



Executive Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board
May 21, 2024 at 1:30 PM EDT

Attendance

Present: Remote

CEO's/Proxies: David Painter, Martin Russell

Members: Chair-Tate Borcoman, David Fehr, Karen Karnes, Joy Lytle, Abby Melampy, Ron Rohlring, Zach Stanfield, Boyce Swift

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

Guests: Josh Hisle

Absent:

Members: Shannon Jones

I. Welcome and Attendance (Presenters: Tate Borcoman)

II. Roll 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 Rohlring - 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)

Chair-Borcoman called meeting to order at 1:33pm.

IV. Consent Agenda (Presenters: Tate Borcoman)

 [TOPIC PAPER - For Consent Agenda 5-21-24.docx](#)

 [24-0521 Resolution to approve Consent Agenda.docx](#)

 [Executive Committee Meeting Minutes 4-16-24.docx](#)

 [Resolution 23-0416 BE Signed.pdf](#)

 [Resolution 23-0416A BE Signed.pdf](#)

 [Resolution 23-0416B BE Signed.pdf](#)

 [Resolution 24-0416C BE Signed.pdf](#)

No questions, comments or corrections to be made. Consent Agenda will stand.

Motion:

Motion moved by David Fehr and motion seconded by Abby Melampy. Roll call taken, motion carried.

V. Committee Updates

A. Governance Committee (Presenters: Ron Rohlfig)

Ron was not present yet in the meeting to present so ED Ehling gave update for Governance. ED Ehling reported that the Governance Committee is working on getting more polices updated at this time.

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

Discuss the nearly \$41,000.00 (9%-10%) 2025 budget cut.

 [9-24.pdf](#)

 [9-25.pdf](#)

 [RESEA.pdf](#)

 [Copy of Budget CY24 - rev 04-30-2024.xlsx](#)

Committee Chair Fehr presented the dashboards on status of funds. He also presented the 2025 budget with a decrease in the Admin budget of almost \$41,000.00 and how the committee along with staff are looking at where they can shave some operating cost for 2025. He reported that he feels that staff and committee have made significant progress on how to make the 2025 budget work.

C. BEST Committee (Presenters: Zach Stanfield)

Committee Chair Stanfield presented update for BEST Committee. He reported that since the last Executive Committee meeting there have been significant changes to the BCW website to make it more user friendly and to flow better. He encouraged all committee members to explore all the updates to the website.

D. Emerging Workforce Committee (Presenters: Boyce Swift)

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Committee Chair Swift gave update on the 1st Youth Summit that was hosted at Butler County OMJ. He shared that it was a great start and the youth were very impressive with their feedback. He reported that the committee is planning the next meeting for the youth. He also shared his news of his new position that he has taken and is leaving the YMCA. He reports that he is excited to stay on the committee, however he will need a replacement as a Board member.

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

Committee Chair Karnes presented for Education and Training Committee. She reported that the committee is working on the 3rd Annual Workforce Development Forum.

VI. Executive Session

A. Motion to enter into Executive Session

Motion:

Motion to enter into Executive Session at 2:05pm.

Motion moved by Joy Lytle and motion seconded by Karen Karnes. Roll call taken, motion carried. Entering into Executive Session will be Tate Borcoman, Karen Karnes, David Fehr, Martin Russell, David Painter, Abby Melampy, Joy Lytle, Boyce Swift, Zach Stanfield, and Ron Rohlfing.

Executive Director Ehling is also entering into Executive Session.

B. Return from Executive Session

Motion:

Motion to return from Executive Session at 2:21pm

Motion moved by Zach Stanfield and motion seconded by David Fehr. Roll call taken, motion carried. Returning from Executive Session will be Tate Borcoman, Karen Karnes, David Fehr, Martin Russell, David Painter, Abby Melampy, Joy Lytle, Boyce Swift, Zach Stanfield, and Ron Rohlfing.

Executive Director Ehling returned from Executive Session at 2:15pm.

C. Any actions from Executive Session

The Committee Chairs as well as Board Chair and Vice Chairs will move forward with the Executive Director Annual Evaluation and a possible 3% increase to pay. No motion was made at this time.

VII. Discussion (Presenters: Tate Borcoman)

Becky gave update that she has applied for special grant funding to offset the BRN grant and is still waiting on the States decision. She also reported that Traci is applying for a grant through the Middletown Community Foundation.

Becky gave update on 501c3 and reported that she should have an update by the end of the day in regards to status of progress.

VIII. Adjourn

Motion:

Motion to adjourn Executive Committee Meeting at 2:28pm.

Motion moved by Joy Lytle and motion seconded by Abby Melampy. Roll call taken, motion carried.

- A. The next Full/CEO Quarterly Board Meeting will be the Retreat on June 6, 2024, from 8:00am-12:00pm at Kings Island International Kitchen.
- B. The next Executive hold will be July 16, 2024, from 1:30pm-2:30pm.