



Quarterly Full Board & CEO Meeting Minutes

Butler Clermont Warren/Workforce Development Board

Mar 2, 2023 at 8:00 AM

Warren County Administration Building 406 Justice Drive Room 350 Lebanon, Ohio, 45036

Attendance

Present:

Members: Tate Borcoman, Michelle Geiman, Abby Melampy, Jennifer Pitman, Doug Reichenberger (remote), Boyce Swift, Justin Conger, Becky Ehling, David Fehr, Karen Karnes, Joy Lytle, Michael McNamara (remote), Matt Owens, David Painter, Ron Rohlfing (remote), Traci Stivers

Guests: Traci Braun, Roy Breehne, Matt Fetty, Julie Gilbert (remote), Tom Kavanaugh (remote), Amy Miller, Tonya Stone, Nate Strange

Absent:

Members: Andreas Brockmann, Karolyn Ellingson, Donald Dixon, Michael Howell, Shannon Jones, Justin Phillips, Martin Russell, Zach Stanfield

I. Welcome (Presenters: Ron Rohlfing)

Welcoming Remarks to Quarterly Meeting

Chairman Rolfing was absent. Vice Chairman Borcoman led the meeting.

A. Roll Call/Quorum (Presenters: Ron Rohlfing)

A roll call was taken and a quorum was present.

B. Call Meeting to Order

The meeting was called to order at 8:04AM.

C. Agenda Review

There were no changes to the agenda suggested.

II. Consent Agenda

 [TOPIC PAPER - For Consent Agenda 3-2-23.docx](#)

 [Resolution to approve Consent Agenda 3-2-23.docx](#)

Motion:

Motion moved by Ron Rolfing (virtual) and motion seconded by Joy Lytle. Motion carried.

A. Approval of Previous Minutes

1. Approval of December 1, 2022 Quarterly Full Board & CEO Meeting Minutes

 [Quarterly Full Board & CEO Meeting Minutes 12-5-22 BE Draft.docx](#)



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2. Approval of January 17, 2023 Executive Committee Meeting Minutes

 [Executive Committee Meeting Minutes.docx](#)

3. February 21, 2023 Executive Committee Meeting was canceled therefore no minutes

- B. CEO/Board Motions & Actions Ratify Motions of the Executive Committee

1. Ratify Motions of the Executive Committee

 [Executive Committee Meeting Motions 1-17-23 to 2-21-23.docx](#)

III. Operator and Youth Contract

- A. Operator Contract (Presenters: Joy Lytle, Becky Ehling)

 [TOPIC PAPER - For Operator Quote 3-2-23.docx](#)

Joy Lytle explained the review and scoring process for the operator contract. The review committee recommends awarding the contract to Butler County OMJ/BCW consortium.

Motion:

Motion to award the operator contract to Butler county

Motion moved by Karen Karnes and motion seconded by Matt Owens. Motion carried.

- B. Youth Contract

 [TOPIC PAPER - For Youth Proposal 3-2-23.docx](#)

As Ron Roling was joined virtually and there was a delay in sound, he asked Becky Ehling to explain the process. Executive Director Ehling explained that like the operator review committee, the Youth review committee also used a scoring sheet and evaluated the proposal thoroughly. The review committee recommends awarding the contract to Easter Seals Redwood.

Motion:

To award the youth contract to Easter Seals Redwood.

Motion moved by Joy Lytle and motion seconded by Justin Conger. Motion carried.

IV. Program/Fiscal Monitoring (Presenters: Becky Ehling)

Sharon Parry from Real Workforce Solutions has started the next round of program and fiscal monitoring for the BCW/Workforce in accordance with her contract from last year.



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V. Board Files

 [Board Application FINAL.pdf](#)

 [Conflict of Interest Form Page 1 & 2.pdf](#)

 [Request for Biography.pdf](#)

Traci Stivers, Director of Community Relations commented that she is working to get everyone's personnel files up to par. She has emailed everyone on the board who is missing documentation and would appreciate those items being sent back to her if it hasn't been done yet. Additionally, there are copies of the documents printed and present at the meeting and anyone who would like to can complete those after the meeting.

VI. Reports

A. Executive Director Report (Presenters: Becky Ehling)

Presentation of Executive Director Report

 [Executive Director Report 3-2-23.docx](#)

Executive Director Ehling reported that a new Operations Assistant has been hired. This new employee comes to us with great experience in our accounting system and we are excited to welcome Ellie Hamilton. She has experience at both Warren County and Montgomery County. Her first day will be April 13th. She also stated that she and the Director of Community Relations have weekly huddles to discuss goals and progress, and that all but one board position is now filled. The position of Anthony Riccardi will need to be filled, as he has left ACI. Justin Conger gave kudos to Becky for making much forward progress since the time she came onboard.

B. Director of Community Relations Report (Presenters: Traci Stivers)

 [1st Quarter Meeting Report 2023 - DCR.docx](#)

 [Dashboard.pdf](#)

Director of Community Relations, Traci Stivers, reported that upon her arrival she remarked how many different organizations are working to address workforce development needs. It can be overwhelming for business leaders, however the amazing this about the BCW Board/OMJ centers is that we are a great convenor. She has focused on making sure the business community knows what we



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provide, knows that we aren't just a government agency but actual people ready to help, and creating brand awareness for BCW Workforce.

Joy Lytle, who also serves as the Director of the Clermont Chamber spoke up and said that as a BEST committee member she had a certain demeanor in mind for the DCR role and that Mrs. Stivers was fulfilling it wonderfully. She remarked that she sees Mrs. Stivers everywhere and that's exactly what she wanted for the role. Ron Roling asked how we are working with the programs that are outside our purview, for instance those that educational institutes might be implementing. Mrs. Stivers said that she is making contact with area schools and making them aware of our services and learning about their initiatives to learn how we can collaborate.

C. Fiscal Report (Presenters: David Fehr, Sal Consiglio)

Committee Chair, David Fehr, stated that the finance committee is always seeking new members and they only have 2 who aren't staff at this time. He provided a dashboard to give the full board a 1,000 foot view of the finances but stated that if anyone wanted more details that he or Executive Director Ehling would be happy to give that information.

1. Dashboards

 [Status of Funds Liq. 9-30-23 Dashboard 12-31-22.pdf](#)

 [Status of Funds Liq. 9-30-24 Dashboard 12-31-22.pdf](#)

2. Motion to move \$2000 from Legal Ads to Meetings in Budget to actual

 [TOPIC PAPER - For Budget to Actual Adjustment 3-2-23.docx](#)

 [Resolution to approve Budget to Actual Adjustment 3-2-23.docx](#)

Motion:

Motion moved by Abby Melampy and motion seconded by Boyce Swift.

Motion carried.

VII. Committees and OMJ

A. Governance (Presenters: Ron Rohlifing)

 [Roster Proposal 2-22-23.xlsx](#)

 [Self Sufficiency 2023 Data.docx](#)

Ron Roling noted that the staff has been prospecting and is doing a great job getting the board seats filled. He encouraged the new members to



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attend the New Member Orientation and to come to the annual retreat in June because that's where the board really focuses on a strategic plan for the coming year.

1. Update on Retreat Outcomes

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

Executive Director Ehling reviewed the progress made on the strategic goals created at the 2022 retreat.

B. BEST Committee (Presenters: Michael McNamara)

Mr. McNamara stated that what they do really revolves around the Director of Community Relations and the challenges she sees and hears about while she is meeting business leaders. The focus of the DCR and the committee is to find and recruit employers and have a better understanding of pay and benefits in the region.

C. Emerging Workforce (Youth) Committee (Presenters: Andreas Brockmann)

Mr. Brockmann was unable to attend so Executive Director Ehling presented on how the different partners are working collaboratively to help engage youth.

D. OMJs (Presenters: Amy Miller)

 [OMJ At A Glance Dashboard PY22 Q2.pdf](#)

Operator Amy Miller thanked the Board for the vote of confidence in awarding the Operator contract.

Mr. Brockmann stated that they work collaboratively with many partners and the monthly meetings give each partner a chance to discuss initiatives and how they are working with others. Grow NKY will be presenting at an upcoming meeting if anyone would like to attend.

E. Education & Training Committee (Presenters: Karolyn Ellingson)

Ms. Ellingson said the Education and Training committee would be reviewing the WEIT list and making plans for the annual fall forum.

VIII. General Information & Discussion (Presenters: Ron Rohlfig)

Tate Borcoman thanked the board for their vote of confidence.

Commissioner Painter mentioned that the Lt. Governor's office seems to be really focused on workforce issues and economic development for the state. Executive



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Director Ehling mentioned that there was a lot of money in the state's proposed budget for workforce.

Callia Amaan, with Easterseals thanked the board for awarding them with the Youth contract again. She also said that she'll be taking a different role within the organization and Jessica Dean will be promoted to her position.

Matt Owens, with the State of Ohio, introduced Nate Strange who will be taking his seat as Matt has taken a promotion.

Motion:

To appoint Tate Borcoman as the Board Chairperson effective July 1, 2023.

Motion moved by Joy Lytle and motion seconded by Justin Conger. Motion carried.

IX. Adjourn (Presenters: Ron Rohlfing)

Ask for a motion to adjourn once made ask for a second.

Verbal roll call will be taken.

Motion:

To adjourn at 9:24AM

Motion moved by David Painter and motion seconded by Justin Conger. Motion carried.

A. Next Quarterly CEO/Full Board meeting will be June 1, 2023

This meeting will be held at the beginning of the retreat with minimal business being conducted in order to dedicate our time to strategizing.

B. Next Executive Committee meeting - Hold will be April 18, 2023 from 1:30 pm to 2:30 pm

23-0302

March 2, 2023

APPROVE CONSENT AGENDA FOR QUARTERLY CEO/FULL BOARD MEETING ON
March 2, 2023.

WHEREAS, Minutes from the December 1, 2022, Quarterly CEO/Full Board Meeting are being presented for approval; and,

WHEREAS, Minutes from the January 17, 2023, Executive Committee Meeting are being presented for approval; and,

WHEREAS, BCW/Workforce Executive Committee did not meet on February 21, 2023 therefore no minutes are presented for approval; and

WHEREAS, BCW/Workforce Executive Committee approved motions presented before committee on January 17, 2023, and therefore shall be ratified; and,

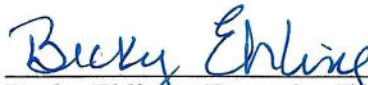
NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby ratify motions and approve the consent agenda as presented.

Mr. Ron Rohlfing moved for adoption of the foregoing resolution being seconded by Ms. Joy Lytle
Upon call of the roll, the following vote resulted:

Yes -motion carried

Resolution adopted this 2nd day of March 2023.

BCW/Workforce CEO/Full Board



Becky Ehling – Executive Director

cc: BCW/Workforce file

23-0302A

March 2, 2023

APPROVE MOTION FOR BCW/WORKFORCE TO ENTER INTO OPERATOR CONTRACT WITH THE OMJ/BCW CONSORTIUM FOR THE DATES OF JULY 1, 2023, TO JUNE 30, 2024.

WHEREAS, The BCW/Workforce advertised RFQ (Request for Quotes) to fulfill the duties of Operator as outlined in the Workforce Innovation and Opportunity Act (WIOA) as well as the RFP for BCW/Workforce; and

WHEREAS, The BCW/Workforce created a Review Committee for the Operator RFQ; and

WHEREAS, The Review Committee met on February 7, 2023, to score and come to a consensus on a recommendation of Operator; and

WHEREAS, The Review Committee recommends the BCW/Workforce enter into a contract with the OMJ/BCW Consortium to perform the duties of Operator; and,

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby approve entering into an Operator Contract with the OMJ/BCW Consortium to fulfill the duties of Operator for one year with two additional one-year renewals, as approved by the BCW/Workforce commencing on July 1, 2023.

Ms. Karen Karnes moved for adoption of the foregoing resolution, being seconded by Mr. Matt Owens Upon verbal call of the roll, the following vote resulted:

Yes –motion carried

Resolution adopted this 2nd day of March 2023.

BCW/Workforce CEO/Full Board


Becky Ehling – Executive Director

cc: BCW/Workforce file

APPROVE MOTION FOR BCW/WORKFORCE TO ENTER INTO A COST REIMBURSEMENT SUB-RECIPIENT AGREEMENT FOR THE YOUTH PROVIDER CONTRACT WITH EASTERSEALS/REDWOOD FOR THE DATES OF JULY 1, 2023, TO JUNE 30, 2024.

WHEREAS, The BCW/Workforce advertised RFP (Request for Proposals) to fulfill the duties of Youth Provider as outlined in the Workforce Innovation and Opportunity Act (WIOA) as well as the RFP for BCW/Workforce; and

WHEREAS, The BCW/Workforce created a Review Committee for the Youth RFP; and

WHEREAS, The Review Committee met on February 3, 2023, to score and come to a consensus on a recommendation of Youth Provider; and

WHEREAS, The Review Committee recommends the BCW/Workforce enter into a contract with Easterseals/Redwood to perform the duties of Youth Provider; and,

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby approve entering into a cost reimbursement sub-recipient agreement with Easterseals/Redwood to fulfill the duties of Youth Provider beginning July 1, 2023 and ending June 30, 2024. The agreement may be renewed for three additional 1-year periods at the discretion of BCW/ Workforce and the CEO Consortium.

Ms. Joy Lytle. moved for adoption of the foregoing resolution, being seconded by Mr. Justin Conger Upon verbal call of the roll, the following vote resulted:

Yes – motion carried

Resolution adopted this 2nd day of March 2023.

BCW/Workforce CEO/Full Board


Becky Ehling – Executive Director

cc: BCW/Workforce file

23-0302C

March 2, 2023

APPROVE ADJUSTMENT TO FUNDS IN THE BUDGET TO ACTUAL FOR THE BCW/WORKFORCE.

WHEREAS, The Budget and Finance Committee met on February 8, 2023; and,

WHEREAS, Upon review of the Budget to Actual Spreadsheet it was determined the main category of Business Expense was 50% spent; and

WHEREAS, Under the main category Business Expense, the sub-category of Meeting Expenses was over budget and the sub-category of Legal Notices was not being spent; and,

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby approve the adjustment under Business Expenses of \$2,000 from Legal Notices to Meeting Expenses to assure all categories are within budget.

Ms. Abby Melampy moved for adoption of the foregoing resolution being seconded by Mr. Boyce Swift Upon call of the roll, the following vote resulted:

Yes – consent carried.

Resolution adopted this 2nd day of March 2023.

BCW/Workforce CEO/Full Board



Becky Ehling – Executive Director

cc: BCW/Workforce file