



Education & Training Committee Meeting

Minutes

Butler Clermont Warren/Workforce Development Board
Jan 22, 2024 at 3:00 PM EST

Attendance

Present: Remote

Members: Chair-Karen Karnes, Joy Lytle, Doug Reichenberger

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

Guests: Rob Edling, Kim Gates, Jena Short, Cheryl Brackman, Andrew Hoekzema, Julie Ridge

Absent:

Members: Karolyn Ellingson, Margaret Jenkins, Nick Linberg, Glenda Neff, Justin Phillips, Robert Sheehan

I. Welcome & Attendance (Presenters: Karen Karnes)

Chair-Karen Karnes welcomed everyone to the meeting and opened meeting at 3:01pm.

A. Meeting Minutes October 23, 2023

 [Education & Training Committee Meeting Minutes 10-23-23.docx](#)

Committee has no questions, comments, or corrections. Minutes will stand as official minutes for for October 10, 2023 meeting.

II. Roles & Responsibilities (Presenters: Karen Karnes)

 [Ad-Hoc Committees.docx](#)

III. Forums (Presenters: Karen Karnes)

A. Rapid Response Mini Forum

 [BCW0077 Lay Offs Mini-Forums 1.18.24.pdf](#)

Committee approves of updated flyer. Amy Miller noticed one correction that needed to be made. ED Ehling will email Dimalanta to get corrected and have flyer sent out immediately.

B. 3rd Annual Workforce Development Forum

- Committee has agreed on date of 9/20/2024.

- Committee has agreed on location as Miami University VOA.
- Committee has agreed on time to be 8am-12pm.
- Committee agrees to agenda structure of 1 1/2 hour panel with 45 minute breakout sessions.

Topics that committee liked were utilizing AI for Talent Acquisition, AI to create performance tasks and Automation. ED has asked committee to let the staff work on this and present at next meeting. ED is also asking for committee to send any ideas and potential speaker contacts to staff so that we can start working on getting them locked in.

IV. Discussion (Presenters: Karen Karnes)

A. Status of WIET List

ED Ehling gave quick update on the struggle that Operator Amy Miller has been having trying to obtain this list. ED Ehling informed committee that she will be sending an email to try and obtain this list as Operator Amy Miller has asked for her assistance. Operations Assistant Stephens and DCR Stivers have begun a spread sheet to try and start vetting institutions without the updated list.

V. Adjourn

The next Education and Training Committee Meeting will be April 22, 2024 from 3:00pm-4:30pm.

Committee Chair Karnes thanked everyone for their attendance and closed meeting at 3:37pm.