

Attendance

Members Present Remote:

Members: Tate Borcoman, David Painter, David Fehr, Martin Russell, Joy Lytle, Abby Melampy, Ron Rohlfig, Zach Stanfield

Members Absent:

Members: Karolyn Ellingson, Boyce Swift

Staff Present Remote:

Becky Ehling

Staff Absent:

Traci Stivers, Brittney Stephens

I. Welcome (Presenters: Tate Borcoman)

Chair Tate Borcoman welcomed everyone to the committee meeting. He is hoping to make it a productive meeting.

II. Roll Call/Quorum (Presenters: Tate Borcoman)

Chair Borcoman asked Executive Director Ehling if quorum is met. ED Ehling stated yes.

III. Call Meeting to Order (Presenters: Tate Borcoman)

Chair Borcoman opened the meeting at 1:37 pm.

IV. Consent Agenda (Presenters: Tate Borcoman)

Chair Borcoman asked if anyone had a question/comment on the agenda. There is no consent agenda today. Hearing none the agenda stands as presented.

V. Committee Updates

A. Governance Committee

Committee Chair Rohlfig gave an overview of what the committee has been working on.

1. Filling of all vacant board seats. This is the first time since 2018 the board has been full and ED Ehling can submit for certification from the State.
2. There has been much work on the policies and the Governance Committee vetted 3 for approval today.
3. Yesterday the committee reviewed the retreat summary documents.

1. ****Add-On**** Appointment Abby Melampy as the Vice Chair representing Butler County

 [TOPIC PAPER - For Abby Melampy to be appointed Vice Chair 7-18-23.docx](#)

 [Motion to Appoint Abby Melampy Vice Chair 7-18-23.docx](#)

Motion:

Motion to approve Abby Melampy as the Vice Chair representing Butler County

Motion moved by David Fehr and motion seconded by Joy Lytle. With a roll call the motion was approved

2. Recommendation for Appointment to the BCW/Workforce Board (Presenters: Ron Rohlfing, Becky Ehling)

 [Roster Proposal 7-7-23.xlsx](#)

 [TOPIC PAPER - For Board Roster 7-18-23.docx](#)

 [Motion to Recommend Appoint-Reappoint board Members 7-18-23.docx](#)


Motion:


Motion to appoint Susan Berman and Katie Himes to the BCW/Workforce Board

Motion moved by Ron Rohlfing and motion seconded by Zach Stanfield. With a roll call the motion was approved

3. Recommendation of Approval of Update to Self- Sufficiency Policy (Presenters: Ron Rohlfing, Becky Ehling)

 [Self Sufficiency Policy revised 7-18-23 Draft.docx](#)

 [TOPIC PAPER - For Approval of Update to Self-Sufficiency Policy 7-18-23.docx](#)

 [Motion to Update Self-Sufficiency Policy language for poverty level 7-18-23.docx](#)


Motion:

Motion to approve the updated language for the Self Sufficiency Policy

Motion moved by Ron Rohlfing and motion seconded by Zach Stanfield. With a roll call the motion was approved

4. Retreat Update (Presenters: Ron Rohlfing, Tate Borcoman)

 [BCW Workforce Strategic Planning Working Document \(final\).xlsx](#)

 [WDBBCW 2022 Strategic Retreat Summary - Updated 6-29-23 \(003\).docx](#)

Committee reviewed each document and discussion was held to form Task Forces where everyone has a chance to have a voice.


David Fehr asked when the measures category would be filled in, it was decided to introduce the document to each committee and work forward to create measures.

B. Budget & Finance

1. ****Add-On**** BCW/Workforce Operating Budget

 [Budget FY24 - DRAFT.xlsx](#)

 [TOPIC PAPER - Approval of BCW Workforce Operating Budget 7-18-23.docx](#)

 [Motion to Approve the BCW Workforce Operating Budget 7-18-23.docx](#)

Committee Chair Fehr would like to take this back to the Budget and Finance Committee for review. This document was sent this morning and he would like to have more time to look at the budget. The goal is to present to Budget and Finance Committee and then bring before the Board for approval.


2. Status of Funds Dashboard for May 2023 (Presenters: David Fehr)

 [Dashboard Liq. 9-30-23 as of 5-31-23.pdf](#)

 [Dashboard Liq. 9-30-24 as of 5-31-23.pdf](#)


 [Youth Compliance as of 5-31-23.pdf](#)

Committee Chair Fehr gave an overview of where we stand on our spending of the funds. All appears to be in line and spending is on schedule.

3. Recommendation of Approval of Updated Procurement Policy for  [CIP 1 BE Signed.pdf](#)

 [Policy 12-300 Current.docx](#)

 [Procurement Policy 12-300 Draft.docx](#)

 [TOPIC PAPER - For Approval of Update to Procurement Policy 7-18-23.docx](#)

 [Motion to Update Procurement Policy 7-18-23.docx](#)

Committee Chair Fehr reported an overview of the CIP and the corrective actions the staff is taking. ED Ehling displayed the current procurement policy as it is 1 page then displayed the updated procurement policy with the missing federal guidelines as outlined in the CIP, the policy is now 19 pages.

Motion:

Motion to approve the updated language to the Procurement Policy.

Motion moved by David Painter and motion seconded by Zach Stanfield. With a roll call the motion was approved

4. Dashboard for ROI (Return on Investment) (Presenters: David Fehr)

This topic did not get discussed at this meeting.

C. BEST Committee (Presenters: Zach Stanfield, Becky Ehling)

Committee Chair Stanfield reported how the committee has taken the retreat summary and broken it down. There was discussion at the committee level of forming the Task Forces to help dig into each category better. CC Stanfield met with Traci Stivers, Director of Community Relations and discussed creating a social media dashboard, setting goals to gain followers and working with Dimalanta to create interactive posts.

D. Emerging Workforce (Presenters: Boyce Swift, Becky Ehling)

Executive Director Ehling presented on behalf of Committee Chair Swift. The committee has been welcoming speakers to present. This past committee fellow Board Member Karen Karnes presented on the different programs ASPIRE offers. She spoke about different ways to receive a diploma such as GED. She also explained ESOL (English for Speakers of Other Languages). The committee also discussed different ways to receive feedback from youth. Listening to what they think not telling them what they think. The committee has


asked for youth to be invited to the committee along with creating surveys to retrieve the feedback.

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

Executive Director Ehling presented for Committee Chair Ellingson. ED Ehling reiterated Chair Ellingson's term is up and we are prospecting for someone to back fill the position.

The committee meets quarterly and is currently working on possible modifications to the local WIET list.

1. Recommendation of Approval of Update to the ITA (Individual Training Account) Policy (Presenters: Karolyn Ellingson, Becky Ehling)

 [Area 12-501 BCW Individual Training Accounts \(ITA\) Policy draft 7-17-23.docx](#)

 [TOPIC PAPER - For Approval of Update to ITA Policy 7-18-23.docx](#)

 [Motion to Update ITA Policy 7-18-23.docx](#)

Executive Director Ehling explained the wish to add language into the ITA policy of "Any program 6 months or less cannot exceed \$6,500". This will allow the OMJ staff to be able to be conservative with the funding so participants are less likely to be turned away due to lack of funds.

Motion:

Motion to approve updated language to the ITA (Individual Training Account) policy.

Motion moved by David Fehr and motion seconded by Martin Russell.
With a roll call the motion was approved

2. 2nd Annual Workforce Development Forum Update (Presenters: Karolyn Ellingson, Becky Ehling)

This committee also holds the Workforce Development Forum. This year to be held on September 29, 2023 from 8:00 am to Noon at Miami University VOA. The agenda will be slightly different this year with the general session being 1 1/2 hours vs 1 hour and having 2 break out sessions vs 3 breakout session. The focus of the breakouts will be Supportive Services and ESOL & Literacy.



VI. Executive Session if Warranted

There was no need for Executive Session.

VII. Adjourn (Presenters: Tate Borcoman)

Chair Borcoman stated there was no further business before the board and he would like to give everyone some time back.

Motion:

Chair Borcoman asked for a motion to adjourn.

Motion moved by Zach Stanfield and motion seconded by Joy Lytle. Motion was approved

- A. Next Executive Committee - Hold is August 15, 2023 from 1:30-2:30 pm

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 Susan Berman, ACI as the Labor Representative for Clermont County and Katie Himes, Kings Island as members of the BCW/Workforce Board representing Warren County as a Business Representative; and,

WHEREAS, Susan Berman and Katie Himes will be filling positions vacated by Anthony Ricciardi and Michelle Geiman who left employment in the BCW/Workforce area of Butler, Clermont and Warren Counties for other opportunities; and

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby recommend the appointments of Susan Berman and Katie Himes as presented.

Mr. Ron Rohlfig moved for adoption of the foregoing resolution being seconded by Mr. Zach Stanfield. Upon call of the roll, the following vote resulted:

Yes - All
No - None
Abstain - None

Motion adopted this 18th day of July 2023.

Executive Committee Meeting



Becky Ehling - Executive Director

cc: BCW/Workforce file

RECOMMENDATION OF APPROVAL OF UPDATED LANGUAGE TO THE SELF-SUFFICIENCY POLICY

WHEREAS, the Governance Committee with recommendation from the Executive Director reviewed the poverty level for the Self-Sufficiency Policy; and,

WHEREAS, the Governance Committee agrees many individuals were served with the previous increase to the poverty language from 200% above poverty level to 300% above poverty level; and

WHEREAS, the Governance Committee recognizes with budget cuts it is prudent to recommend lowering of the poverty level language from 300% above poverty level to 250% above poverty level; and

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby approve the updated Self-Sufficiency Policy as presented.

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

Yes - All

No - None

Abstain - None

Motion adopted this 18th day of July 2023.

Executive Committee Meeting



Becky Ehling – Executive Director

cc: BCW/Workforce file

RECOMMENDATION OF APPROVAL OF UPDATED LANGUAGE TO THE
PROCUREMENT POLICY

WHEREAS, the BCW/Workforce had a state Monitoring; and

WHEREAS, the Monitor issued a CIP stating the procurement policy used by the BCW/Workforce did not include the required elements of the Federal Regulations; and

WHEREAS, the Budget & Finance Committee with recommendation from the Executive Director reviewed the updated Procurement Policy; and,

WHEREAS, the Governance Committee was presented with the updated Procurement Policy for review; and

WHEREAS, the Budget & Finance Committee in conjunction with the Governance Committee recommends approval of the Updated Procurement Policy with the included required elements of the Federal Regulations; and

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby approve the updated Procurement Policy as presented.

Mr. David Painter moved for adoption of the foregoing resolution being seconded by Mr. Zach Stanfield. Upon call of the roll, the following vote resulted:

Yes -All

No - None

Abstain - None

Motion adopted this 18th day of July 2023.

Executive Committee Meeting



Becky Ehling Executive Director

cc: BCW/Workforce file

23-0718C

July 18, 2023

RECOMMENDATION OF APPROVAL OF UPDATED LANGUAGE TO THE INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY

WHEREAS, the Education & Training Committee with recommendation from the Executive Director reviewed the updated ITA Policy; and,

WHEREAS, the Governance Committee was presented with the updated ITA Policy for review; and

WHEREAS, the Education & Training Committee in conjunction with the Governance Committee recommends approval of the Updated ITA Policy with the wording "Any program 6 months or less cannot exceed \$6,500"; and

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby approve the updated ITA Policy as presented.

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

Yes - All

No - None

Abstain - None

Motion adopted this 18th day of July 2023.

Executive Committee Meeting



Becky Ehling – Executive Director

cc: BCW/Workforce file

MOTION TO APPOINT ABBY MELAMPY FROM DUKE ENERGY AS THE VICE CHAIR OF THE BCW/WORKFORCE REPRESENTING BUTLER COUTNY.

WHEREAS, the BCW/Workforce Bylaws stipulate: The officers of the Workforce Development Board shall be the Chair and two (2) Vice Chairs. The Chair shall be a representative of the private sector and be selected from Board membership. The Vice Chairs shall represent the two (2) other counties in which the Chair does not represent, with at least one Vice Chair being a representative of the private sector.

WHEREAS, Ronald Rohlfing, UC Health representing Butler County has completed his term as Chair and rolls into the Ex-Officio position; and,

WHEREAS, Tate Borcoman, Action Staffing, representing Warren County has agreed to be the Chair for the BCW/Workforce; and,

WHEREAS, the Governance Committee is recommending Abby Melampy, Duke Energy as the Vice Chair Representative for Butler County; and,

WHEREAS, Abby Melampy has accepted the recommendation of appointment as Vice Chair; and

NOW THEREFORE BE IT MOVED, the BCW/Workforce Executive Committee, does hereby approve the appointments of Abby Melampy as the Vice Chair representing Butler County.

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

Yes -All
No - None
Abstain - None

Motion adopted this 18th day of July 2023.

Executive Committee Meeting


Becky Ehling – Executive Director

cc: BCW/Workforce file