



Governance Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board
Oct 16, 2023 at 11:00 AM EDT

Attendance

Present: Remote

Members: Ron Rohlfig-Chair(joined at 11:10am) Abby Melampy, Jennifer Pitman, Matt Smith

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

Guests: Matt Fetty, Benjamin McCall

Absent:

Members: Michael Howell, Nathan Strange

I. Welcome and Attendance (Presenters: Ron Rohlfig)

Committee Chair Rohlfig was not able to join meeting on time due to schedule conflict so Executive Director Ehling opened meeting at 11:02am.

A. Minutes for March 2023

 [Governance Committee Meeting Minutes 3-20-23.docx](#)

Minutes will stand as official meeting minutes.

B. Minutes for August 2023

 [Governance Committee Meeting Minutes 8-21-23.docx](#)

Minutes will stand as official minutes.

II. Roles and Responsibilities (Presenters: Ron Rohlfig)

 [Board Development Committee \(1\).docx](#)

III. Board Certification Status (Presenters: Becky Ehling, Ron Rohlfig)


IV. Project Updates (Presenters: Ron Rohlfig, Becky Ehling)

A. Policies that are currently being worked on

Executive Director Ehling presented all policy updates to committee.

Committee agrees with all updates made and agrees all policies are ok to move to Executive Committee for approval.

1. 12-500 Limited Funds Priority of Service

 [Policy 12-500 Limited Funds-Priority of Service BE Reviewed and Oked.pdf](#)

2. 12-500-A-Priority of Service for Veterans

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

3. 12-500-B-Plan for Limited Funds

 [Policy 12-500b Plan for Limited Funds Status BE Reviewed and Oked.pdf](#)

4. 12-501-Subsequent Eligibility of Training Providers

 [Policy 12-501a Draft BE Reviewed and Oked.pdf](#)

5. Definition of Unlikely to Return to Previous Industry or Occupation

 [Definition - Unlikely to Return BE reviewed and Oked.pdf](#)

B. SOP (Standard Operating Procedures)

Executive Director Ehling presented all SOP's that have been created and asked for approval from committee to move to Executive Committee for approval. Committee agrees to move polices to Executive Committee. Committee also agrees to move forward with mileage reimbursement rate to increase to current IRS rate at .655.

1. Executive Director Evaluation and Tool

 [Executive Director Final.pdf](#)

2. Director of Community Relations Evaluation

 [DCR Evaluation Final.pdf](#)

3. Operations Assistant Evaluation

 [Operations Assistant Evaluation Final.pdf](#)

4. Staff Evaluation

 [Staff Evaluation Final.pdf](#)

5. Meeting Minutes

 [Meeting minutes.pdf](#)

6. Motions and Resolutions

 [Motions and Resolutions.pdf](#)

7. Credit Card Policy

 [Credit Card SOP Final.pdf](#)

8. Mileage

 [Mileage.pdf](#)

C. Bylaws Review

Previous meeting suggestion was to review bylaws.
Is there any questions or edits requested to bylaws?

Committee is asked to review and let Executive Director Ehling if there are any updates that they feel need to be done, please send to Executive Director Ehling and staff will get them updated.

V. Retreat Action Plan Survey-Results (Presenters: Ron Rohlfiing)

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

Executive Director Ehling presented survey results to committee.

VI. General Discussion (Presenters: Becky Ehling)

A. 501c3

Executive Director Ehling gave brief update on status of 501c3.

VII. Adjourn (Presenters: Ron Rohlfiing)

The next Governance Committee Meeting will be December 18, 2023 at 11:00am-12:00pm

Committee Chair Rohlfiing joined the meeting late and was able to close meeting at 12:11pm.