



Executive Committee Meeting-Hold Minutes

Butler Clermont Warren/Workforce Development Board
Jan 16, 2024 at 1:30 PM EST

Attendance

Present: Remote

CEO/Proxies: David Painter (joined meeting at 1:48pm), David Fehr, Martin Russell

Members: Tate Borcoman-Chair, Karen Karnes, Joy Lytle (left meeting at 2:00pm), Abby Melampy

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

Guests: Josh Hisle

Absent:

Shannon Jones, Ron Rohlfig, Zach Stanfield, Boyce Swift

I. Welcome (Presenters: Tate Borcoman)

Welcoming Remarks

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

II. Role 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 Rohlfig - 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

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

Roll call taken, Quorum met, Chair, Tate Borcoman called meeting to order at 1:33pm.

IV. Consent Agenda

There is no Consent Agenda for this meeting. To streamline Board meetings the BCW/Workforce 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.

Chair Borcoman asked if anyone had questions or comments about the agenda. Hearing none the agenda stands as presented. There is no consent agenda to present at this meeting.

V. Committee Updates

A. Governance Committee (Presenters: Ron Rohlfig)

Committee Chair Rohlfig was not able to be present for this meeting, Executive Director Ehling presented for Governance. Governance is asking for a motion to approve the updated 12-605 Follow -up Policy.

1. Policies

12-605 Follow Up Policy

Motion:

Motion moved by Joy Lytle and motion seconded by Abby Melampy. Roll call taken, motion carried.

B. Budget and Finance Committee (Presenters: David Fehr)

Committee Chair Fehr presented finance dashboards as of 11/2023 for contracts liquidating 09/30/2024 and 09/30/2025. No issues or concerns with spending at this time. Mr. Fehr also noted for committee that the WIB will be moving from a fiscal to a calendar year budget for 2024. Lastly Mr. Fehr wanted it noted that the credit card is finally switched and there is one more bill being paid for old visa and Becky will close once there is a zero balance.

C. BEST Committee (Presenters: Zach Stanfield)

Committee Chair Stanfield was not able to be on this meeting. DCR Stivers presented for BEST Committee. Traci gave update about the new BCW Mascot Buzzy The Bee and asked for the next volunteer to take Buzzy for the month. Tate volunteered and Traci will make arrangements for drop off. Traci also updated committee on the Elevator Pitch and is working to update. Traci also gave update about her many speaking engagements that she is currently doing to promote the BCW.

D. Emerging Workforce Committee (Presenters: Boyce Swift)

Committee Chair Swift was not able to be on this meeting. DCR Stivers presented for this committee. Traci update on the current youth survey and forming a "focus group" of youth to present to committee. Amy Miller presented her ideas and how she is going to assist with getting this project off and running.

E. Education and Training Committee (Presenters: Karen Karnes)

Committee Chair Karnes gave update on the Mini Forum that the committee is hosting in February to address Rapid Response and Layoff Aversion. David Fehr suggested to possibly have this live streamed or add a youtube link so that businesses that are not able to attend can still see this. Also the committee had suggestions about the flyer and possibly redoing the language and photos to make it look more appealing to businesses and less like it is for employees. Traci will send requests to Dimalanta and have flyer updated as well as ask how to get this event live streamed.

VI. Discussion (Presenters: Becky Ehling)

A. Discuss the purchase of a BCW/OMJ van using the capital funds.

ED Ehling also presented to Board about 1st part and 2nd part of the year projects for 2024.

501c3 contract is executed and attorneys are starting to work on this.

ED Ehling also talked about possible purchase of more VR Headsets as she is being told that there are not enough for the OMJ's and they are getting used a lot.

Executive Director Ehling presented idea of possible purchase of a van for OMJ's to use to reach more individuals. She noted that there is "capital funds"

application that is due in March that she would like the committee to support her going after for this purchase. Operator, Amy Miller stated that a van would be very beneficial for the OMJ's to have. She reported that this will help with 1:1 services for persons that are not able to make it into the comprehensive centers. Committee Chair Borcoman wants to make sure all initial steps are taken by BCW for capital funds. Committee is agreeable to ED Ehling moving forward with completion of application.

Motion:

Motion to allow Executive Director Ehling to move forward with applying for Capital Funds.

Motion moved by Karen Karnes and motion seconded by Abby Melampy. Roll call taken, motion carried

VII. Adjourn

Motion:

Motion to adjourn at 2:34pm

Motion moved by David Painter and motion seconded by Martin Russell. Motion carried. Chair Borcoman closed meeting at 2:34pm.

A. The next Quarterly Full/CEO Board meeting

March 7, 2024 from 8:00am-9:30am at Conger Construction.

B. The Next Executive Committee-Hold

February 20, 2024 from 1:30pm-2:30pm

C. Board Social

Chair Borcoman highlighted the next non sanctioned Board Social in February at Jungle Jims Eastgate and asked all to join.

24-0116

January 16, 2024

RECOMMENDATION OF APPROVAL OF UPDATES TO POLICIES 12-605 FOLLOW-UP POLICY

WHEREAS, the Governance Committee with recommendation from the Executive Director reviewed the updated Policy; and,

WHEREAS, the Governance Committee recommends approval of the Updates to Policies 12-605 Follow-Up Policy to better align all follow-up services needed for Youth as well as Adult and Dislocated Worker; and

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

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

Yes - All

No - None

Abstain - None

Motion adopted this 16th day of January 2024.

Executive Committee Meeting


Becky Ehling – Executive Director

cc: BCW/Workforce file

24-0116A

January 16, 2024

RECOMMENDATION OF APPROVAL FOR EXECUTIVE DIRECTOR EHLING TO APPLY FOR CAPITAL FUNDS FOR THE PURCHASE OF A MOBILE UNIT.

WHEREAS, Executive Director Ehling wishes to apply for State Capital Funds for the purchase of a mobile unit to be used in outreach for all 3 counties; and,

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby approve presenting Executive Director Ehling with the ability to apply for Capital Funds for the purchase of a mobile unit.

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


Yes - All

No - None

Abstain - None

Motion adopted this 16th day of January 2024.

Executive Committee Meeting



Becky Ehling – Executive Director

cc: BCW/Workforce file