



# Governance Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board  
Monday, June 17, 2024 at 11:00 AM EDT

## Attendance

### Present: Remote

**Members:** Chair- Ron Rohlfing, Abby Melampy, Matt Smith

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

**Guest:** Josh Hisle, Daphne Reeves

### Absent:

Members: Michael Howell, Amy Miller, Jennifer Pitman, Nathan Strange

#### I. Welcome & Attendance (Presenters: Ron Rohlfing)

Chair Ron Rohlfing opened meeting at 11:05am.

##### A. Meeting Minutes from April 15, 2024

 [Governance Committee Meeting Minutes 4-15-24.docx](#)

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

#### II. Roles & Responsibilities (Presenters: Ron Rohlfing)

 [GovernanceRoles and Responsibilities.docx](#)

#### III. Policies (Presenters: Becky Ehling)

All polices are approved by committee to move forward to Executive Committee.

##### A. Incumbent Worker Training (IWT)

 [IWT Policy for review with edits.docx](#)

 [IWT Checklist Scoring Sheet 12-01-2023.docx](#)

 [IWT-Agreement 2 Party.doc](#)

 [RELATIONSHIP ATTESTATION Form Dec 5 2023.docx](#)

 [Trainee Plan and Budget ATTACHMENT A 12-2023.xlsx](#)

 [Tranee Spreadsheet Attachment B.xlsx](#)

 [Employer Application 12-01-2023.docx](#)

##### B. Transitional Jobs

 [Transitional Jobs 2.docx](#)

 [TJ's Application.docx](#)

 [Employee Spreadsheet TJ's.xlsx](#)

C. Youth Work Experience

 [WIBBCW Youth Work Experience - 2018 \(2\).docx](#)

D. Youth Incentive

 [Youth Incinitive Policy.docx](#)

E. Grants and Applications

 [Grant Request and Applications.docx](#)

F. Monitoring and Oversight

 [12-200 Monitoring and Oversight updated.docx](#)

G. Selective Service Registration

 [12-516 Selective Service Registration.docx](#)

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

 [Roster 5-30-24.pdf](#)

Executive Director Ehling reviewed current Board Roster. Justin Conger and Justin Phillips are not renewing their Board Terms, Boyce Swift has left his possession at the YMCA and is now at Kings Island and no longer eligible for his Board Role, however will stay on as a Committee Member for the Emerging Workforce. Doug Reichenberger will be retiring but has agreed to stay on the Board until December when he retires. Katie Levesque, Karen Karnes, Zach Stanfield, and Karolyn Ellingson have all agreed to renew their Board terms. Becky will be working to fill all open Board seats. She is asking committee for any contacts or suggestions to be sent her way to vet potential candidates. Tonya Stone has offered to switch from Education and Training Committee to Emerging Workforce and become the new chair for this committee. Governance Committee agrees to this change.

V. 501c3 Status (Presenters: Becky Ehling)

ED Ehling gave update to the 501c3 status and reported that as of 06/07/2024 the designation has been officially filled.

VI. Adjourn (Presenters: Ron Rohlfig)

Committee Chair Rohlfig closed the meeting at 11:57am.