



# Education & Training Committee Meeting

## Minutes

Butler Clermont Warren/Workforce Development Board

Monday, June 24, 2024 at 3:00 PM EDT

### Attendance

#### Present: Remote

**Members:** Karolyn Ellingson, Doug Reichenberger

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

**Guests:** Emily Carr, Dana Heller, Anthony Ricciardi

#### Absent:

Members: Cheryl Brackman, Samy Broyles, Susan Hakel, Josh Hisle, Margaret Jenkins, Karen Karnes, Nick Linberg, Joy Lytle, Justin Phillips, Daphne Reeves, Julie Ridge, Robert Sheehan

#### I. Welcome & Attendance (Presenters: Karen Karnes)

Committee Chair, Karen Karnes was not present for this meeting so Executive Director Ehling called meeting to order at 3:05pm.

##### A. April 22, 2024 Meeting Minutes

 [Education & Training Committee Meeting Minutes 4-22-24.docx](#)

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

#### II. Roles & Responsibilities

 [Ad-Hoc Committees.docx](#)

#### III. 3rd Annual Workforce Development Forum (Presenters: Karen Karnes)

ED Ehling presented the agenda to committee. Committee approves of the agenda. ED Ehling also reported that staff is working on locking down the speakers. We have the speaker for the General session booked as well as for the each breakout session and are waiting on 1 more to confirm. Committee would like the flyer in production to have some type of phrase on it to indicate that this is a free event. **Unlock the Potential of AI-Join us for our Free Annual Workforce Development Forum.** Committee likes this slogan. Committee also suggests for the HR and Operations Breakout session to have it titled with **Implementing AI instead of AI in Action.** Operations Assistant Stephens will send updates to

Dimalanta. Committee suggested that we reach out to Butler Tech Adult Ed or WCCC Adult Ed for the 10 vendor table.

- A. Speakers
- B. Outreach

Dimalanta has flyer in production as well as setting up Eventbrite and landing page on the website.

- C. Agenda

Times for breakout sessions adjusted  
Titles for General and Breakout sessions

 [AGENDA.docx](#)

#### IV. Adjourn (Presenters: Karen Karnes)

The Next Education and Training Committee Meeting will be July 22, 2024 from 3:00pm to 4:30pm.

ED Ehling closed meeting at 3:56pm