

Executive Committee Meeting Minutes


Butler Clermont Warren/Workforce Development Board

Jan 17, 2023 at 1:30 PM

Stivers, Director of Community Relations, have met with Tonya Stone - Deceuninck, Roy Breehne - Kaivac, and Michelle Geiman - Kings Island. All have agreed to be board members. Exec. Dir. Ehling is asking the board to recommend Ms. Stone and Mr. Breehne to the Butler County Commissioners along with Ms. Geiman to the Warren County Commissioners. This will create 1 vacant seat left to fill. Mr. Anthony Ricciardi was with ACI as a labor representative. He has since left this position creating a vacancy in Clermont County. Staff will work with Clermont County and the Governance Committee in prospecting for this position.

Chair Roling stated the committee will continue working on filling the board and policies.

 [TOPIC PAPER - For Board Roster 1-17-23.docx](#)

 [Motion to Recommend board Members to Butler and Warren Commissioners 1-17-23.docx](#)

Motion:

Motion to recommend Tonya Stone and Roy Breehne, Jr. to the Butler County Commissioners for appointment to the BCW/Workforce Board along with presenting Michelle Geiman to the Warren County Commissioners for appointment to the BCW/Workforce Board.

Motion moved by Karolyn Ellingson, and motion seconded by Tate Borcoman
Upon verbal roll call, motion carried.

1. Roster Update

Exec. Director Ehling will update roster with the recommended prospects.

 [Roster Proposal 1-13-23.xlsx](#)

B. Budget & Finance

Committee Chair Fehr gave a brief verbal review of the status of funds liquidating 9-30-23. He stated the committee sees no red flags but mentioned Clermont County is lagging a little in expenditures and Sal along with Exec. Dir. Ehling will research to see why. This may be because of the way the county pays and records the money, it always looks to be a little behind. Chair Fehr explained the committee has reviewed the admin budget and will present along with the Status of Funds Dashboard at the Quarterly meetings.

Exec. Dir. Ehling explained how the OhioToWork funds were awarded to the BCW/Workforce. This was with the collaboration of the staff at the OMJs attending coaching meetings, presenting success stories, etc. BCW/Workforce was awarded \$80,100.00 in nonrestrictive, non-liquidating funds. Exec. Dir. Ehling created a budget and presented to the Budget and Finance committee so the funds could be used the best and most effective way. Board Chair Roling stated he liked the fact the budget would be overseen by the Budget and Finance Committee and the initiative Exec. Dir. Ehling shown by creating the budget.

Attendance

Present:

CEO/Proxies: David Painter (remote), David Fehr (Remote)

Members: Ron Rohlring (remote), Tate Borcoman (remote), Joy Lytle (remote), Andreas Brockmann (remote), Carolyn Ellingson (remote), Michael McNamara (remote),

Staff: Becky Ehling (Remote), Traci Stivers (Remote)

Guests: Amy Miller (remote)

Absent:

CEO/Proxies: Donald Dixon, Shannon Jones, Martin Russell

I. Welcome

Committee Chair Ron Rohlring welcomed everyone. Chair Rohlring opened the meeting at 1:32 pm

II. Roll Call/Quorum

Executive Director Ehling took roll call and stated there is quorum.

III. Consent Agenda

A brief explanation of the Topic Paper was given by Exec. Dir. Ehling. The topic paper is to give a brief history of item to be voted on. Exec. Dir. Ehling stated the Board and Committee meetings for 2023 which were approved at the December quarterly meeting has a time change for the BEST Committee from 3:00 pm-4:00 pm to 1:00 pm-2:00 pm, all other dates and times are the same.

 [TOPIC PAPER - For Consent Agenda 1-17-23.docx](#)

 [Motion to approve Consent Agenda 1-17-23.docx](#)

Motion:

Motion to approve the consent agenda.

Motion moved by David Fehr, and motion seconded by Andreas Brockmann

Upon verbal roll call, motion carried.

A. Approval of updated Board and Committee Dates and Times for 2023

Note time for BEST committee has changed. It used to be 3pm -4pm but committee has asked to change to 1pm - 2pm. Just the time has changed the dates remain the same.

 [Board and Committee Meeting 2023 - Final - Draft 12-15-22.docx](#)

IV. Committee Updates

A. Governance Committee

The Governance Committee along with Staff and the OMJ, have been working to fill the vacant seats on the board. Exec. Dir. Ehling informed the committee she and Traci

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 [OhioToWork Budget.xlsx](#)

 [TOPIC PAPER - OhioToWork Budget 1-17-23.docx](#)

 [Motion to Approve OhioToWork Budget 1-17-23.docx](#)

Motion:

Motion to approve the OhioToWork Budget as presented

Motion moved by Joy Lytle, and motion seconded by David Fehr

Upon verbal roll call, motion carried.

C. BEST Committee

BEST Committee Chair McNamara explained there was no meeting in January due to the New Year's Day Holiday. His committee will be following the Director of Community Relations.

D. Education & Training Committee

Education & Training Committee Chair Ellingson stated the meeting for this month has not happened yet. Items to be discussed is prospecting a new chair for the committee, along with evaluating the list of providers (WEIT) list. The committee would be looking at creating a more concise list the board would like the local OMJs to work more closely with keeping trainings local. Chair Ellingson asked for board thoughts. With no further discussion it was decided the board agrees to move in this direction.

Chair Rolfing asked if Chair Ellingson's committee could work on creating an inventory of Workforce Development entities and trying to create a HUB effect where everyone could work more effectively.

Chair Rolfing gave an update on what the team has been working on over the last couple months. Chair Rohlring is working on the employee contract and is ready to send to the attorney for final look. Vice Chair Tate Borcoman offered to help.

Chair Rolfing also explained he has been working on his chair succession as his term is up June 30, 2023. He hopes to present to the CEO/Full Board at the March quarterly meeting.

Chair Rolfing is working on sending out a letter from the Chair. With work and Holidays, time has escaped and he will try to get something to the CEO/Full Board by the end of the week.

Chair Rolfing reviewed the Strategic Retreat Plan with the committee highlighting where the board stands using the Red/Yellow/Green format.

E. Emerging Workforce (Youth) Committee

Emerging Workforce (Youth) Committee Chair Brockmann asked Exec. Dir. Ehling to provide update. Exec. Dir. Ehling explained Chair Brockmann vision of the structure of the committee meetings. The first part of the meeting each committee representative is given 3-5 minutes to update the committee on what they are working on. The latter

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part of the meeting is exploring what options the members have on collaborating together. It also allows member a chance to better explain what services they do offer. Grow NKY will be presenting in the March meeting.

V. Executive Session

Chair Rohlfing does not have anything at the present time for executive session. He asked if any other member had any items. There were none.

VI. Adjourn

Chair Rohlfing stated the next Executive Committee Meeting is scheduled for February 21, 2023 at 1:30 pm.

With no further business before the committee, Chair Rolfing asked for a motion to adjourn.

Motion:

Motion to adjourn at 2:08 pm

Motion moved by Tate Borcoman, and motion seconded by Michael McNamara

Verbal Yea and meeting is adjourned.

A. Next Executive Committee Meeting - Hold is February 21, 2023 from 1:30 pm - 2:30 pm

Meetings will be held 3rd Tuesday of Jan, Feb, Apr, May, July, Aug, Oct & Nov at 1:30

These meetings are set on Outlook Calendars as hold meetings.

These meetings will be held when items need to be addressed in between Quarterly CEO/Full Board Meeting.

23-0117A

January 17, 2023

APPROVE CONSENT AGENDA FOR EXECUTIVE COMMITTEE MEETING

WHEREAS, CEO/Full Board and Committee dates and times are being presented for approval;
and,

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby approve the consent agenda as presented.

Mr. David Fehr moved for adoption of the foregoing motion being seconded by Mr. Andreas Brockmann. Upon verbal call of the roll, the following vote resulted:

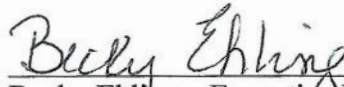
Yes - all

No - none

Abstain - none

Motion adopted this 17th day of January 2023.

Executive Committee Meeting



Becky Ehling – Executive Director

cc: BCW/Workforce file

RECOMMENDATION OF BOARD MEMBERS TO THE BCW/WORKFORCE ROSTER TO THE BUTLER AND WARREN COUNTY COMMISSIONERS.

WHEREAS, the Executive Committee is recommending Tonya Stone, Deceuninck North America and Roy Breehne, Jr, Kaivac as members of the BCW/Workforce Board representing Butler County as a Business Representative; and,

WHEREAS, Tonya Stone and Roy Breehne, Jr. will be filling vacant positions; and

WHEREAS, the Executive Committee is recommending Michelle Geiman, King Island as a member of the BCW/Workforce Board representing Warren County as a Business Representative; and,

WHEREAS, Michelle Geiman will be replacing Michelle Snow, Advics; and,

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby recommend the appointments of Tonya Stone, Roy Breehne, Jr. and Michelle Geiman as presented.

Ms. Karolyn Ellingson moved for adoption of the foregoing motion being seconded by Mr. Tate Borcoman. Upon verbal call of the roll, the following vote resulted:

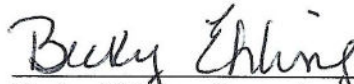
Yes - all

No - none

Abstain - none

Motion adopted this 17th day of January 2023.

Executive Committee Meeting



Becky Ehling – Executive Director

cc: BCW/Workforce file

APPROVAL OF BUDGET FOR OHIOTOWORK MONEY AS PRESENTED.

WHEREAS, the Budget and Finance Committee is recommending approval of the OhioToWork money budget as presented; and,

WHEREAS, the money will be used for Outreach Sponsorship, Outreach Clothing and Pins, OMJ Outreach Items for Job Fairs, Food for Events, Gas/Uber Cards for Clients, Specialty Supportive Services for Clients; and

WHEREAS, Over 50% of the money will be used for client support services; and

WHEREAS, the OhioToWork money is non-restrictive and does not have a liquidation period; and

WHEREAS, the budget can be modified/amended with a motion from the Executive Committee; and,

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby approve the budget as presented for the OhioToWork funds.

Ms. Joy Lytle moved for adoption of the foregoing motion being seconded by Mr. David Fehr. Upon verbal call of the roll, the following vote resulted:

Yes - all

No - none

Abstain - none

Motion adopted this 17th day of January 2023.

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Becky Ehling – Executive Director

cc: BCW/Workforce file