



Governance Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board
May 15, 2023 at 11:00 AM

Attendance

Present (Remote):

Members: Ron Rolfing, Abby Melampy, Matt Owens,

Staff: Becky Ehling, Traci Stivers

Absent Members:

Members: Michael Howell, Jennifer Pitman

I. Welcome and Attendance

President Ron Rolfing called the meeting to order at 11:02 AM.

A. Meeting Minutes from March 20, 2023

Becky did not have time to complete the minutes therefore none were presented. She will have minutes for the next meeting.

II. Roles and Responsibilities

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

Roles and Responsibilities are presented for review, no action is needed.

III. Board Member Status

Executive Director Ehling presented the Board Roster and updated the committee on appointments and re-appointments. With the current roster we are prospecting one more member to create a full board.

[Roster Proposal 5-10-23.xlsb.xlsx](#)

A. Committee Chair Appointments

Executive Director Ehling updated the committee on the current Committee Chairs. The BEST committee had an opening and ED Ehling is prospecting Zach Stanfield to fill the position. Boyce Swift accepted the position of Chair for the Emerging Workforce (Youth) Committee. Education and Training is still looking for a board member to relive Karolyn Ellingson.

[Bylaw Section 8 Appointment of Committee Chairpersons.docx](#)

B. Operations Assistant Update

Brittney Stephens accepted the position of Operations Assistant and is scheduled to start May 22, 2023.

IV. Project Updates



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A. Policy Updates

1. Review Career Center Standards of Conduct Policy

Code of Conduct was discussed, as this is something we feel should be addressed, staff will work to find a way to implement.

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

2. Review of the IWT Policy

Currently this is being reviewed by the BCW staff in conjunction with the OMJ. With possible cuts in funding in the future, we should look at ways to complement the IWT. (Scholarships from schools, Pell, Etc.)

3. Grant Writer Proposal

Executive Director Ehling has met with TPMA and will meet on May 26th with Karin Maney about grant writing. Both offer the service, she will report back to the Committee on what she finds out.

B. Retreat Action Plan Review

Discussed where we are with last retreat and ideas for upcoming retreat.

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

C. Status of MOU

Staff presented the status of the MOU.

D. Status of Contracts

Executive Director Ehling gave a brief overview of where all contracts currently are in the process. She feels confident she will have them completed on time.

E. Status of Comprehensive Regional and Local Modification

Executive Director Ehling provided a brief overview of where we are with the plan.

V. Adjourn

Next Governance Committee Meeting is scheduled for June 19, 2023.