



Education & Training Committee Meeting

Minutes

Butler Clermont Warren/Workforce Development Board
Oct 23, 2023 at 3:00 PM EDT

@ <https://us02web.zoom.us/j/83734766202?pwd=eUE5WktrMm9ZcmwvSFp3ZTJZUzJqQT09>

Attendance

Present: Remote

Members: Karen Karnes-Chair, Joy Lytle

Staff: Becky Ehling, Traci Stivers, Brittney Stephens

Guest: Andrew Hoekzema, Julie Ridge


Absent:

Members: Susan Berman, Cheryl Brackman, Karolyn Ellingson, Margaret Jenkins, Nick Linberg, Glenda Neff, Justin Phillips, Doug Reichenberger, Robert Sheehan

I. Welcome and Attendance (Presenters: Karen Karnes)

Committee Chair Karnes opened meeting at 3:05pm.

A. Meeting Minutes from August 28,2023

 [Education & Training Committee Meeting - Event Planning Minutes 8-28-2023.docx](#)

No questions or comments, minutes will stand as official meeting minutes.

II. Roles and Responsibilities (Presenters: Karen Karnes)

 [Ad-Hoc Committees.docx](#)

III. Annual Workforce Development Forum (Presenters: Karen Karnes)

A. Survey Results from 2nd Annual Forum

Discuss the hits and misses from the 2nd annual forum.

Discuss the results of the survey sent to attendees.

 [2023 Annual Forum survey results.pdf](#)

Committee Chair Karnes reported that she felt that the 2nd Annual Workforce Development Forum was a success. Joy Lytle stated that she was present and it was a wonderful event and thanked the staff for all their hard work to host event. Executive Director Ehling presented results from Survey Monkey that went out to

all attendees. She was happy to report that we are receiving great feedback and reports that the survey will stay live for for a little longer due to some issues with emails and getting it sent out. Operations Assistant Brittney Stephens presented results from the open answered questions on the survey in order to give the committee ideas and references for agenda, topics, speakers, and location to help plan next years forum.

B. 3rd Annual Workforce Development Forum

1. Date and Time
2. Location
3. Agenda structure
4. Outreach strategies

Committee feels location is great and easily accessible. Committee has 2 dates in mind to to work with, September 20, 2024 or September 27, 2024. Committee agrees to keep agenda structure same as this year with one and one half hour of general session and 2 breakout sessions. Topics to consider will be AI in the Workplace, DEIA in the workplace, millennials in the workplace, and attracting talent outside of the state. Committee is hoping to start outreach for the 3rd Annual Forum once we have a confirmed date so that we can send save the dates and start pushing it out on social media platforms.

IV. Rapid Response Training for Businesses (Presenters: Karen Karnes)

Thoughts on holding a Rapid Response Training presented by the State for Businesses outlining ways we can assist in layoff aversion.

1. Date and Time
2. Location
3. Agenda structure
4. Outreach strategies

Executive Director Ehling presented the idea to committee about hosting a Rapid Response Training to be hosted by the State for businesses in Area 12. Committee is on board with this idea. Committee feels that a good time to try and host will be late February or early March. Committee agrees agenda should be a general panel from State and time for Q&A, lasting approximately 2 hours. Committee will begin to seek location to host event. An idea of maybe talking to one of the career tech schools within the area to see if they would allow us to host. Once a date, time, and location is set, the committee will outreach the event on social media platforms as well as advertise to city managers and economic development within each of the 2 counties.

V. Discussion (Presenters: Karen Karnes)

A. Status of WIET List evaluation

Executive Director Ehling reported that we are still waiting on the state to provide us with the WIET List. Committee Chair Karnes feels that we should just start working off the old list and cold calling schools to get the questions answered that we need.

Joy Lytle wanted to share that on 10/26/2023 from 11:30am to 3pm is Women's Day and their are still tickets available.

VI. Adjourn (Presenters: Karen Karnes)

Committee Chair Karnes closed meeting at 3:45pm.

The next committee meeting will be held on January 22, 2024 from 3:00pm-4:30pm.