



# BEST Committee Minutes

Butler · Clermont · Warren/Workforce Development Board  
Nov 7, 2022 at 3:00 PM  
@ 406 Justice Dr. Room 349 Lebanon, Ohio 45036

## Attendance

### Members Present:

Tate Borcoman, Jill Cates, Jessica Dean, David Fehr, Amy Miller,

### Memer Present (Remote):

Ron Rohlfig, Daphne Reeves, Tate Borcoman

### Members Absent:

Dan Bates, Kevin Boehner, Pamela Green, Joy Lytle, Michael McNamara, Jill Meyer, Matt Schnipke, Zach Stanfield, Mike Stater, Ann Steward, Sherry Taylor, Steve Whyane

### Staff Present:

Becky Ehling, Traci Stivers, Vetta Brantley

## I. Welcome & Attendance

Michael was unable to attend the meeting due to conflict in schedules. Becky stepped in on behalf of Michael. There were other board members present.

Becky opened the meeting at 3:02 p.m.

### A. Minutes from October 3, 2022

 [BEST Committee Minutes 10 03 2022 - OnBoard Draft.docx](#)

Minutes were approved as written for record.

### B. Board and Committee Meeting Dates and Times for 2023

 [Board and Committee Meeting 2023.docx](#)

2023 meeting dates and times were accepted as presented. Virtual meetings will be held when necessary.

## II. Roles & Responsibilities

## III. Old Business

Nothing added in this meeting.



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## IV. New Business

### A. Welcome Director of Community Relations

 [Director of Community Relations 30-60-90.docx](#)

Traci Stivers introduced herself, she has a background in Public Administration. She has started a few of the items listed on the Plan for her first 30 days and a couple of items for 31-60 days.

Per Ron's request, Becky will make a few adjustments to the Plan.

Any additional questions, please free to contact her.

Becky will send out an email to the committee asking members where they see the committee going once the DCR's milestones are met, ex: Outreach-OTW funds, Brand recognition (including Traci), Social Media, Policy changes.

### B. Community Relations Report

Traci has created a list of Chambers in all three Counties. She will schedule introductory meetings to let them know what the WDB can offer and learn their needs/wants. She will coordinate business meetings with the OMJs and each will give report of these meetings to help identify priorities.

Would like to log information in a common database, maybe ARIES system once the software is up and running correctly.

Ron would like WDB to obtain memberships in all local Chambers.

Economic Development Board will be kept abreast of the information obtained from these meetings as well.

## V. Adjournment: The next meeting will be held on December 5, 2022 from 3p.m.-4p.m.

The next meeting will be held on line.

Meeting adjourned at 3:41 p.m.