



Quarterly Full/CEO Board Meeting Minutes

Butler Clermont Warren/Workforce Development Board

Mar 7, 2024 at 8:00 AM EST

@ Conger Construction 2020 McKinley Blvd Suite A, Lebanon, OH 45036

Attendance

Present

CEO/Proxies: Martin Russell, David Fehr

Members: Chair-Tate Borcoman, Roy Breehne (remote), Karolyn Ellingson (remote, left meeting at 9:15am), Matt Smith, Tonya Stone, Nathan Strange, Justin Conger (left meeting at 9:00am), Karen Karnes, Katie Levesque, Abby Melampy (remote), , Jennifer Pitman, Doug Reichenberger, Ron Rohlfig, Boyce Swift (remote)

Staff: Becky Ehling, Brittney Stephens, Traci Stivers, Amy Miller, Sal Consiglio (remote),

Guests: Chelsea Engel (remote), Matt Schnipke, Sharon Watson, Josh Hisle

Absent:

Members: Emily Crawford, Michael Howell, Shannon Jones, Joy Lytle, David Painter, Justin Phillips, Daphne Reeves, Zach Stanfield

I. Welcome (Presenters: Tate Borcoman)

Welcoming remarks to Quarterly Meeting

Board Chair-Tate Borcomon welcomed everyone to the meeting and thanked everyone for taking the time to be present.

A. Roll Call/Quorum (Presenters: Tate Borcoman)

Roll call was taken, Board quorum is present.

CEO quorum is not met.

Meeting will be a Full Board Quarterly meeting.

B. Call meeting to order

Chair-Borcoman called meeting to order at 8:07am.

C. Agenda review (Presenters: Tate Borcoman)

There are no changes to agenda suggested, agenda will stand as official meeting agenda.

II. Consent Agenda (Presenters: Tate Borcoman)

The Chair is seeking approval of the Consent Agenda.

To streamline Board meetings the BCW/Workforce includes a Consent Agenda. The consent agenda allows the Board to take care of routine business items in one action.

Items that are standard, non-controversial, and/or self-explanatory can be consolidated and approved with one motion and vote. As the name implies.

Items on the consent agenda assume general agreement, or consensus, on the approval or vote.

If you have any question on any consent agenda item, it can be directed to Becky Ehling or the appropriate Committee Chair prior to the meeting. If the question is not resolved to your satisfaction, you can request that the item be removed from the consent agenda during the meeting and discussed separately later in the meeting.

Consent Agendas allow for more constructive and meaningful use of your valuable time and allows the Board of Directors the opportunity to address more substantive workforce topics.

Approval of the Consent Agenda and actions requires a motion with a second the vote.

 [TOPIC PAPER - For Consent Agenda 3-7-24.docx](#)

 [24-0307 Resolution to approve Consent Agenda 3-7-24.docx](#)

Motion:

Motion to approve Consent Agenda

Motion moved by Doug Reichenberger and motion seconded by Ron Rohlfing.

Roll call taken, Karolyn Ellingson will abstain. Motion carried.

A. Approval of Previous Minutes

1. Approval of December 7, 2023. Quarterly CEO/Full Board Meeting Minutes

 [Quarterly CEO Full Board Meeting Minutes 12-7-23.docx](#)

Minutes will stand as official meeting minutes.

2. Approval of January 17, 2024 Executive Committee Meeting Minutes

 [Executive Committee Meeting Minutes 1-17-24.docx](#)

Minutes will stand as official meeting minutes.

B. Ratify Motions of the Executive Committee

 [Executive Committee Meeting Motions 1-17-24.docx](#)

 [Resolution 24-0116 - Update Policy 12-605 Follow Up.pdf](#)

 [Resolution 24-0116A allowing ED to apply for Capital Funds.pdf](#)

III. Reports

A. Board Chair (Presenters: Tate Borcoman)

 [Chair Report 3-7-24.docx](#)

Chair-Borcoman presented his report. He highlighted the progress of the the 501c3. He also highlighted the 2nd non sanctioned Board Social event at Jungle Jim's and thanked staff for putting it together. He encouraged all members to join for the next one in May at Valley Vineyards. Lastly, he highlighted the June Retreat at Kings Island.

B. Executive Director (Presenters: Becky Ehling)

 [Executive Director Report 3-7-24.docx](#)

 [3-4-24 BCW Workforce Strategic Planning Working Document.pdf](#)

Executive Director Ehling presented her report. She highlighted that progress of the 501c3. She also highlighted the updating of the policy manual and how hard the staff has been working to clean this up. She highlighted the progress of DCR Stivers, continuing to do a great job interacting with the community, local non-profits, speaking events, as well as put her 1st quarterly e-blast out. ED, Ehling also highlighted the 1st BCW Presents Podcast with the OMJ as well as the 2nd podcast New you, New Me, New Us, presenting the new OMJ logo. She reported on the 1st mini forum on Rapid Response and Layoff Aversion. ED, Ehling also reported that we are down 1 board members, however she is working to backfill this position. ED, Ehling also presented the structure of the June Board Retreat at Kings Island.

C. Director of Community Relations (Presenters: Traci Stivers)

 [DCR Report March 2024.docx](#)

 [DCR March Dashboard.pptx](#)

DCR Stivers presented her 2024 goals and dashboard. She highlighted the great progress and success that she has already had thus far in 2024. She presented some analytics on her 1st quarter e-blast.

D. Operator (Presenters: Amy Miller)

 [OMJ At A Glance Dashboard PY23 Q2.pdf](#)

 [BCW0079_Performance One Pager 2.22.24a.pdf](#)

Operator, Amy Miller presented her dashboard and highlighted that OMJ volume continued to increase. WIOA enrollments also continue to increase. Customer satisfaction also continues to score well. Amy Miller also presented the ROI that she has been working on. Board was very pleased with it and would like a copy emailed to all members.

IV. Committee Updates

A. Budget & Finance (Presenters: David Fehr)

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

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


 [Area 12 Dashboard WORKSHEET RESEA.pdf](#)


 [Copy of CYE 12-31-2024 WIB Bdgt vs Act - Jan2024.pdf](#)

Committee Chair David Fehr presented update to Board. He highlighted the hard work that goes into making the dashboards to present to Committee and Board and thanked Becky and her staff for keeping up with this. He also highlighted the great job that the OMJ is doing with liquidating monies and reported that we are ahead of spending. OMJ's are really utilizing money and helping many individuals. David also presented the new 2024 budget format from a fiscal year to a calendar year.

B. Governance (Presenters: Ron Rohlfig)

Policy 12-601 Supportive Services
State Policies that do not need Local Policies

 [TOPIC PAPER - For Approval of Update to Policy 12-601 and State Policy which does not need local policy.docx](#)

 [24-0307A Resolution to Approve 12-601 Supportive Service Policy and 19 State Policies.docx](#)

 [ADULT-DISLOCATED WORKER-YOUTH SUPPORTIVE SERVICES FINAL 8-16-22.pdf](#)

 [RegionaI and Local Planning.docx](#)

 [Transfer of Funds between Adult and Dislocated Workers.docx](#)

 [Rapid Response Layoff and Aversion Requirements.docx](#)

 [Local Workforce Area Initial Designation.docx](#)

-  [Determination of Dependent Status.docx](#)
-  [Youth Program Services.docx](#)
-  [State Method for funding OMJ Infrastructure.docx](#)
-  [Local Workforce Area Board Certification Process.docx](#)
-  [Career Services for Adults and Dislocated Workers.docx](#)
-  [WIOA Youth Program Eligibility.docx](#)
-  [Reporting of Onestop Universal Customers.docx](#)
-  [Local Workforce Area Subsequent Designation.docx](#)
-  [Training Services for Adults and Dislocated Workers.docx](#)
-  [Source Documentation for WIOA Eligibility.docx](#)
-  [Poverty Line and Lower Living Standard \(ILSSL\).docx](#)
-  [Re-Designation of Local Workforce Areas.docx](#)
-  [Adult & Dislocated Worker Eligibility.docx](#)
-  [Rapid Response Layoff and Closure Requirements.docx](#)
-  [ITA Financial Definitions.docx](#)

Committee Chair Rohlfing, presented his update and highlighted the excellent work that Becky and her Staff have been doing with updating policies.

Motion:



Motion to approve policies.

Motion moved by Karen Karnes and motion seconded by Karolyn Ellingson. Roll call taken, motion carried.

C. BEST (Presenters: Zach Stanfield)

Committee Chair, Zach Stanfield was not present for meeting. ED, Ehling presented report. She highlighted the Strategic Retreat Summary and all the progress that has been made with completing the tasks on the summary.

D. Emerging Workforce (Youth) (Presenters: Boyce Swift)

-  [TOPIC PAPER - Formation of a Youth Run Focus Group.docx](#)
-  [24-0307B Formation of Youth run Focus Group.docx](#)

Committee Chair Boyce Swift, presented his report. He highlighted the excellent work the committee is doing with youth. He thanked Operator Amy Miller for taking the lead on organizing a date and time to hold a meeting at Butler OMJ to vet the youth for a focus group.

Motion:

Motion to approve formation of a youth focus group.

Motion moved by Doug Reichenberger and motion seconded by Ron Rohlfing. Roll call taken motion carried.

E. Education & Training (Presenters: Karen Karnes)

Committee Chair, Karen Karnes presented her update. She highlighted the 1st mini forum that was recently held. She also presented on the 3rd Annual Workforce Development Forum and reported the progress that the committee has thus far on planning the event. She also highlighted the struggle with obtaining the WEIT list from the State, but praised the staff as they have begun working on it with past information.

The Board would like Save the Dates sent out now for the 3rd annual Workforce Development Forum.

V. General Discussion (Presenters: Becky Ehling, Tate Borcoman)

A. Credit Card

The old Visa credit card is now at a zero balance and we are now using only the Chase Visa. We are asking for a motion to close old visa card.

 [TOPIC PAPER - Closure of 1st National TCM Bank NA Visa Card.docx](#)

 [24-0307C Closure of the 1st National TCM Bank NA Visa Card.docx](#)

Motion:

Motion to close previous credit card with FNB.

Motion moved by Ron Rohlfing and motion seconded by Abby Melampy. Roll call taken, motion carried.

B. 501c3 Update

Tate and Becky both gave updates in their reports.

C. RFQ for Outreach Provider

 [TOPIC PAPER - Outreach RFQ.docx](#)

 [24-0307D RFQ for Outreach Contract.docx](#)

 [BCW0084 O E Flywheel 2.28.24a \(003\).pdf](#)

 [DDG Annual Marketing Reports BCW 1.4.24a \(1\) \(003\).pdf](#)

 [DDG0056 Case Study Veterans Campaign 2.22.24dd \(1\) \(003\).pdf](#)

ED Ehling gave update on the RFQ request for outreach firm.

Motion:


Motion to approve RFQ for outreach firm.

Motion moved by Ron Rohlfing and motion seconded by Jennifer Pitman. Roll call taken, motion carried.

D. Contract Extensions

Motion to extend the following contracts; JobWorks, Easterseals, Elite Computers, and Career Services along with amend Operator

 [TOPIC PAPER - Extension of Contracts and Amendment to Operator Contract.docx](#)

 [24-0307E Extension JobWorks, Easterseals, Elite, Career Services amend Operator.docx](#)

ED Ehling presented update on contract extensions and Easterseals Amendment.

Motion:

Motion to approve contract extensions and Easterseals Amendment.

Motion moved by Doug Reichenberger and motion seconded by David Fehr. Roll call taken, motion carried.

E. Request for Additional Funding

 [TOPIC PAPER - Approval for ED to apply for additional funding.docx](#)

 [24-0307F Approve ED authority to acquire additional funding.docx](#)

ED Ehling presented on the need for additional funding.

Motion:

Motion for approval for Executive Director to apply for additional funding.

Motion moved by Martin Russell and motion seconded by Karen Karnes. Roll call taken, motion carried.

F. Data Sharing and Sub-Recipient Agreements

ED Ehling presented Board with an update on data sharing and sub-recipient agreements.

VI. Update Board on Retreat Agenda thoughts

Board Chair, Borcoman presented retreat Agenda and asked for thoughts. Committee agrees to agenda as is.

VII. Adjourn (Presenters: Tate Borcoman)

Motion:

Motion to adjourn at 9:37am

Roll call taken, motion carried.

- A. Next Quarterly CEO/Full Board Meeting/Retreat will be June 6, 2024 8:00am-12:00pm at Kings Island International Kitchen
- B. B. Our next scheduled Executive Committee Meeting-Hold is April 16, 2024, from 1:30 pm -2:30 pm.

24-0307

March 7, 2024

APPROVE CONSENT AGENDA FOR QUARTERLY CEO/FULL BOARD MEETING ON MARCH 7, 2024.

WHEREAS, Minutes from the December 7, 2023, Quarterly CEO/Full Board Meeting are being presented for approval; and,

WHEREAS, Minutes from the January 17, 2024, Executive Committee Meeting are being presented for approval; and,

WHEREAS, BCW/Workforce Executive Committee approved motions presented before committee on January 7, 2024, and therefore shall be ratified; and,

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby ratify motions and approve the consent agenda as presented.

Mr. Doug Reichenberger moved for adoption of the foregoing resolution being seconded by Mr. Ron Rohlfig. Upon call of the roll, the following vote resulted: Motion carried.

Yes - 15

No - 0

Abstain - 1

Resolution adopted this 7th day of March 2024.

BCW/Workforce CEO/Full Board



Becky Ehling - Executive Director

cc: BCW/Workforce file

RECOMMENDATION OF APPROVAL OF UPDATE TO POLICY 12-601 SUPPORTIVE SERVICES ALONG WITH ADDING 19 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 policy; and

WHEREAS, the Governance Committee with recommendation from the Executive Director reviewed the 19 (see attached) State policies which do not need a local policy; and

WHEREAS, The Governance Committee recommends approval of the update to Policy 12-601 Supportive Services along with the 19 State policies which do not need a local policy and to add them to the Policy Manual; and

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby approve the update to Policy 12-601 along with the approval of adding the 19 State policies which do not need a local policy, as attached, to the Policy Manual.

Ms. Karen Karnes moved for adoption of the foregoing resolution, being seconded by Ms. Karolyn Ellingson. Upon verbal call of the roll, the following vote resulted: motion carried.

Yes –16

No – 0

Abstain -0

Resolution adopted this 7th day of March 2024.

BCW/Workforce CEO/Full Board



Becky Ehling – Executive Director

cc: BCW/Workforce file

24-0307B

March 7, 2024

RECOMMENDATION OF APPROVAL OF YOUTH COMMITTEE TO FORM A YOUTH RUN FOCUS GROUP FOR THE PURPOSE OF ADAPTING THE YOUTH VOICE INTO THE COMMITTEE.

WHEREAS, The Emerging Workforce Youth Committee would like to hear the youth perspective as it relates to workforce issues; and

WHEREAS, the Emerging Workforce Youth Committee with recommendation from the Executive Director would like to form a Youth run Focus Group; and

WHEREAS, the Emerging Workforce Youth Committee will select the youth to be in the focus group through recommendations from community youth providers; and

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby approve the formation of a Youth run Focus Group.

Mr. Doug Reichenberger moved for adoption of the foregoing resolution, being seconded by Mr. Ron Rohlfig. Upon verbal call of the roll, the following vote resulted: motion carried.

Yes -15

No - 0

Abstain -0

Resolution adopted this 7th day of March 2024.

BCW/Workforce CEO/Full Board


Becky Ehling – Executive Director

cc: BCW/Workforce file

24-0307C

March 7, 2024

RECOMMENDATION OF APPROVAL TO CLOSE THE 1ST NATIONAL TCM BANK NA VISA CARD.

WHEREAS, the 1st National TCM Bank NA Visa card is at a \$0.00 balance; and

WHEREAS, the BCW/Workforce Staff will no longer be using this Visa card; and

WHEREAS, the BCW/Workforce Executive Director and Fiscal Agent wish to permanently close the account ending in 0617; and

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby approve the permanent closure of the 1st National TCM Bank Visa card ending in 0617.

Mr. Ron Rohlring moved for adoption of the foregoing resolution, being seconded by Mr. Abby Melampy. Upon verbal call of the roll, the following vote resulted: Motion carried.

Yes -14

No - 0

Abstain -0

Resolution adopted this 7th day of March 2024.

BCW/Workforce CEO/Full Board



Becky Ehling Executive Director

cc: BCW/Workforce file

24-0307D

March 7, 2024

RECOMMENDATION OF APPROVAL TO PUT THE OUTREACH CONTRACT OUT TO PUBLIC SUBMISSION OF REQUEST FOR QUOTES.

WHEREAS, the current outreach contract ends on June 30, 2024, with no renewal options; and

WHEREAS, following procurement procedures, the BCW/Workforce may use relatively simple and informal procurement methods by obtaining price or rate quotations from an adequate number of qualified sources but not less than three sources, if three sources are available for any amount greater than \$25,001 but less than \$150,000; and

WHEREAS, the BCW/Workforce Executive Director wishes to continue with an outreach firm, providing funding is available, and

WHEREAS, the Executive Director wishes to do a request for quotes for the BCW/Workforce outreach needs; and

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby allowing the BCW/Workforce Executive Director to put the outreach contract out for quotes.

Mr. Ron Rohlfig moved for adoption of the foregoing resolution, being seconded by Ms. Jennifer Pittman. Upon verbal call of the roll, the following vote resulted: Motion carried.

Yes -14

No - 0

Abstain -0

Resolution adopted this 7th day of March 2024.

BCW/Workforce CEO/Full Board



Becky Ehling - Executive Director

cc: BCW/Workforce file

24-0307E

March 7, 2024

RECOMMENDATION OF APPROVAL TO EXTEND THE CONTRACTS OF JOBWORKS FOR RESEA FUNDING, EASTERSEALS FOR YOUTH SERVICES, ELITE COMPUTER FOR BCW/WORKFORCE IT SUPPORT, AND BUTLER, CLERMONT, AND WARREN CAREER SERVICES AS WELL AS AMEND THE OMJ/CONSORTIUM FOR OPERATOR

WHEREAS, the current JobWorks, Easterseals, and Career Services Agreement expire on June 30, 2024; and

WHEREAS, the BCW/Workforce Executive Director wishes to continue the services of JobWorks, and Easterseals for a 1 year extension as outlined in their contracts; and

WHEREAS, the BCW/Workforce Executive Director wishes to extend the Career Services agreement with each county; and

WHEREAS, the Executive Director wishes to amend the OMJ/Consortium Operator Agreement Section 300.1 to include payment for tasks outlined in Article II of \$84,165.37 for the each of the remaining 2 years of the contract; and

WHEREAS, the Executive Director wishes to extend the contract with Elite Computers for IT support for another year. The current contract is due to expire on August 18, 2024; and

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby approve the extension of the JobWorks contract for RESEA Funding, Easterseals contract for Youth Services, Elite Computer for IT support, and the Butler, Clermont, Warren Career Services agreement as well as the amendment to the OMJ/Consortium Operator agreement.

Mr. Doug Reichenberg moved for adoption of the foregoing resolution, being seconded by Mr. David Fehr. Upon verbal call of the roll, the following vote resulted: Motion carried

Yes – 14

No – 0

Abstain -0

Resolution adopted this 7th day of March 2024.

BCW/Workforce CEO/Full Board


Becky Ehling – Executive Director

cc: BCW/Workforce file

24-0307F

March 7, 2024

**RECOMMENDATION TO APPROVE PROVIDING THE EXECUTIVE DIRECTOR
AUTHORITY TO ACQUIRE ADDITIONAL FUNDING AS NEEDED.**

WHEREAS, the Butler, Warren and Clermont OhioMeansJobs are seeing an increase in participants; and

WHEREAS, the Ohio Workforce Association (OWA) and the State of Ohio have additional funds which could be asked for; and

WHEREAS, the BCW/Workforce Executive Director wishes to ask the OWA and State of Ohio for additional Adult and Dislocated Worker funding in order to help more participants; and

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxy and Full Board, does hereby approve providing authority to the Executive Director to acquire additional funding as needed.

Mr. Martin Russell moved for adoption of the foregoing resolution, being seconded by Ms. Karen Karnes. Upon verbal call of the roll, the following vote resulted: Motion carried.

Yes -14

No - 0

Abstain - 0

Resolution adopted this 7th day of March 2024.

BCW/Workforce CEO/Full Board


Becky Ehling – Executive Director

cc: BCW/Workforce file