



Executive Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board

Nov 21, 2023 at 1:30 PM EST

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

Attendance

Present: Remote

Members: David Fehr, Karen Karnes, David Painter, Ron Rohlifing, Zach Stanfield, Boyce Swift

Staff: Becky Ehling, Brittney Stephens, Traci Stivers

Absent:

Members: Tate Borcoman, Shannon Jones, Joy Lytle, Abby Melampy, Martin Russell

I. Welcome (Presenters: Tate Borcoman)

Welcoming Remarks

- Address any personal items (if desired)
- Welcome new members (if relevant)
- Welcome visitors.

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

CEO/Proxies

Commissioner David Painter

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

Martin Russell - Proxy Commissioner Shannon Jones

Board Members

Tate Borcoman - Board Chair

Joy Lytle - Board Vice Chair

Abby Melampy - Board Vice Chair

Ron Rohlifing - Ex-Officio Chair - Governance Committee Chair

Zach Stanfield - BEST (Business) Committee Chair

Boyce Swift - Emerging Workforce (Youth) Committee Chair

Karen Karnes - Education & Training Committee Chair

Staff

Becky Ehling - Executive Director

Traci Stivers - Director of Community Relations

Brittney Stephens - Operations Assistant

Board Chair, Tate Borcoman was not able to be present for meeting today. Ex-Officio Ron Rohlifing will be leading meeting. Ron welcomed everyone to the meeting.

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

Chair: "With Quorum met, I call the meeting to order at _____ time"

Ex-Officio Rohlfig asked Executive Director Ehling if quorum is met. Executive Director Ehling stated yes, and Ron Rolfing called meeting to order at 1:36pm.

IV. Consent Agenda

The Chair is seeking ratification of Consent Agenda.

To streamline Board meetings the WIBBCW includes a Consent Agenda. The consent agenda allows the Board to take care of routine business items in one action.

Items that are standard, non-controversial, and/or self-explanatory can be consolidated and approved with one motion and vote. As the name implies.

Items on the consent agenda assume general agreement, or consensus, on the approval or vote.

If you have any question on any consent agenda item, it can be directed to Becky Ehling or the appropriate Committee Chair prior to the meeting. If the question is not resolved to your satisfaction, you can request that the item be removed from the consent agenda during the meeting and discussed separately later in the meeting.

Consent Agendas allow for more constructive and meaningful use of your valuable time and allows the Board of Directors the opportunity to address more substantive workforce topics.

Approval of the Consent Agenda requires a motion with a second the vote.

Ron Rohlfig asked if anyone had a question/comment on the agenda. Hearing none the agenda stands as presented.

A. Executive Committee Minutes from October 17, 2023 Meeting

 [Executive Committee Meeting Minutes 10-17-23.docx](#)

 [TOPIC PAPER - For Consent Agenda 11-21-23.docx](#)

 [23-1121 Resolution to approve Consent Agenda.docx](#)

No questions, comments or corrections to minutes. Minutes will stand as official minutes for October 17, 2023 meeting.


Motion:

Motion to approve Consent agenda

Motion moved by David Fehr and motion seconded by Zach Stanfield. Roll call taken, motion carried.

V. Approval of Traci Stivers Removal from Probation and Raise. (Presenters: Tate Borcoman, Becky Ehling)

Tate, Joy, Abby and Zach all met and conducted Traci Stivers, Director of Community Relations annual performance review. All were pleased with what Traci has accomplished and feel she is warranted to receive a 3% pay raise. The team would like for her raise to be effective October 24, 2023, as this is her anniversary date.

 [TOPIC PAPER - To Approve Traci Stivers be removed from Probation Status and given a raise.docx](#)

 [23-1121A Resolution to Approve Traci Stivers Annual Pay increase.docx](#)

Motion:

Motion to approve Director of Community Relations being removed from probation status after her 1 year of service and receiving a 35 pay increase to be effective October 24, 2023.

Motion moved by Ron Rohlfing and motion seconded by Karen Karnes. Roll call taken, motion carried.

VI. Contract with 501c3 (Presenters: Tate Borcoman, Becky Ehling)

With recommendation from the Executive Director, Tate has decided to go with Frost, Brown and Todd Attorney Firm. The contract is attached and has been sent to Frost, Brown and Todd for review and signature.

 [Attorney Agreement Incorporation BE Reviewed.docx](#)

 [Attorney comparison for 501c3.xlsx](#)

Becky gave update on the 501c3, an attorney has been selected and Rochelle has drawn up a contract and it has been sent to the selected firm for review and signature to move forward.

VII. Rapid Response and Additional Funding Update (Presenters: Becky Ehling)

Becky gave update that we have applied for Rapid Response Money for Butler and Warren County and has been approved. and can be used towards Dislocated Workers. Becky also reported that a request for additional money has been submitted, however we have to wait until 2024 to show spending. Becky highlighted that the OMJ's are doing a great job with spending the money and have been able to help a lot of people.

VIII. Proposed Board and Committee Meetings for 2024 (Presenters: Becky Ehling)

No approval needed at this meeting. Will look for a motion to approve at the Quarterly CEO/Full Board Meeting on December 7, 2023.

 [Proposed Board and Committee Meeting 2024.docx](#)

Becky presented the meeting schedules for 2024. Committee has no questions or comments. Schedule will move on to be approved at Quarterly Full/CEO Board meeting in December.

IX. Visa Card Update (Presenters: Becky Ehling)

The new Chase Visa Card has been approved and the new cards have arrived for Becky and Traci. We will pay the balance on the old visa and begin to use the new visa.

Becky gave update that new Visa Cards have arrived for the new Chase account. She reports that we will have December's bill to pay with the old visa will begin using the new visa and close the old visa.

X. Adjourn (Presenters: Tate Borcoman)

Chair: "With no further business before the committee, I ask for a motion to adjourn the meeting. Chair waits for a member to make a motion to adjourn, Chair asks for a second, then roll call is taken. Chair: "Meeting is adjourned at _____ time."

Ex-Officio Rohlfing stated that there was no further business to bring before the board and he would like close meeting at 1:52pm

Motion:

Motion to adjourn

Motion moved by Karen Karnes and motion seconded by David Fehr. Motion carried

- A. Next Quarterly CEO/Full Board Meeting will be December 7, 2023, from 8:00-9:30 am at Miami University VOA
- B. The next Executive Committee-Hold will be January 16, 2024, from 1:30pm-2:30pm.

RECOMMENDATION TO APPROVE A RAISE OF 3% FOR TRACI STIVERS, DIRECTOR OF COMMUNITY RELATIONS.

WHEREAS, The Tate Borcoman, Chair, Joy Lytle, Vice Chair, Abby Melampy, Vice Chair, Zach Stanfield, BEST Committee Chair and Becky Ehling, Executive Director met on October 13, 2023, and October 25, 2023, to create a document and discuss Traci's annual review; and

WHEREAS, Becky Ehling, Executive Director was the facilitator of the meetings for the evaluation. Scoring was done by the Board Chair, Vice Chairs and BEST Committee Chair; and

WHEREAS, The Evaluation Team met with Traci on November 6, 2023, to present her evaluation to her; and

WHEREAS, The Evaluation Team recommends Traci Stivers, Director of Community Relations be removed from probationary status and receive a 3% salary increase effective October 24, 2023, to fall in line with Traci's hired anniversary date; and

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby remove Traci from probationary status and approve awarding Traci Stivers, Director of Community Relations with a 3% raise effective October 24, 2023.

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

Yes - All

No - None

Abstain - None

Motion adopted this 21st day of November 2023.

Executive Committee Meeting


Becky Ehling – Executive Director

cc: BCW/Workforce file

23-1121

November 21, 2023

APPROVE CONSENT AGENDA FOR EXECUTIVE COMMITTEE MEETING ON
NOVEMBER 21, 2023.

WHEREAS, Minutes from the October 17, 2023, Executive Committee Meeting are being
presented for approval; and,

NOW THEREFORE BE IT RESOLVED that the Executive Committee, does hereby approve
the consent agenda as presented.

Mr. David Fehr 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

Resolution adopted this 21st day of November 2023.

BCW/Workforce CEO/Full Board


Becky Ehling - Executive Director

cc: BCW/Workforce file