



Governance Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board
Apr 15, 2024 at 11:00 AM EDT

Attendance

Present: Remote

Members: Chair- Ron Rohlfing, Roy Breehne, Abby Melampy, Jennifer Pitman, Matt Smith

Staff: Becky Ehling, Brittney Stephens, Traci Stivers

Guest: Josh Hisle, Daphne Reeves

Absent:

Members: Michael Howell, Amy Miller, Nathan Strange

I. Welcome & Attendance (Presenters: Ron Rohlfing)

Committee Chair Rohlfing opened meeting at 11:01am.

A. Meeting Minutes from February 26, 2024

 [Governance Committee Meeting Minutes 2-26-24.docx](#)

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

II. Roles & Responsibilities (Presenters: Ron Rohlfing)

 [GovernanceRoles and Responsibilities.docx](#)

III. Policies (Presenters: Becky Ehling, Ron Rohlfing)

Committee agrees for policy to move to Executive Committee for approval.

A. OJT Policy

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

B. Group of State Policies for Review (Presenters: Ron Rohlfing, Becky Ehling)

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

 [WIOA Proframs Performance Accountability.docx](#)

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

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

 [OMJ Branding.docx](#)

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

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

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

Committee agrees for policies to move to Executive Committee for approval.

- C. Record Retention Policy (Presenters: Traci Stivers, Becky Ehling, Ron Rohlfig)

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

Traci reported on policy, she states that she is waiting on clarification to see if an elected official needs to be on committee that governs record retention. Ron feels that if no elected official is needed to keep record retention within Governance Committee, if elected official is needed move to Budget and Finance Committee to govern.

Committee does agree that this policy is good to move forward to Executive Committee.

- IV. Committee Rooster Update (Presenters: Becky Ehling, Ron Rohlfig)

Becky gave update on seeking a new member to fill Labor Union open spot. Committee feels it best to wait for ACI to back fill position and add that person to board.

- V. 501c3 Status (Presenters: Becky Ehling, Ron Rohlfig)

Becky presented update on progress of 501c3 and progress moving forward.

- VI. Status of Retreat items from 2023 Retreat and 2024 Retreat Agenda (Presenters: Becky Ehling, Ron Rohlfig)

 [4-15-24 Update to BCW Workforce Strategic Planning.pdf](#)

Becky presented the progress that has been made of the 2023 Strategic Retreat Planning tool.

Committee feels that the Community Engagement Dashboard should be green and completed. Abby Melampy added that she gives DCR Traci Stivers praise as she sees her out and about all the time at many events promoting the BCW.

Committee also feels that Develop a one knock approach should be green and completed, however they would like the BEST committee to weigh in on this. ED Ehling gave update on 2024 Retreat. She reports that it will be from 8am-12pm this year. She reports that there will be team building and she is seeking a speaker from a WDB that is already using a 501c3 to come and speak.

VII. Adjourn (Presenters: Ron Rohlfing)

The Next Governance Committee Meeting will be held on June 17, 2024 from 11:00am-12:00pm.

Committee Chair Rohlfing closed meeting at 11:44am.