



Governance Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board
Aug 21, 2023 at 11:00 AM EDT

Attendance

Present: Remote

Members: Ron Rohlfig-Chair, Abby Melampy, Jennifer Pitman, Matt Smith, Nathan Strange

Staff: Becky Ehling, Brittney Stephens, Amy Miller, Traci Stivers

Guests: Matt Fetty, Benjamin McCall, Daphne Reeves

Absent:

Members: Michael Howell

I. Welcome & Attendance (Presenters: Ron Rohlfig)

Chair-Ron Rohlfig called meeting to order at 11:02am.

A. Meeting Minutes (Presenters: Ron Rohlfig)

 [Governance Committee Meeting Minutes 7-17-23.docx](#)

Minutes will stand official.

II. Roles & Responsibilities (Presenters: Ron Rohlfig)

 [Board Development Committee \(1\).docx](#)

III. Board Member Status (Presenters: Ron Rohlfig)

We have a full Board, Staff is working to receive certification of Board from State.

 [Roster Official 7-25-23.xlsx](#)

Board roster is currently full and in the process of being certified with the State.
Ron encourages committee, staff, and all board members to continue to prospect new board members.

A. Committee Chair Appointments (Presenters: Ron Rohlfig)

Karen Karnes has agreed to be committee chair for Education and Training Committee.

All BCW Committees have chair's.

IV. Project Updates

A. Next Policies for Review (Presenters: Ron Rohlfig, Becky Ehling)

Review the remaining section of ITA (12-501a and 12-501b)
Traci and Brittney have reviewed the IWT (Incumbent Worker Training), this will be discussed with OMJ Directors.
Eligible Training Providers - Being worked on in conjunction with Education and Training Committee
Review of OJT (On the Job Training)
Criteria for unlikely to Return

Becky Ehling gave update on policies and the next round that the BCW Staff is going to be working on.

B. SOP (Standard Operating Procedures) (Presenters: Ron Rohlring, Becky Ehling)

Staff is working to create a SOP manual in addition to policies. The thought is policy should be for procedures in accordance with funding and SOPs should be procedures for operating internally.

Through the monitoring, a CIP was issued (Attached) for agreements not have all the required information. Staff is working on a SOP to create a review process to assure all required information is in the contract/agreements and are correct.

Staff would also like to include the Career Center Standards of Conduct discussed at the last meeting into the SOP.

1. Executive Director Evaluation Process (Presenters: Ron Rohlring)

Ron is requesting a sub group to come up with an SOP (standard operating procedure) for this evaluation of the Executive Director.

Would request Amy Miller(OMJ) and Traci Stivers(Director of Community Relations) be apart of this as well.

Requesting 1-2 meetings to create the evaluation and then present to Governance Committee for pass through to Executive Committee.

 [The Executive Director Evaluation SOP.pdf](#)

 [WDB Annual Review - Governance Comm 8-2023.doc](#)

Ron presented the Executive Director Evaluation tool and SOP for the Evaluation to committee.

Ron is requesting committee to send email to him with any dialog about the evaluation tool.

Committee is asking for wording to be added about scoring and corrective action if scoring is below performance.

Committee agrees that the evaluation should be completed by Board Chair and vice chair's, and possibly elected officials. Possibly seek input from Executive Committee?

2. SOP for Scheduling Reviews of ByLaws, Policy and SOPs (Presenters: Ron Rohlring, Becky Ehling)

Staff is working on a SOP for procurement. This will be created in response to the CIP.

 [By-Laws SOP.pdf](#)

 [Policy Review SOP.pdf](#)

Committee suggests an excel spreadsheet indicating what policy is up for review, when it is due, and when it was last reviewed.

Becky and Ron are asking committee to read the bylaws and discuss at next meeting if anything needs to be brought up to date or corrected.

Present SOP's to Executive Committee in December, bump to March if more time is needed.

V. Retreat Action Plan (Presenters: Ron Rohlfing)

The strategic retreat summary was brought before the Best Committee and it has been decided to send out a survey to all committees to rate each initiative and ask what and who would like to be apart of what initiative.

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

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

 [2023 Retreat Survey Questions.docx](#)

Traci will send survey out again and add link to current zoom chat.

What are we looking for in dashboards? Bring back to next meeting.

Compliance-Policies, Bylaws, Executive Director Review.

How are we progressing on Strategic Plans?

VI. General Discussion (Presenters: Ron Rohlfing, Becky Ehling)

A. Changing structure of some Committee Meetings

Emerging Youth Committee has agreed to move to Quarterly Meetings.

Waiting on Committee Chair Zach Stanfield to report his thoughts on BEST Committee to move to every 2 months or quarterly meetings.

Thoughts on Governance committee moving to every 2 months, on even months, 3rd Monday from 11:00-12:00 except for December which will be the 2nd Monday from 11:00-12:00.

Committee agrees with BEST Committee moving to quarterly meetings.

Committee agrees with Emerging Workforce (Youth) moving to quarterly meetings.

Committee agrees with Budget and Finance remaining monthly.

Committee agrees to meet as Governance every other month.

Committee also suggests that an email can be sent if something needs approved before meetings take place.

B. Discussion on Forming a Subsidiary/Component 501c3 to the BCW/Workforce

Board Chair Tate Borcoman would like to proceed with researching a subsidiary/component 501c3 to the BCW/Workforce.

Becky presented to committee the thought and need behind the 501c3. Board Chair Borcoman has the full support of all 3 CEO's. Becky and Tate have talked with Rochell about legality. Commissioner Painter has presented Board Chair with an Ohio Attorney to assist with 501c3.

VII. Adjourn (Presenters: Ron Rohlfing)

Next Governance Committee meeting is scheduled for September 18, 2023, 11:00 - 12:00

Chair-Ron Rohlfing closed meeting at 12:03pm.

Next Governance meeting will be held October 16th from 11:00am-12:00pm as they will now be every other month.