



# Executive Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board

May 16, 2023 at 1:30 PM

@ <https://us02web.zoom.us/j/89111914070?pwd=ZXllck8xUnhiVld6eERWd04zbksydz09>

## Attendance

### CEO/Proxy Remote:

David Fehr

### Members Remote:

Ron Rohlfig, Tate Borcoman, Joy Lytle, Karolyn Ellingson, Boyce Swift

### CEO/Proxy Absent:

Shannon Jones, David Painter, Martin Russell

### Staff Remote:

Becky Ehling, Traci Stivers

#### I. Welcome

There were no questions about agenda.

#### II. Roll Call/Quorum

##### CEO/Proxies

Commissioner David Painter

David Fehr- Proxy Commissioner Donald Dixon - Budget and Finance committee Chair

Martin Russell - Proxy Commissioner Shannon Jones

##### Board Members

Ron Rohlfig - Board Chair, Governance Committee Chair

Tate Borcoman - Board Chair/Elect, Vice Chair

Joy Lytle - Board Vice Chair

Vacant - BEST (Business) Committee Chair

Boyce Swift - Emerging Workforce (Youth) Committee Chair

Karolyn Ellingson - Education & Training Committee Chair

##### Staff

Becky Ehling - Executive Director

Traci Stivers - Director of Community Relations

#### III. Call Meeting to Order

Chairman Ron Rohlfig called the meeting to order at 1:32pm.

#### IV. Consent Agenda

 [Motion to approve Consent Agenda 5-16-23.docx](#)

 [TOPIC PAPER - For Consent Agenda 5-16-23.docx](#)

##### Motion:

Motion to approve Consent Agenda

Motion moved by David Fehr and motion seconded by Karolyn Ellingson. Motioned carried



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## A. Executive Committee Meeting Minutes

There are no minutes as there have been no Executive Committee Meetings since the last Quarterly Meeting.

## B. Contracts approval

1. Career Services - Renewal, ED will sign when attorney sends
2. Dimalanta - Extension of Current Contract, pending funding, ED will sign when attorney sends
3. JobWorks - Extension of Current Contract, ED will sign when attorney sends
4. Facilitator for Retreat - ED signed with CWEI with Executive Team (Chair and Vice Chairs) approval
5. Agreement for Venue of the Retreat - ED signed with Great Wolf Lodge, no cost for facility but food must be purchased through GWL
6. Agreement for Food for Retreat - ED signed for food for Retreat with GWL

## C. Employee Updates


Executive Director Ehling updated the Committee on the hiring of Brittney Stephens as the Operations Assistant.

## V. Committee Updates

### A. Governance Committee

1. Recommendation of Appoint/Re-Appointment to BCW/Workforce Board to Butler, Clermont and Warren County Commissioners.

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

 [Motion to Recommend Appoint-Reappoint board Members 5-16-23.docx](#)

 [TOPIC PAPER - For Board Roster 5-16-23.docx](#)

#### **Motion:**

A motion to recommend the appointment of Scott Gafvert, Matt Smith, Ron Rohlfig, Michael Howell, and Justin Conger to the board.

Motion moved by David Fehr and motion seconded by Tate Borcoman.

Motioned carried

#### **Motion:**

Motion to appointment Tate Borcoman to the board

Motion moved by Ron Rohlfig and motion seconded by Boyce Swift.

Motioned carried



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## **Motion:**

Motion to recommend the appointment of Joy Lytle to the board.

Motion moved by Ron Rohlfing and motion seconded by David Fehr.

Motioned carried

## 2. Retreat Update

The Retreat will be held June 1st at 8am at Great Wolf Lodge.

## B. Budget & Finance

 [Dashboard Liquidating 9-30-2023 March.pdf](#)

 [Dashboard Liquidating 9-30-2024 March.pdf](#)

Committee Chair David Fehr reviewed the dashboards that illustrated the funds expended through the end of March 2023. He also mentioned that the tax budget for Warren County is due by the end May.

## C. BEST Committee

Executive Director Becky Ehling gave the update as they are currently without a chair. She is currently in conversations with a current board member about filling the role.

## D. Emerging Workforce (Youth) Committee

Committee Chair Boyce Swift, spoke about a recent guest speaker from Talawanda Schools and a study they did on youth in the workforce.

## E. Education & Training Committee

Committee Chair Karolyn Ellingson, stated that they are reviewing the WEIT List and had a few questions for the board regarding their desires for those placed on the list. She also stated that the Workforce Forum will be held September 29th at Miami University West Chester location from 8am-12pm.

## VI. Executive Session

Karolyn Ellingson, Tate Borcoman, David Fehr, Ron Rolfing, Joy Lytle, and Boyce Swift were all in attendance.

### A. Motion to go into Executive Session

#### **Motion:**

To enter into Executive Session at 2:14 pm in accordance with Ohio Revised Coded 121.22(G)1 to discuss the employment and compensation of an employee. Motion moved by Karolyn Ellingson and motion seconded by Tate Borcoman. motioned carried



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## B. Return from Executive Session

### **Motion:**

To return to regular session

Motion moved by Ron Rohlfing and motion seconded by Joy Lytle. Motioned carried

## C. Any Actions from Executive Session

### **Motion:**

Motion to approve an employment contract for Executive Director.

Motion moved by David Fehr and motion seconded by Karolyn Ellingson. motioned carried

## VII. Adjourn

### Retreat/Quarterly CEO/Full Board Meeting

We will hold a brief 1/2 hour business meeting before entering into the retreat for the day.

Business Meeting from 8:00 - 8:30 am

Retreat 8:30 am - 4:00 pm

-Breakfast, Lunch and Snacks will be served.

- Breakfast will be served between 8:00 and 8:30 am during the business meeting.

## A. Next Executive Committee Meeting - Hold is July 18, 2023.

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.

### **Motion:**

Motion to adjourned at 2:33pm

Motion moved by Karolyn Ellingson and motion seconded by Tate Borcoman.

Motioned carried

23-0516

May 16, 2023

APPROVE CONSENT AGENDA FOR EXECUTIVE COMMITTEE MEETING

**WHEREAS**, the Executive Director is asking for authority to enter into the following agreements:

1. Career Services - Renewal
2. Dimalanta – Extension – if funding is available.
3. JobWorks – Extension
4. Facilitator for Retreat – Executive Director signed with Executive Team (Chair and Vice Chair) approval.
5. Agreement for Venue of the Retreat – Executive Director signed – No cost
6. Agreement for Food for Retreat - Executive Director will sign.

**WHEREAS**, the Executive Director has hired Brittney Stephens as the Operations Assistant at the salary of \$52,000 annually. Upon completion of her 1-year completion she will have an annual salary of \$54,080.

**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 Ms. Karolyn Ellingson. Upon verbal call of the roll, the following vote resulted:

Yes - All

No - None

Abstain - None

Motion adopted this 16<sup>th</sup> day of May 2023.

Executive Committee Meeting

  
\_\_\_\_\_  
Becky Ehling Executive Director

cc: BCW/Workforce file

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

**WHEREAS**, the Governance Committee is recommending Scott Gafvert, Clermont County Economic Development as the Community/Economic Development Representative for Clermont County and Matt Smith, Siteworx as members of the BCW/Workforce Board representing Warren County as a Business Representative; and,

**WHEREAS**, Scott Gafvert and Matt Smith will be filling positions vacated by Michael McNamara and Andreas Brockmann who left employment in the BCW/Workforce area of Butler, Clermont and Warren Counties for other opportunities; and

**WHEREAS**, the Governance Committee is recommending re-appointment of Ron Rohlfig, UC Health West Chester for Butler County Business Representative, Michael Howell, Satco and Justin Conger, Conger Construction for Warren County Business Representatives to the BCW/Workforce Board; and,

**NOW THEREFORE BE IT MOVED** that the BCW/Workforce Executive Committee, does hereby recommend the appointments of Scott Gafvert and Matt Smith along with the re-appointments of Ron Rohlfig, Michael Howell, and Justin Conger as presented.

Mr. David Fehr moved for adoption of the foregoing resolution being seconded by Mr. Tate Borcoman. Upon call of the roll, the following vote resulted:

Yes – All  
No - None  
Abstain - None

Motion adopted this 16<sup>th</sup> day of May 2023.

Executive Committee Meeting

  
\_\_\_\_\_  
Becky Ehling - Executive Director

cc: BCW/Workforce file



23-0516B

May 16, 2023

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

**WHEREAS**, the Governance Committee is recommending the re-appointment of Joy Lytle,  
Clermont County Chamber for Clermont County Business Representative to the  
BCW/Workforce Board; and,

**NOW THEREFORE BE IT MOVED** that the BCW/Workforce Executive Committee, does  
hereby recommend the re-appointments of Joy Lytle as presented.

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

Yes – All

No - None

Abstain - None

Motion adopted this 16<sup>th</sup> day of May 2023.

Executive Committee Meeting

  
\_\_\_\_\_  
Becky Ehling Executive Director

cc: BCW/Workforce file

23-0516C

May 16, 2023

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

**WHEREAS**, the Governance Committee is recommending the re-appointment of Tate Borcoman, Action Staffing to the BCW/Workforce Board; and,

**NOW THEREFORE BE IT MOVED** that the BCW/Workforce Executive Committee, does hereby recommend the re-appointments of Tate Borcoman as presented.

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

Yes – All

No - None

Abstain - None

Motion adopted this 16<sup>th</sup> day of May 2023.

Executive Committee Meeting

  
Becky Ehling Executive Director

cc: BCW/Workforce file