



Executive Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board

Apr 16, 2024 at 1:30 PM EDT

@ [https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MThINDcwYzUtZjExZS00NWQ3LWI1OTctZDgxZTFmZmJmMwY1%40thread.v2/0?content=%7b%22id%22%3a%22c389e2e6-e845-40aa-a5a1-ee2a75a028bb%22%2c%22oid%22%3a%22df6fee8-e34b-4433-8e28-38aa4ba6dc9e%22%7d)

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Attendance

Present: Remote

CEO's/Proxies: David Fehr, Martin Russell, Commissioner David Painter

Members: Chair-Tate Borcoman, Karen Karnes, Joy Lytle, Abby Melampy, Ron Rohlfing

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

Guests: Josh Hisle

Absent:

Members: Shannon Jones, Zach Stanfield, Boyce Swift

- I. Welcome (Presenters: Tate Borcoman)
- II. Role 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

Ron Rohlfing - 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 (Presenters: Tate Borcoman)

Roll call taken, Quorum has been met. Vice Chair Abby Melampy called meeting to order at 1:34pm.

- IV. Consent Agenda (Presenters: Tate Borcoman)

There are no items for consent agenda this month.

Vice Chair Melampy asked if anyone had questions or comments about the agenda. Hearing none the agenda stands as presented. There is no consent agenda to present at this meeting.

V. Committee Updates

A. Governance Committee (Presenters: Ron Rohlving)

 [TOPIC PAPER - For Approval of Update to Policy 12-502 and State Policy which does not need local policy.docx](#)

 [24-0416 Resolution to Approve 12-502 OJT Policy and 8 State Policies.docx](#)

Committee Chair Rohlving presented the OJT policy and and 8 State Policies that do not need local policy that the committee has been working on. He also presented the Records Retention Policy. After some dialog it is suggested that the Records Retention Policy be housed as an Executive Committee duty. There will need to be a brief meeting 1x a year. It is suggested that this happen the same day as a scheduled Executive Committee Meeting, right before and that the legal representation needs to be on this review as well.

Motion:

Motion to approve OJT and State policies and Record Retention.

Motion moved by Ron Rohlving and motion seconded by David Fehr. Roll call taken, all in favor, motion carried.

1. On-The-Job Training (OJT)

 [OJT \(003\).docx](#)

2. State Policies that do not require a local Policy

 [Funding for Rapid Response Layoff Aversion.docx](#)

 [OMJ Branding.docx](#)

 [Waivers for Implementation of CCMEP.docx](#)

 [WIOA Proframs Performance Accountability.docx](#)

 [Certification of Workfroce Delivery System.docx](#)

 [Development of MOU for Workfroce System.docx](#)

 [Establishment of Workforce Delivery System.docx](#)

 [Mandated use of OhioMenasJobs.com.docx](#)

3. Records Retention Policy

 [Copy of BCW Workforce Record Retention Schedule - draft.xlsx](#)

B. Budget and Finance Committee (Presenters: David Fehr)

All OMJ's are currently operating a waitlist now for Adult and Dislocated Worker Funds.

Committee Chair Fehr updated that all OMJ's are now operating on a waitlist. He reports that the money is being spent well and it reflects the great efforts that Staff and OMJ's are doing to help people. He also gave update on WIB budget and reports there are no concerns, he did highlight that the WIB had an expense for new outreach materials due to being out as well as rebrand of OMJ's that was not accounted for in the WIB Budget, however he is asking for an updated budget or recommendation for the next Quarterly meeting as to where the money is going to be allocated from, he does not see any concerns though with WIB Budget.

1. Status of Funds Dashboards

 [Area 12 Dashboard WORKSHEET 9-24 \(1\).pdf](#)

 [Area 12 Dashboard WORKSHEET 9-25 \(1\).pdf](#)

 [RESEA \(1\).pdf](#)

2. Budget adjustment

Because of the rebranding, Staff made a larger purchase for outreach material, it was just over \$5,000. Sal and Becky will work to adjust the budget and bring back before the Budget and Finance Committee.

C. BEST Committee (Presenters: Zach Stanfield)

Committee Chair Stanfield was not present for the meeting, DCR Stivers gave quick update that the current BCW website is undergoing major updates to make it flow better and easier to find information.

D. Emerging Workforce Committee (Presenters: Boyce Swift)

 [BCW0076 Youth Comittee Flyer 4.4.24 \(1\).pdf](#)

Committee Chair Swift was not on this meeting, ED Ehling and Operator Amy Miller gave quick update on the upcoming Youth event at OMJ to create a youth focus group to attend the Emerging Workforce.

E. Education and Training Committee (Presenters: Karen Karnes)

Committee Chair Karnes gave brief update about the 3rd annual forum.

VI. Executive Session

A. Motion to go into Executive Session

Executive Session was entered into at 2:00pm.

Motion:

Motion to enter executive session at 2:00pm.

Motion moved by Ron Rohlfig and motion seconded by Karen Karnes. Roll call taken, motion carried.

B. Return from Executive Session

Executive Session exited at 2:07pm.

Motion:

Motion to exit executive session at 2:07pm.

Motion moved by Martin Russell and motion seconded by David Fehr. Roll call taken, motion carried.

C. Any Actions from Executive Session

Motion:

Motion to approve action items discussed in Executive Session.

Motion moved by Tate Borcoman and motion seconded by Ron Rohlfig. Roll call taken, motion carried.

VII. Discussion

ED Ehling gave update on funds that have been applied for. She stated that she has applied for State Capital Funds for 3 mobile units for each OMJ center.

VIII. Adjourn (Presenters: Tate Borcoman)

Motion:

Motion to adjourn at 2:14pm.

Motion moved by Ron Rohlfig and motion seconded by David Fehr. All in favor, motion carried.

- A. The next Executive Committee-Hold will be May 21, 2024, from 1:30 pm to 2:30 pm
- B. The next Full/CEO Quarterly Board Meeting will be the Board Retreat on June 6, 2024 from 8:00 am to 12:00 pm at Kings Island International Kitchen.
- C. The next non sanctioned Quarterly Board Social will be May 21, 2024 at 6pm at Valley Vineyards

24-0416

April 16, 2024

RECOMMENDATION OF APPROVAL OF UPDATE TO POLICY 12-502 ON-THE-JOB TRAINING POLICY ALONG WITH ADDING 8 STATE POLICIES WHICH DO NOT NEED LOCAL POLICY TO THE BCW/WORKFORCE POLICY MANUAL.

WHEREAS, the Governance Committee with recommendation from the Executive Director reviewed the updated 12-502 policy; and

WHEREAS, the Governance Committee with recommendation from the Executive Director reviewed the 8 (see attached) State policies which do not need a local policy; and

WHEREAS, the Governance Committee with recommendation from the Executive Director reviewed the Record Retention Policy and formed a Record Retention Committee consisting of the Staff; and

WHEREAS, The Governance Committee recommends approval of the update to Policy 12-502 On-the-Job Training Policy along with the 8 State policies which do not need a local policy and the Record Retention Policy. The Governance Committee recommends adding all policies to the Policy Manual; and

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce Executive Committee, does hereby approve the update to Policy 12-502 along with the approval of adding the 8 State policies which do not need a local policy, as attached, and the Record Retention Policy to the Policy Manual.

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

Yes – All
No – None
Abstain - None

Resolution adopted this 16th day of April 2024.

BCW/Workforce Executive Committee


Becky Ehling – Executive Director

cc: BCW/Workforce file

24-0416-A

April 16, 2024

MOTION TO MOVE TO EXECUTIVE SESSION TO CONSIDER THE APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION OR COMPENSATION OF A PUBLIC EMPLOYEE OR OFFICIAL, OR THE INVESTIGATION OF CHARGES OR COMPLAINTS AGAINST A PUBLIC EMPLOYEE, OFFICIAL, LICENSEE, OR REGULATED INDIVIDUAL, UNLESS THE EMPLOYEE, OFFICIAL, LICENSEE, OR REGULATED INDIVIDUAL REQUESTS A PUBLIC HEARING BY DIVISION (G)(1) OF SECTION 121.22 OF THE REVISED CODE

WHEREAS, the Executive Committee is asking to enter Executive Session.

NOW THEREFORE BE IT MOVED that the Executive Committee, does hereby approve to enter into Executive session at 2:00pm.

Mr. Ron Rohlring moved for adoption of the foregoing motion being seconded by Ms. Karen Karnes. Upon verbal call of the roll, the following vote resulted:

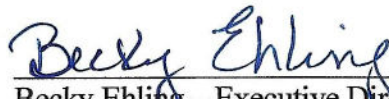
Yes - 7

No - 0

Abstain – 0

Motion adopted this 16th day of April 2024.

Executive Committee Meeting



Becky Ehling – Executive Director

cc: BCW/Workforce file

24-0416-B

April 16, 2024

MOTION TO EXIT EXECUTIVE SESSION PER (G)(1) OF SECTION 121.22 OF THE REVISED CODE.

WHEREAS, the Executive Committee is asking to exit Executive Session.

NOW THEREFORE BE IT MOVED that the Executive Committee, does hereby approve to return from Executive session at 2:07pm.

Mr. Martin Russell moved for adoption of the foregoing motion being seconded by Mr. David Fehr. Upon verbal call of the roll, the following vote resulted:

Yes - 7

No - 0

Abstain - 0

Motion adopted this 16th day of April 2024.

Executive Committee Meeting


Becky Ehling - Executive Director

cc: BCW/Workforce file

24-0416-C

April 16, 2024

MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO EVALUATE A \$1.00 PAY INCREASE FOR OPERATIONS ASSISTANT BRITTNEY STEPHENS UPON HER 1 YEAR COMPLETION OF HER PROBATIONARY PERIOD AND A SATISFACTORY EVALUATION.

WHEREAS, the Executive Director is asking for authority to evaluate Operations Assistant Brittney Stephens for her 1 year probationary period.

WHEREAS, the Executive Director will complete 1 year evaluation for Brittney Stephens and upon completion of her 1-year probationary period and a satisfactory evaluation she will have a pay increase of \$1.00 an hour.

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby approve the Executive Director to evaluate Operations Assistant Brittney Stephens for her 1-year probationary period and upon a satisfactory evaluation approves a \$1.00 an hour pay increase.

Mr. Tate Borcoman moved for adoption of the foregoing motion being seconded by Mr. Ron Rohlring. Upon verbal call of the roll, the following vote resulted:

Yes - 7

No - None

Abstain - 0

Motion adopted this 16th day of April 2024.

Executive Committee Meeting



Becky Ehling – Executive Director

cc: BCW/Workforce file