



Executive Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board
Oct 17, 2023 at 1:30 PM EDT

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

Attendance

Present: Remote

CEO/Proxies: Commissioner David Painter

Members: Abby Melampy- Vice Chair, David Fehr, Karen Karnes, Ron Rohlring, Zach Stanfield

Staff: Becky Ehling, Traci Stivers, Brittney Stephens

Absent:

Members: Tate Borcoman-Chair, Boyce Swift

CEO/Proxies: Donald Dixon, Shannon Jones, Martin Russell

I. Welcome

Board Chair Tate Borcoman was not able to be present for meeting. Vice Chair Abby Melampy will be leading meeting. Vice Chair Melampy welcomed everyone to meeting.

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/Elect

Ron Rohlring - 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

Vice Chair Melampy asked Executive Director Ehling if quorum is met. ED Ehling stated yes.

Vice Chair Melampy called meeting to order at 1:35pm.

IV. Consent Agenda (Presenters: Tate Borcoman)

No Items for the Consent Agenda for this Meeting.

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.

Vice Chair Melampy asked if anyone had a question/comment on the agenda. There is no consent agenda today. Hearing none the agenda stands as presented.

V. Committee Updates


A. Governance Committee


The Governance Committee met on October 16, 2023 and is recommending approval of an update on the polices listed below. The Polices are being reviewed with OMJ Directors and staff are working to make sure that all polices are current.


1. Policies


Seeking approval of updated policies

- 12-500 Limited Funds Priority of Service
- 12-500-A- Priority of Service for Veterans
- 12-500-B-Plans for Limited Funds
- 12-501- Subsequent eligibility of training providers
- Definition of unlikely to return

 [TOPIC PAPER - For Approval of Update to Policies 12-500, 12-500a, 12-500b, 12-501a and Unlikely to Return Definition.docx](#)

 [Motion to Update Policy 12-500, 12-500a, 12-500b, 12-501a and Definition Unlikely to Return 10-17-23.docx](#)

 [Policy 12-500 Limited Funds-Priority of Service Governance approved.pdf](#)

 [Policy 12-500a Priority of Service for Veterans and Eligible Spouses Governance Approved.pdf](#)

 [Policy 12-500b Plan for Limited Funds Status Governance Approved.pdf](#)

 [Policy 12-501a Governance Approved.pdf](#)

 [Definition - Unlikely to Return Governance Approved.pdf](#)


Motion:

Motion moved by Zach Stanfield and motion seconded by Karen Karnes.
Roll call taken, motion carried.

2. Standard Operating Procedures (SOP)

The Governance committee met of October 16, 2023 and is recommending approval of all the below listed Standard Operating Procedures (SOP). Staff has been working hard to create an SOP Manual. Staff feel that it is important to have a "how to" manual and Governance is accepting of this.

a. Executive Director Evaluation and Tool

 [TOPIC PAPER - For Approval of SOP for Executive Director Evaluation with Tool 10-17-23.docx](#)


 [Motion to Approve SOP for Executive Director Evaluation and Evaluation Tool 10-17-23.docx](#)

 [Executive Director Final.pdf](#)


Motion:

Motion moved by Zach Stanfield and motion seconded by Ron Rohlifing. Roll call taken, motion carried.

b. Director of Community Relations Evaluation

 [TOPIC PAPER - For Approval of SOP for Director of Community Relations Evaluation with Tool 10-17-23.docx](#)


 [DCR Evaluation Final.pdf](#)


 [Motion to Approve SOP for Director of Community Relations Evaluation and Evaluation Tool 10-17-23.docx](#)

Motion:

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

c. Operations Assistant Evaluation

 [TOPIC PAPER - For Approval of SOP for Operations Assistant Evaluation with Tool 10-17-23.docx](#)


 [Motion to Approve SOP for Operations Assistant Evaluation and Evaluation Tool 10-17-23.docx](#)


 [Operations Assistant Evaluation Final.pdf](#)

Motion:

Motion moved by Karen Karnes and motion seconded by Zach Stanfield. Roll call taken, motion carried.

d. Staff Evaluation

 [TOPIC PAPER - For Approval of SOP for Staff Evaluation with Tool 10-17-23.docx](#)

 [Motion to Approve SOP for Staff Evaluation and Evaluation Tool 10-17-23.docx](#)

 [Staff Evaluation Final.pdf](#)

Motion:

Motion moved by Zach Stanfield and motion seconded by Ron Rohlfing. Roll call taken, motion carried.

e. Meeting Minutes

 [TOPIC PAPER - For Approval of SOP for Meeting Minutes 10-17-23.docx](#)


 [Meeting minutes.pdf](#)


 [Motion to Approve SOP for Meeting Minutes 10-17-23.docx](#)

Motion:

Motion moved by Ron Rohlfing and motion seconded by Zach Stanfield. Roll call taken, motion carried.

f. Motions and Resolution

 [TOPIC PAPER - For Approval of SOP for Motions and Resolutions 10-17-23.docx](#)


 [Motion to Approve SOP for Motions and Resolutions 10-17-23.docx](#)

 [Motions and Resolutions.pdf](#)

Motion:

Motion moved by Zach Stanfield and motion seconded by Karen Karnes. Roll call taken, motion carried.

g. Credit Card

 [TOPIC PAPER - For Approval of SOP for Credit Card Use 10-17-23.docx](#)


 [Motion to Approve SOP for Credit Card Use 10-17-23.docx](#)

 [Credit Card SOP Final.pdf](#)

Motion:

Motion moved by Ron Rohlfing and motion seconded by David Fehr. Roll call taken, motion carried.

h. Mileage

 [TOPIC PAPER - For Approval of SOP for Mileage Reimbursement and Form 10-17-23.docx](#)

 [Mileage.pdf](#)

 [Motion to Approve SOP for Mileage Reimbursement and Tool 10-17-23.docx](#)

Motion:

Motion moved by Ron Rohlfing and motioned seconded by Zach Stanfield. Roll call taken, motion carried.

B. Budget and Finance Committee

 [2023.pdf](#)

 [2024.pdf](#)

 [2025.pdf](#)

Committee Chair Fehr, presented finance dashboards. He updated that all funds for 2023 have been liquidated as they should. He reports that funds for 2024 are well into being spent. He reported that 2025 funds have been released and already started to be spent and will be monitored. He reports that Sal and Becky are working on a WIB Budget for 2024 to move the Budget to Actual from Fiscal to Calendar. Committee hopes to have this to present at December 2023 Quarterly Full/CEO Board meeting.

C. BEST Committee

 [Strategic Retreat Initiative Survey Results.pdf](#)

Committee Chair Stanfield, presented updates that the BEST Committee is working on. He gave the lead to Director of Community Relations Traci Stivers to present survey results from the Strategic Retreat. Traci reported that results in order from highest to lowest that Board and Committee members feel are

important are as follows: 1. Define market competitive solution. 2. Serve Businesses using a consultative approach. 3. Community Engagement Dashboards to track Engagement. 4. Common elevator speech. 5. Common hashtag and one knock approach.

Zach and Traci are meeting frequently to work on brand awareness and website projects to continue to build and promote the BCW.


D. Emerging Workforce


Committee Chair Boyce Swift was not able to be present for meeting today, Executive Director Ehling gave quick update. Committee is working on gathering surveys from youth. Staff sent survey link out to all committee members to start using and gathering results. Committee will also use survey results to seek youth to be a voice on committee.

E. Education and Training

Committee Chair Karen Karnes gave update on what committee is working on. Currently the committee is work on on the WIET List an getting that updated, however currently hit a snag as we are awaiting on an updated list from the State, but there is an issue with getting the report due to the ARIES, which is the State system. Karen also gave update on the 2nd Annual Workforce Development Forum that was held on September 29th 2023. She reports that she feels it was a very successful Forum. ED Ehling reported that we are currently awaiting survey results about forum from attendees. Committee member David Fehr concurred that he attended this forum and it was great and he gave kuddos to Staff for setting up the forum and to Miami VOA for hosting.

VI. Discussion-501c3 progress (Presenters: Tate Borcoman, Becky Ehling)

 [TOPIC PAPER - For Approval of Chair to select 501c3 attorney and start procedures to becoming non-profit 10-17-23.docx](#)

 [Motion to Authorize Board Chair to Select and Enter into Contract with Attorney for 501c3 Formation 10-17-23.docx](#)

Executive Director Ehling is currently awaiting on the 3rd quote from an attorney to be able to proceed.

23-1017

October 17, 2023

RECOMMENDATION OF APPROVAL OF UPDATES TO POLICIES 12-500 LIMITED FUNDS PRIORITY OF SERVICE, 12-500A PRIORITY OF SERVICE FOR VETERANS, 12-501b PLANS FOR LIMITED FUNDS, 12-501a SUBSEQUENT ELIGIBILITY OF TRAINING PROVIDERS, AND DEFINITION: UNLIKELY TO RETURN

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

WHEREAS, the Governance Committee recommends approval of the Updates to Policies 12-500 Limited Funds Priority of Service, 12-500A Priority of Service for Veterans, 12-501b Plans for Limited Funds, 12-501a Subsequent Eligibility of Training Providers and Definition: Unlikely to Return; and

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

Mr. Zach Stanfield 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 17th day of October 2023.

Executive Committee Meeting


Becky Ehling – Executive Director

cc: BCW/Workforce file

RECOMMENDATION OF APPROVAL OF STANDARD OPERATING PROCEDURE (SOP)
FOR EXECUTIVE DIRECTOR EVALUATION AND EVALUATION TOOL.

WHEREAS, The Executive Director saw the need to set a standard way of for the board to operate so there is no question as to the function of the organization when there is changeover in either the board or staff.

WHEREAS, The Executive Director is recommending the board adopt Standard Operating Procedures (SOPs) to help facilitate this need.

WHEREAS, the Governance Committee with recommendation from the Executive Director reviewed the SOP for evaluating the Executive Director and created a tool to assist in the evaluation; and,

WHEREAS, the Governance Committee recommends approval of the SOP for the Executive Director Evaluation along with the tool to assist in the evaluation; and

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby approve the SOP for the Executive Director Evaluation and the Evaluation tool, with the SOP to be both digitally and in paper form put into a binders to house the SOPs for reference.

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

Yes - All

No - None

Abstain - None

Motion adopted this 17th day of October 2023.

Executive Committee Meeting



Becky Ehling - Executive Director

cc: BCW/Workforce file

RECOMMENDATION OF APPROVAL OF STANDARD OPERATING PROCEDURE (SOP)
FOR DIRECTOR OF COMMUNITY RELATIONS EVALUATION AND EVALUATION
TOOL.

WHEREAS, The Executive Director saw the need to set a standard way for the board to operate so there is no question as to the function of the organization when there is changeover in either the board or staff.

WHEREAS, The Executive Director is recommending the board adopt Standard Operating Procedures (SOPs) to help facilitate this need.

WHEREAS, the Governance Committee with recommendation from the Executive Director reviewed the SOP for evaluating the Director of Community Relations and the evaluation tool; and,

WHEREAS, the Governance Committee recommends approval of the SOP for the Director of Community Relations Evaluation and the evaluation tool; and

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby approve the SOP for the Director of Community Relations Evaluation and the Evaluation tool, with the SOP to be both digitally and in paper form put into a binders to house the SOPs for reference.

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

Motion adopted this 17th day of October 2023.

Executive Committee Meeting


Becky Ehling - Executive Director

cc: BCW/Workforce file

RECOMMENDATION OF APPROVAL OF STANDARD OPERATING PROCEDURE (SOP)
FOR OPERATIONS ASSISTANT EVALUATION AND EVALUATION TOOL.

WHEREAS, The Executive Director saw the need to set a standard way for the board to operate so there is no question as to the function of the organization when there is changeover in either the board or staff.

WHEREAS, The Executive Director is recommending the board adopt Standard Operating Procedures (SOPs) to help facilitate this need.

WHEREAS, the Governance Committee with recommendation from the Executive Director reviewed the SOP for evaluating the Operations Assistant and the evaluation tool; and,

WHEREAS, the Governance Committee recommends approval of the SOP for the Operations Assistant Evaluation and the evaluation tool; and

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby approve the SOP for the Operations Assistant Evaluation and the Evaluation tool, with the SOP to be both digitally and in paper form put into a binders to house the SOPs for reference.

Ms. Karen Karnes 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

Motion adopted this 17th day of October 2023.

Executive Committee Meeting



Becky Ehling - Executive Director

cc: BCW/Workforce file

RECOMMENDATION OF APPROVAL OF STANDARD OPERATING PROCEDURE (SOP)
FOR STAFF EVALUATION AND EVALUATION TOOL.

WHEREAS, The Executive Director saw the need to set a standard way for the board to operate so there is no question as to the function of the organization when there is changeover in either the board or staff.

WHEREAS, The Executive Director is recommending the board adopt Standard Operating Procedures (SOPs) to help facilitate this need.

WHEREAS, the Governance Committee with recommendation from the Executive Director reviewed the SOP for evaluating the Staff and the evaluation tool; and,

WHEREAS, the Governance Committee recommends approval of the SOP for the Staff Evaluation and the evaluation tool; and

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby approve the SOP for the Staff Evaluation and the Evaluation tool, with the SOP to be both digitally and in paper form put into a binders to house the SOPs for reference.

Mr. Zach Stanfield moved for adoption of the foregoing resolution being seconded by Mr. Ron Rohlfig. Upon call of the roll, the following vote resulted:

Yes - All
No - None
Abstain - None

Motion adopted this 17th day of October 2023.

Executive Committee Meeting



Becky Ehling – Executive Director

cc: BCW/Workforce file

RECOMMENDATION OF APPROVAL OF STANDARD OPERATING PROCEDURE (SOP)
TO APPROVE AND PUBLICIZE MEETING MINUTES.

WHEREAS, The Executive Director saw the need to set a standard way for the board to operate so there is no question as to the function of the organization when there is changeover in either the board or staff.

WHEREAS, The Executive Director is recommending the board adopt Standard Operating Procedures (SOPs) to help facilitate this need.

WHEREAS, the Governance Committee with recommendation from the Executive Director reviewed the SOP for the procedure to approve and publicize meeting minutes; and,

WHEREAS, the Governance Committee recommends approval of the SOP for the procedure to approve and publicize meeting minutes; and

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby approve the SOP for the procedure to approve and publicize meeting minutes, with the SOP to be both digitally and in paper form put into a binders to house the SOPs for reference.

Mr. Ron Rohlring 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

Motion adopted this 17th day of October 2023.

Executive Committee Meeting



Becky Ehling Executive Director

cc: BCW/Workforce file

23-1017F

October 17, 2023

**RECOMMENDATION OF APPROVAL OF STANDARD OPERATING PROCEDURE (SOP)
TO APPROVE AND PUBLICIZE MOTIONS AND RESOLUTIONS.**

WHEREAS, The Executive Director saw the need to set a standard way for the board to operate so there is no question as to the function of the organization when there is changeover in either the board or staff.

WHEREAS, The Executive Director is recommending the board adopt Standard Operating Procedures (SOPs) to help facilitate this need.

WHEREAS, the Governance Committee with recommendation from the Executive Director reviewed the SOP for the procedure to approve and publicize motions and resolutions; and,

WHEREAS, the Governance Committee recommends approval of the SOP for the procedure to approve and publicize meeting minutes; and

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby approve the SOP for the procedure to approve and publicize motions and resolutions, with the SOP to be both digitally and in paper form put into a binders to house the SOPs for reference.

Mr. Zach Stanfield 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 17th day of October 2023.

Executive Committee Meeting



Becky Ehling - Executive Director

cc: BCW/Workforce file

RECOMMENDATION OF APPROVAL OF STANDARD OPERATING PROCEDURE (SOP)
FOR CREDIT CARD USE.

WHEREAS, The Executive Director saw the need to set a standard way for the board to operate so there is no question as to the function of the organization when there is changeover in either the board or staff.

WHEREAS, The Executive Director is recommending the board adopt Standard Operating Procedures (SOPs) to help facilitate this need.

WHEREAS, the Governance Committee with recommendation from the Executive Director reviewed the SOP for the procedure for credit card use; and,

WHEREAS, the Governance Committee recommends approval of the SOP for the procedure for credit card use; and

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby approve the SOP for the procedure for credit card use, with the SOP to be both digitally and in paper form put into a binders to house the SOPs for reference.

Mr. Ron Rohlring moved for adoption of the foregoing resolution being seconded by Mr. David Fehr. Upon call of the roll, the following vote resulted:

Yes - All
No - None
Abstain -None

Motion adopted this 17th day of October 2023.

Executive Committee Meeting



Becky Ehling - Executive Director

cc: BCW/Workforce file

RECOMMENDATION OF APPROVAL OF STANDARD OPERATING PROCEDURE (SOP)
FOR MILEAGE REIMBURSEMENT AND MILEAGE REIMBURSEMENT TOOL.

WHEREAS, The Executive Director saw the need to set a standard way for the board to operate so there is no question as to the function of the organization when there is changeover in either the board or staff.

WHEREAS, The Executive Director is recommending the board adopt Standard Operating Procedures (SOPs) to help facilitate this need.

WHEREAS, the Governance Committee with recommendation from the Executive Director reviewed the SOP for the procedure of mileage reimbursement along with the mileage reimbursement tool; and,

WHEREAS, the Governance Committee recommends approval of the SOP for the procedure of mileage reimbursement along with the mileage reimbursement tool; and

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby approve the SOP for the procedure of mileage reimbursement along with the mileage reimbursement tool, with the SOP to be both digitally and in paper form put into a binders to house the SOPs for reference.

Mr. Ron Rohlfing 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

Motion adopted this 17th day of October 2023.

Executive Committee Meeting



Becky Ehling - Executive Director

cc: BCW/Workforce file

RECOMMENDATION OF APPROVAL TO PROVIDE BOARD CHAIR WITH AUTHORITY TO CHOOSE AND ENTER INTO A CONTRACT WITH AN ATTORNEY FIRM TO CREATE THE FORMATION OF THE 501C3.

WHEREAS, at the retreat on June 1, 2023, the idea of the BCW/Workforce Board becoming a non-profit organization (501c3) was discussed; and

WHEREAS, The Board Chair spoke with each counties CEO or CEO Proxy to obtain approval to move forward with the formation of the 501c3; and

WHEREAS, at the September 7, 2023, meeting it was discussed by the board to move forward; and,

WHEREAS, the Board Chair and Executive Director have spoken with 2 attorneys about assisting in the formation of the 501c3; and

WHEREAS, according to the fiscal agent procurement policy, 3 quotes must be obtained for any expenditure greater than \$2,500; and

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby provide the Board Chair with authority to choose and enter into a contract with an Attorney firm to assist in the creation of the non-profit organization (501c3).

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 - 5

No - None

Abstain -1

Motion adopted this 17th day of October 2023.

Executive Committee Meeting


Becky Ehling - Executive Director

cc: BCW/Workforce file

Motion:

Motion moved by David Fehr and motion seconded by Zach Stanfield. Roll call taken, Commissioner Painter Abstained from vote. Vote was 5 yes, 0 No, 1 Abstain.

VII. Adjourn

Vice Chair Melampy stated that there was no further business to bring before the board and she would like close meeting at 2:20pm

Motion:

Motion moved by Karen Karnes and motion seconded by Zach Stanfield. Roll call taken, motion carried.

A. Next Executive Committee-Hold

November 21, 2023, from 1:30 pm-2:30 pm