



Quarterly CEO/Full Board Meeting Minutes

Butler Clermont Warren/Workforce Development Board

Dec 7, 2023 at 8:00 AM EST

@ Miami University VOA, 7847 VOA Park Drive, West Chester, Ohio 45069 Room 128

Attendance

Present:

Members: Katie Himes, Roy Breehne (remote), Scott Gafvert (remote), Abby Melampy, Matt Smith, Nathan Strange, David Fehr, Karen Karnes, Joy Lytle, Abby Melampy, Justin Phillips (remote), Jennifer Pitman, Doug Reichenberger, Ron Rohlfing, Zach Stanfield, Boyce Swift

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

Guests: Emily Crawford, Julie Gilbert, Josh Hisle, Daphne Reeves

Absent:

Members: Tate Borcoman, Justin Conger, Michael Howell,

CEO/Proxies: Shannon Jones, David Painter, Martin Russell

I. Welcome (Presenters: Tate Borcoman)

Board Chair, Tate Borcoman was not able to be present for today's meeting. Ex-Officio Ron Rohlfing agreed to chair meeting. Ron welcomed everyone to the meeting and thanked everyone for taking the time to be present.

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.pdf](#)

Roll call was taken, Board quorum is present.

CEO quorum is not met.

Meeting will be a Full Board Quarterly meeting.

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

Ron Rohlfing called meeting to order at 8:11am.

C. Agenda Review (Presenters: Tate Borcoman)

There are no changes to agenda suggested, agenda will stand as official meeting agenda.

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 12-7-23.docx](#)

 [23-1207 Resolution to approve Consent Agenda 12-7-23.docx](#)

Motion:

Motion moved by Abby Melampy and motion seconded by Zach Stanfield. Roll call taken, motion carried.

A. Approval of Previous Minutes

1. Approval of the September 7, 2023, Quarterly CEO/Full Board Meeting Minutes

 [Quarterly CEO Full Board Meeting Minutes 9-7-2023.docx](#)

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

2. Approval of the November 21, 2023, Executive Committee Meeting Minutes

 [Executive Committee Meeting Minutes 11-21-23.docx](#)

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

B. Ratify Motions of the Executive Committee

 [Executive Committee Meeting Motions 10-17-2023 and 11-21-2023.docx](#)

C. Approval of Board and Committee Schedule for 2024

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

No questions or comments, schedule will stand as official 2024 meeting schedule.

III. Reports

A. Board Chair (Presenters: Tate Borcoman)

 [BCW-Workforce Board Chair Report Q4 2023.docx](#)

Ex-Officio Ron Rohlfing presented Board Chair, Tate Borcoman's Q4 Board Chair report. The highlights presented were that the Director of Community Relations, Traci Stivers had her 1 year review completed and she has now been removed from her probationary period. Tate wanted to highlight in his report that Traci has done a fantastic job this past year and she has proven to be an asset to the BCW. Tate also wanted highlighted that the establishment of the 501c3 is moving forward, an attorney has been chosen, and the contracts are all moving forward. Lastly, it was highlighted that the 1st non sanctioned Board Social was a success and very fun and he is looking forward to the next one possibly happening in January.

B. Executive Director (Presenters: Becky Ehling)

 [Executive Director Report 12-7-23.docx](#)

Executive Director Ehling presented her report. She thanked the Board for allowing her to hire Traci and Brittney, being fully staffed has allowed Executive Director Ehling to focus on getting the board certification paperwork submitted as well as helping the 501c3 process move along. She also highlighted that she was able to take a much needed vacation with her family and spend quality time with them. She reported about her upcoming vacation with her husband as well as she will be having her 10th grandchild in March and plans to take a couple days off to help her daughter.

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

 [DCR December 2023 Report.pdf](#)

 [DCR Annual Presentation Revised.pptx](#)

Traci Stivers thanked the Board for allowing her present her year end DCR report. She highlighted her success over the past year with the BCW. She also presented goals that she has set for herself for 2024.

D. Operator (Presenters: Amy Miller)


 [OMJ At A Glance Dashboard PY23 Q1.pdf](#)

 [OMJ Partner Dashboard PY23 Q1.pdf](#)

Operator Amy Miller presented the OMJ Dashboards.

IV. Committee Updates

A. Budget & Finance (Presenters: David Fehr)

 [Dashboard as of 10-31-23 Liq. 9-30-23.pdf](#)

 [Dashboard as of 10-31-23 Liq. 9-30-24.pdf](#)

 [Dashboard as of 10-31-23 Liq. 9-30-25.pdf](#)

 [RESEA 10-31 2023 - Dashboard.pdf](#)

 [CY2024 Budget.pdf](#)

 [TOPIC PAPER - CY 2024 Budget.docx](#)

 [23-1207A Resolution to approve CY2024 Budget.docx](#)

Motion:

Motion to approve 2024 budget from a Fiscal Year to a Calendar Year

Motion moved by Doug Reichenberger and motion seconded by Boyce Swift. Roll call taken, motion carried.

Committee Chair David Fehr presented update to Board. He highlighted the hard work that goes into making the dashboards to present to Committee and Board and thanked Becky and her staff for keeping up with this. He also highlighted the great job that the OMJ is doing with liquidating monies and reported that we are ahead of spending and going to be asking for more money as they OMJ's are really utilizing money and helping many individuals. David also presented the 2024 budget moving from a fiscal year to a calendar year.

B. Governance (Presenters: Ron Rohlfing)

Committee Chair Rohlfing, presented his update and highlighted the excellent work that Becky and her Staff have been doing with creating SOP's, updating policies, and Board Certification.

C. BEST (Presenters: Zach Stanfield)

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

Committee Chair Zach Stanfield presented his update and highlighted that DCR Traci Stivers is now off her 1 year probationary period and received a 3% pay increase. He also presented the Strategic Retreat Initiative Summary results and where the committee is going to focus their attention for 2024.

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

 [BCW0076 Youth Comittee Flyer \(5\).pdf](#)

Committee Chair Boyce Swift presented his report about the exciting things that the committee is working on. He presented the flyer about seeking youth to join the committee to hear their voice and what they need in the workforce. He also talked about the survey that was sent to partners and distributed to youth and was very pleased with the feedback youth had. He is excited for 2024 and moving forward with having youth join the committee or possibly depending on the demand forming a sub committee of youth and having them report to committee.

E. Education & Training (Presenters: Karen Karnes)

Committee Chair Karnes presented about the success of the 2nd Annual Workforce Development Forum. She thanked Becky and her staff for their hard work. She also presented the survey results that went out to all forum attendees and even though there was not a significant completion rate, she was very pleased with the positive feedback from results. She reported that the committee is already working on planning for the 3rd Annual forum and feels that they will be able to market and advertise longer once a date is lockdown. She reported that the committee is working on planning a mini forum in late February or Early March to address Rapid Response and layoff for area businesses. She also reported the committee is trying to work on the WIET list update, however continue to run into issues receiving an updated list from the state.

V. General Discussion (Presenters: Tate Borcoman)

A. Credit Card (Presenters: Becky Ehling)

Executive Director Ehling presented to Board that we have officially received the new Chase credit card and will be using from here on out. ED Ehling stated that we will pay the finale bill on the old Visa and she will take all necessary steps the cancel card.

B. 501c3 Discussion (Presenters: Tate Borcoman)

ED Ehling gave update that Tate is moving forward with 501c3. She reported that Rochelle has drafted contract and it is now with the 501c3 attorney waiting to be completed.

VI. Adjourn (Presenters: Tate Borcoman)

Ask for a motion to adjourn at (state time), once made ask for a second.
Verbal roll call will be taken.

Motion:

Motion to adjourn

Motion moved by Zach Stanfield and motion seconded by Abby Melampy. Roll call taken, motion carried.

A. Next Quarterly CEO/Full Board Meeting will be March 7, 2024

This meeting will be held at Conger Construction, 202 Mckinley Blvd, Lebanon, Ohio 45036
from 8:00 am - 9:30 am.

B. Next Executive Committee - Hold

The next scheduled Executive Committee meeting is for January 16, 2024, from 1:30 pm to 2:30 pm

VII. Meeting is officially over

Extra time can be used for networking and tour of Miami University VOA.

A. Non-Board Sanctioned Social Event - Location?

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

WHEREAS, Minutes from the September 7, 2023, Quarterly CEO/Full Board Meeting are being presented for approval; and,

WHEREAS, Minutes from the November 21, 2023, Executive Committee Meeting are being presented for approval; and,

WHEREAS, BCW/Workforce Executive Committee approved motions presented before committee on October 17, 2023, and November 21, 2023, and therefore shall be ratified; and,

WHEREAS, The Board and Committee meeting schedule for 2024 has been presented at each committee meeting. The frequency of the meetings along with dates and times are being recommended for approval by the CEO/Full Board; 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.

Ms. Abby Melampy 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 - NA

Resolution adopted this 7th day of December 2023.

BCW/Workforce CEO/Full Board


Becky Ehling - Executive Director

cc: BCW/Workforce file

APPROVE MOVING ADMINISTRATION'S BUDGET TO A CALENDAR YEAR VS FISCAL YEAR ALONG WITH CREATING 2 NEW LINE ITEMS IN BUDGET.

WHEREAS, The Budget and Finance Committee has evaluated the budget over the past year; and,

WHEREAS, The Budget and Finance Committee wishes to change the administration budget to reflect a calendar year versus a fiscal year; and

WHEREAS, The Budget and Finance Committee wishes to add 2 new line items. The first to reflect Warren County allows BCW/Workforce staff to hold offices in the Warren County administration building at no charge and the second to reflect the expense in the formation of the 501C3; and,

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby approve the moving the administration's budget to a calendar year starting in 2024 along with adding the 2 new line items to the budget.

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

- Yes - All
- No - None
- Abstain - None

Resolution adopted this 7th day of December 2023.

BCW/Workforce CEO/Full Board


Becky Ehling Executive Director

cc: BCW/Workforce file