



Quarterly CEO/Full Board Meeting Minutes

Butler Clermont Warren/Workforce Development Board

Sep 7, 2023 at 8:00 AM EDT

@ Deceuninck North America (351 N Garver Rd, Monroe, OH 45050)

Attendance

CEO/Proxies: Commissioner David Painter(Remote, left meeting at 9:02am)

Present:

Members: Tate Borcoman-Board Chair, Katie Himes, Susan Berman (remote, left meeting at 9:25am), Roy Breehne, Scott Gafvert (remote, left meeting at 9:02am), Matt Smith, Tonya Stone, Nathan Strange, Justin Conger, Karen Karnes, Abby Melampy, David Painter (remote), Justin Phillips (remote), Jennifer Pitman, Doug Reichenberger, Ron Rohlfig (remote), Boyce Swift

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

Guests: Kelli Cordell, Ron Piper, Shanon Watson, Jessica Dean, Matt Fetty

Absent:

Members: David Fehr, Michael Howell, Shannon Jones, Joy Lytle, Daphne Reeves, Martin Russell, Zach Stanfield

I. Welcome (Presenters: Tate Borcoman)

Welcoming remarks to Quarterly Meeting

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

Chair determines if a Board quorum is present (11 of 20). CEO quorum is present (2 of 3)

 [Roster for Roll Call 9-7-23.pdf](#)

Roll call was taken and quorum was present.

B. Call Meeting to Order

Chair: "I call the meeting to order" (State Time)

- Address any personal items (if desired)

- Welcome new members Matt Smith, Katie Himes and Susan Berman
- Recognize new member elects (None)
- Recognize retiring members (None)
- Welcome visitors.

Board Chair Tate Borcoman called meeting to order at 8:05am.

C. Recognition of Past Chair (Presenters: Tate Borcoman)

Board Chair Tate Borcoman presents Ron Rohlfig with certificate for service as the Board Chair over the past 2 years.

D. Agenda Review (Presenters: Tate Borcoman)

Chair: "Agenda was sent to all members prior to the meeting, does any member want to add or delete anything from to the agenda?"

There were no changes to agenda suggested.

II. Consent Agenda (Presenters: Tate Borcoman)

The Chair is seeking approval of the Consent Agenda.

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 and actions requires a motion with a second the vote.

 [TOPIC PAPER - For Consent Agenda 9-7-23.docx](#)

 [Resolution to approve Consent Agenda 9-7-23.docx](#)


Motion:

Motion to approve Consent Agenda

Motion moved by Boyce Swift and motion seconded by Karen Karnes. Roll call taken, motion carried.

A. Approval of Previous Minutes

1. Approval of the June 1, 2023, Quarterly CEO/Full Board Meeting Minutes

 [Quarterly CEO Full Board Meeting and Retreat Minutes 6-1-2023 Draft.docx](#)

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

2. Approval of the July 18, 2023, Executive Committee Minutes

 [Executive Committee Meeting Minutes 7-18-23.docx](#)

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

B. Ratify Motions of the Executive Committee

 [Executive Committee Meeting Motions 7-18-2023-8-15-2023.docx](#)

III. Reports

A. Board Chair (Presenters: Tate Borcoman)

 [BCW-Workforce Board Chair Report Sept 4 2023.docx](#)

Chairman Borcoman presented his report. He noted that the Executive Director Contract has been approved.

He presented more on Strategic Post Retreat.

He presented on the Board Social Event.

B. Executive Director (Presenters: Becky Ehling)

For Attachment A

The LWDB has chosen to participate in CCMEP, collaborate with county CCMEP agencies as needed to

develop a local CCMEP plan.

1. In order to coordinate CCMEP activities, the LWDB's decision to participate in CCMEP shall be applicable to all counties within the Local Workforce Area. LWDB must authorize the use of WIOA


Youth funds to support CCMEP in order for the Local Workforce Area to receive TANF funds for CCMEP.


2. The LWDB's execution of the Authorization to Support CCMEP, included as Attachment A hereto, or

the LWDB's execution of an equivalent authorization form, will serve as evidence of the LWDB's decision to participate in CCMEP, and to authorize the use of WIOA Youth funds to support CCMEP.

Attachment A shall be incorporated herein by reference.

 [Executive Director Report 9-7-23.docx](#)

 [TOPIC PAPER - State Pass-Through Sub-Recipient Agreement Attachment A.docx](#)

 [Resolution to approve State Pass-Through Sub-Recipient Agreement Attachment A.docx](#)

 [G-2425-15-0166 updated With Attachment A Modified.pdf](#)

 [BCW0067 Commercials Dashboard 9.6.23a \(002\).pdf](#)

Executive Director Ehling reported that we have a full board and we are working on certifying the board with the State.

She also highlighted the staff retreat and what the staff will be working on as well as the vision that all 3 staff members have for the board.

C. Director of Community Relations (Presenters: Traci Stivers)

 [September Quarterly Report DCR.docx](#)

Director of Community Relations Traci Stivers presented her report to Board.
Traci highlighted brand awareness and social media.

Traci and Zach Stanfield are working on brand awareness and engagement.

D. Operator (Presenters: Amy Miller)

 [OMJ At A Glance Dashboard PY22 Q4.pdf](#)

 [Area 12 Senior Services Campaign.pdf](#)

Operator Amy Miller presented OMJ Dashboard and highlighted some successes in her report.

IV. Committee Updates

A. Budget & Finance (Presenters: David Fehr)

 [Area 12 Status of Funds Dashboard 7-31-23 Liq 9-30-23.pdf](#)

 [Area 12 Status of Funds Dashboard 7-31-23 liq 9-30-24.pdf](#)

 [Area 12 Status of Funds Dashboard 7-31-23 Liq 9-30-25.pdf](#)

 [Area 12 Status of Funds Youth Compl. 7-31-23.pdf](#)

Committee Chair Fehr was absent, Executive Director present Budget and Finance reports.

B. Governance (Presenters: Ron Rohlfiing)

Committee Chair Rohlfiing shared he is delighted that we have a full board and are working on getting the board certified with the State,
He highlighted the committee is working on making sure all policies and bylaws are up to date as well as creating Standard Operating Procedures for the Board.
He encouraged all board members to continue to prospect new members.

C. BEST (Presenters: Zach Stanfield)

Committee Chair Stanfield was absent, Executive Director presented BEST Report.

D. Emerging Workforce (Youth) (Presenters: Boyce Swift)

Committee Chair Swift presented his report and what the committee is working on. He also asked for Board to complete Youth Survey by September 8th 2023.

E. Education & Training (Presenters: Karen Karnes)

2nd Annual Workforce Development Forum presented by BCW/Workforce Education and Training Committee

Sept. 29, 2023 from 8:00 am - 12:00 pm

Miami University, VOA Campus

 [BCW0069 2nd-Annual-Workforce-Development-Forum-7.26.23a.pdf](#)

Committee Chair Karnes, reported that she has officially accepted the committee chair position, she highlighted the committee is working on the 2nd annual workforce forum on September 29th 2023. She encouraged all committee members to register and attend if they are able too.

V. General Discussion (Presenters: Tate Borcoman)

Intended for dialog from CEO/Board members.

A. Credit Card (Presenters: Becky Ehling)

Receive possible motion from Board to switch Credit Card companies. Checks are continuously lost at the credit card facility even when overnighted with signatures to the facility. This is causing late fee and interest which we are not allowed to pay.

Staff would like to either us US Bank or Capital One.

Board agrees that the best solution is to seek another credit card company.

Board agrees a credit card standard operating procedure is necessary.

Credit cards should be Executive Director, Director of Community Relations, and Current Board Chair.

Board would like an onboard and offboard procedure in place for persons carrying board credit cards.

Becky is asking for Board to make a motion for new credit card.

Motion:

Motion to allow Executive Director to have the authority to change credit card carrier.

Motion moved by Abby Melampy and motion seconded by Doug Reichenberger.

Roll call taken, motion carried.

B. VR Headset Demonstration (Presenters: Jessica Dean)

Easterseals and OMJ will speak about the VR headsets and how they will be an asset when working with the youth.

The VR headsets will be available after the meeting for any board members who wish to try them.

Jessica Dean presented in VR headsets. Headsets were on sight and all members we encouraged to try them after meeting.

C. 501c3 Discussion (Presenters: Tate Borcoman)

Tate will update the board on the research which has taken place to date.

Board Chair Borcoman reported that he would like to continue to move forward with the 501c3.

All 3 CEO's are on board with 501c3

Lawyer is drafting memo for Board to read.

Board Chair Borcoman will update Board as more information comes.

VI. Adjourn (Presenters: Tate Borcoman)

Ask for a motion to adjourn once made ask for a second.

Verbal roll call will be taken.

Motion:

Board Chair Borcoman asked for motion to adjourn at 9:46am.

Motion moved by Karen Karnes and motion seconded by Justin Conger. Roll call taken and motion carried.

A. Next Quarterly CEO/Full Board Meeting will be December 7, 2023

This meeting will be held at Miami University, VOA in West Chester from 8:00 am - 9:30 am.

B. Next Executive Committee Meeting - Hold

The next scheduled Executive Committee meeting is for October 17, 2023, from 1:30 pm to 2:30 pm

C. Non-Board Sanctioned Social Event at Top Golf

All Board Members are encouraged to attend and bring their plus 1. Please RSVP to Brittney Stephens

VII. Meeting is officially over

Extra time can be used for exploring with the VR Headsets

Tonya would like to take anyone interested on a tour of Deceuninck facility.

23-0807

September 7, 2023

APPROVE CONSENT AGENDA FOR QUARTERLY CEO/FULL BOARD MEETING ON SEPTEMBER 7, 2023.

WHEREAS, Minutes from the June 1, 2023, Quarterly CEO/Full Board Meeting are being presented for approval; and,

WHEREAS, Minutes from the July 18, 2023, Executive Committee Meeting are being presented for approval; and,

WHEREAS, BCW/Workforce Executive Committee did not meet on August 15, 2023 therefore no minutes are presented for approval; and

WHEREAS, BCW/Workforce Executive Committee approved motions presented before committee on July 18, 2023, and therefore shall be ratified; and,

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby ratify motions and approve the consent agenda as presented.

Mr. Boyce Swift 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

Resolution adopted this 7th day of September 2023.

BCW/Workforce CEO/Full Board



Becky Ehling - Executive Director

cc: BCW/Workforce file

**APPROVE STATE PASS-THROUGH SUB-RECIPIENT AGREEMENT
ATTACHMENT A - AUTHORIZATION to SUPPORT the COMPREHENSIVE CASE
MANAGEMENT EMPLOYMENT PROGRAM**

WHEREAS, The Local Workforce Development Board (BCW/Workforce) must enter into a pass-through sub-recipient agreement with the State of Ohio to receive WIOA funding; and,

WHEREAS, The state of Ohio has modified the pass-through sub-recipient agreement; and,

WHEREAS, The State of Ohio is seeking approval from the Local Workforce Development Board (BCW/Workforce) for Authorization to Support the CCMEP (Comprehensive Case Management Employment Program); and

WHEREAS, Butler, Clermont and Warren Counties will braid their TANF funding, when applicable, with the BCW/Workforce WIOA youth provider (Easterseals) in accordance with CCMEP; and,

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby approve the State Pass-Through Sub-Recipient Agreement Attachment A attached hereto.

Mr. Justin Conger moved for adoption of the foregoing resolution being seconded by Mr. Doug Reichenberger. Upon call of the roll, the following vote resulted:

Yes - All
No - None
Abstain -None

Resolution adopted this 7th day of September 2023.

BCW/Workforce CEO/Full Board



Becky Ehling – Executive Director

cc: BCW/Workforce file