community Relations) be apart of this as well.

Requesting 1-2 meetings to create the evaluation and then present to Governance Committee for pass through to Executive Committee.

VII. Adjourn (Presenters: Ron Rohlfing)

Next Governance Committee meeting is scheduled for August 21, 2023

Open Vice Chair for Butler County-Abby Melampy has agreed to become Butler County Vice Chair

Chair-Ron Rohlfing makes the recommendation to move the appointment of Abby Melampy as Butler County Vice Chair to the Executive Committee for finale approval.

Ron Rohlfing-Chair, closed meeting at 11:55am