



EXECUTIVE COMMITTEE MEETING MINUTES

OPEN VIDEOCONFERENCE VIA ZOOM

TUESDAY FEBRUARY 15, 2022

1:30PM– 2:30PM

I. Welcome & Attendance

Presenters: Ron Rohlfig

CEO/Proxies

David Painter -Absent
David Fehr – Remote
Martin Russell – Remote

Staff

Becky Ehling – Remote
Vetta Brantley - Remote

Board Members

Ron Rohlfig - Remote
Justin Conger - Absent
Karolyn Ellingson – Remote
Michael McNamara – Remote
Karen Scherra -Remote

Guest

Amy Miller – Remote
Callie Amann – Remote

A. Welcome new Operations Assistant

Chair opened the meeting, welcomed all and personally welcomed new Operations Assistant then turned the meeting over to Rebecca Ehling who gave a brief introduction of OrVetta Brantley who comes to us from the University of Cincinnati.

B. OrVetta Brantley, introduced herself and gave a brief synopsis of her work experience and background.

II. Committee Minutes

There was no Executive Committee meeting in January.

The December 2021 Quarterly meeting minutes will be presented at the March 2022 Quarterly meeting.

III. Board Chairs and Committee Membership

A. Follow-up on Nominations of Vice Chairs

Presenter: Ron Rohlfig



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Tate Borcoman, current board member of Warren County – nominated to serve in a Vice Chair role.

Ron, Karen, and Justin all agreed to recommend Tate to the Executive Committee

Currently working on Clermont position

Consent Agenda - Ratification needed from the Board.

Motion to elect Tate Borcoman as Vice Chair – McNamara, 2nd – Karen Karnes, Roll call – all aye

Nomination Roll call: Fehr, Russell, Rohlfing, Ellingson, McNamara, Scherra, all Aye

Tate now appointed to Board Vice Chair.

B. Emerging Workforce (Youth) Committee

Karen Scherra-

Selection of Youth provider biggest focus

Asking Exec committee to allow two committees to 1) revamped RFP process; 2) review contract proposal and process

Biggest change past written proposal to WIB, would like to add face to face meetings for better clarification of responses to proposal for better recommendations to the WIB for the Youth Provider.

We received response from previous provider & applicants expressing the past process created redundancy or confusing to applicant.

Need approval from Executive Committee to form 2 sub-committees 1) Youth Contract RFP Proposal Review Committee 2) Youth Contract RFP Sub-Committee

Members to include:

Youth Contract RFP Proposal Review Subcommittee – Karen Scherra, Karen Karnes, Jerica Kruse, Rebecca Ehling

Subcontract proposal review subcommittee– Karen Scherra, Karen Karnes, Jerica Kruse, Rebecca Ehling, Michelle Snow

Also reached out to Justin Philips



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Solicited Motion to revamp RFP process and review contract proposal and process – Ron Rohlving, Approved – D. Fehr, 2nd – Michael McNamara

Roll call: Fehr, Russell, Rohlving, Ellingson, McNamara, Scherra – all yes

Event to recognize youth and adults that went through the program. Sal said we could not use the funding for this type of event but had not been communicated back to the committee. This idea has been put aside. At this month's committee meeting we brainstormed between Easter Seals and OMJ's for this to be a future event.

C. Finance Committee

We do not have a finance committee, Michelle Snow – Advics, has volunteered to be on the Finance Committee: Michelle, Becky, Sal, Germain, Ron

Becky asked for more volunteers to be on the committee if interested.

Becky has spoken with Sal and Germaine as to how the committee worked previously and what we can do moving forward.

Ron feels it's critical to get this going again. Will present to Board as well.

David asked who would chair.

David would like to serve on committee as well. Once Committee approved the Chair will be voted on.

D. BEST - Business Relations Committee

Presenter: Michael McNamara

Reviewed –

Policy responsibilities are - renamed/eliminated some

For fee One Stop services would be abandoned. (charging for one stop services).

Economic indicators tracking

Business needs

Rapid response monitoring

Grants

Alternative funding

Legislative monitoring

Changed name of Marketing to Outreach

Business Outreach



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Surveys and Data

Excited about moving our business functions forward with businesses we have.

OMJ's all there and discussed their reports
what does moving forward means?
what do we want to track for our progress?
are we reaching out to Businesses?
are we making contacts?
are we fulfilling needs?

Our Basic core competencies are really going to be Outreach to Businesses and making sure that we are meeting their needs.

Becky – As each committee has reconvened or restarted, we sent out 5 questions on how the committee could mesh with the Board, what they are looking for. We are waiting for those to come back for our next meeting to review how the BEST committee see how they link to the board, how they think they can contribute.

Michelle Snow committed that she would like to see more businesses representative on the committee. We went through the roster of those who were there, who's not there and she felt a better representation of businesses would probably be a good foundation for that committee.

Becky felt that putting more businesses into the committee is the way to get more board members involved into committees and interested in moving forward with us and businesses is what we tend to need more of when someone steps down off the board. That would be a good intro into introducing them to the board and maybe becoming a board member in the future.

Ron feels that BEST is all about the business, but BEST is more than just the businesses in our environment, it the chambers, the port authority, all the groups that are trying to make us a business friendly, user place. We want to be 1st in line, and continue to meet with a variety of partners, board members, businesses, and institutions. These relationships are really what is going to drive us as a group, that understands what the needs are as we are developing policies and in making our OMJ stronger.

Ron – BEST Committee is going to be relevant in helping us get out there and be good partners with our businesses and meet their needs. Ron let Michael know he if he wanted to comment on anything or rebut, to feel free.

IV. Old Business



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A. Update on Data Sharing Contract

Becky –

This document must go before each county board for signature approval, it is then sent back to go to the State to be signed. All has been taken care of for this year and has been dispatched back out to each county for their records too. We also have our copy.

No questions asked regarding this topic.

B. Outreach and Engagement Contract

Entered into a Contract with Dimalanta to continue with Outreach and Engagement services. In January met with 3 OMJ's, Callie, Becky, Claire, and Ernie from Dimalanta to brainstorm how we were going to move the outreach forward for the OMJ's and for BCW. The biggest thing was on our website you see BCW, the OMJ's don't stand out so we are going to try to revamp that. Dimalanta was going to take all the information, put it together and bring it back for us to review. We are trying to get a plan in place and to get goals set so that we can move things forward with the Outreach.

C. Board Strategic Retreat

Ron – Strategic Plan Draft

Presented a sample document for a strategic plan draft focusing on metrics and targets Ron likes as it focuses on pillars and strategic metric goals. (See attached).

Fehr – likes simplicity and suggest we take 3-5 concepts to focus on.

Ron – agreed

Karen - felt this template would be good, for the WIB as she has used this template before as an evaluation tool and it was a great way to measure not only progress of what they were accomplishing but also as a way of measure what the Director was doing and how they connect.

Ron – we have a meeting with Karolyn, we have a budget, we have a couple of options of how it's going to occur and right now we are still working on those items, we will have more to share. He feels our Board meeting will have some questions and focus areas, that we will want to



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discuss with Karolyn. We will need to have one more meeting before our Board meeting to make sure we have the proper agenda topics on June 2nd, the day of our Board Meeting we'll probably just take care of the things we need to on that day or have an abbreviated session and then have our Strategic Retreat on that day.

D. Orientation for Board Members

Becky reached out to Rochelle, ATTY about doing different module's and she agreed. She's going to do something for the March meeting for about 10-15 minutes at the most to give ideas about what your roles and responsibilities are as this is the one, we decided was the most important to tackle first. Rochelle will present what the WIOA Law is and how CEOs of the board, board members, chairs, vice chairs are. What Becky is hoping to accomplish is giving you small bits so as not to be so overwhelming. It is something that she is very mindful of and realizes that this is your volunteer job, and your day job is your paying job and that you need the bits and pieces as you can't comprehend it all at once. As new board members come on, doing an orientation for them to get them caught up.

Ron - mentioned Mentee's and feels that Martin has been a good resource in this regard as we've brought new people to the board, and they have just had to hang on and figure out what was going on. The orientation will help members understand the impact as a policy making body, we must be able to support the partners, OMJ's, and the workforce development arena. CEOs are responsible for this and we as board members technically could come and go, and he is very cognitive to that. So, if we see the award and can make contributions in our communities, we see the personal reward of what the Workforce development is doing even in the businesses we represent, and organizations then we take a lot of pride. He feels the board orientation is a win-win opportunity.

Karen – feels how we report information at the board meetings outside of orientation is important and one of the things implemented by the emerging workforce (Callie & Amy) is for the workforce to have say at these meetings and give us stories and examples of accomplishments. In the past we were directed to focus on statistics, numbers and the dollars and she feels this was confusing to members more than it helped them to understand what they did. The emerging workforce should be seen as a critical part of the committee as they convey what is happening and the work of the WIB.

Ron – agreed



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Tate – asked about mandatory clauses required for Board Members to sit at least 3 of 4 meetings or send a proxy or delegate, also to serve on a committee. This is in the by-laws, Sect. 5.0 Membership Expectations, also in Onboard.

E. Governance Committee continuing process of updating policies and bylaws

In Governance – we met with someone at Amazon who is interested in becoming a board member as well. We are strategically trying to get key business in Butler/Clermont/Warren Co.'s. Advice from our Board members have really shaped a lot of the tactics that we have been doing in helping to develop those relationships.

V. New Business

A. Work with Redi Cincinnati

Ron and Becky met Redi Cincinnati as we are trying to build relationships that I think is critically important in letting them know that we are ready, and we want to be there if you need us, when you need us so we can pull a team together and help them in your endeavor. We will meet quarterly.

Amy and Becky will continue to work with Redi Cincinnati and JobsOhio for the OhioToWork initiative trying to make connections. They have reached out to Area 13, Jason Ashbrook to get his thoughts about the agreement that he is concerned about. Amy and Becky have another meeting set up and will be meeting with Area 13 and Redi Cincinnati.

B. Meeting with Board Members

Ron – over the twelve-month period, met with Mike McNamara, before Christmas, Justin, and Karen a couple of weeks ago and will meet with Martin in the next week – 10 days. We will grab Commissioner Painter and will meet with David Fehr as well. There are a couple of other people lined up and throughout that, we're not just meeting with the board members, but we want to create a safe place for dialogue. The goal is to meet with all board members annually and we are currently working to get this on the calendar.

Michael McNamara – encouraged all to participate in these meetings regarding the board as they are productive.



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C. Committees' thoughts on agenda items for Quarterly Meeting/Strategic Retreat

QM Agenda - Ron & Tate were a part of the recruitment for Becky's roll and accessing what the board has accessed, if there is a higher-level role needed. This will go before the board in March, develop a job description and/or a plan from the board as to what that will look like. We have a few more details but, that is one of the items we want to put on for the March Board meeting.

Becky has been sending out a weekly report and Ron has been sending out a report and wanted to know if weekly is too much for an executive report or should it go out every two weeks? Ron suggests bi-weekly until the Strategic Retreat and if we find there's no new information then we will back off, but he feels the board is owed at least a monthly communication in between what's accomplished and what's going on.

Strategic Retreat – we need to understand the areas of importance for the strategic retreat; categories are important. Becky had been sending out a weekly report and Ron also sent out a report.

We will have more on the Onboarding draft plan for the board members.

Updates to by-laws will appear in the June meeting.

If any of the executive committee has anything to go over in the March meeting, please let Becky know so she can get it on the agenda and copy Ron as well.

David – fine with two weeks but would like it to be a goal of sending out monthly for the ED reports.

Ron – agreed

D. Boards thoughts on BCW/Workforce purchasing own server

Becky – Cloud based server for having our own based server for storing our information. Sal will help decide what will work well for all. We have not researched cost as we wanted to be sure we are all onboard before presenting to board. The OneDrive is on the State's network. Becky will research and bring data back to the board.

Martin – suggests we run it by the Auditor's for integration concerns.

David – asked how many people will have access. Becky, Vetta, Sal, WDB, continued access between partners.



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VI. Proposed Committee Actions

None

VII. Executive Session - Agenda placement hold if executive session discussion is warranted.

None

VIII. Adjourn

Motion to adjourn – Rohlfig

2nd – Fehr

All - aye