



Quarterly Full/CEO Board Meeting and Retreat

Minutes

Butler Clermont Warren/Workforce Development Board

Thursday, June 6, 2024 at 8:00 AM EDT

@ Kings Island International Kitchen

Attendance

Present:

CEO/Proxies: Commissioner David Painter, David Fehr

Members: Board Chair-Tate Borcoman, Roy Breehne, Karolyn Ellingson, Katie Levesque, Matt Smith, Tonya Stone, Nathan Strange, Karen Karnes, Joy Lytle, Abby Melampy, Jennifer Pitman, Doug Reichenberger, Ron Rohlfing

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

Guest: Boyce Swift

Absent:

Members: Justin Conger, Josh Hisle, Michael Howell, Shannon Jones, Justin Phillips, Daphne Reeves, Martin Russell, Zach Stanfield

I. Welcome (Presenters: Tate Borcoman)

Welcoming remarks to Quarterly Meeting

A. Roll Call/Quorum

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

B. Call meeting to order

Board Chair Tate Borcoman called this meeting to order at 8:11am.

C. Agenda Review

There were no questions, comments, or corrections. Agenda will stand as official agenda for this meeting.

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.

Motion:

Approval of all items of Consent Agenda

Motion moved by Ron Rohlfing and motion seconded by Karolyn Ellingson. Roll call taken. All in favor. Motion carried.

- A. Approval of Previous Meeting Minutes and Ratification of Motions from Executive Committee

 [TOPIC PAPER - For Consent Agenda 6-6-24 - Revised.docx](#)

 [24-0606 Resolution to approve Consent Agenda 6-6-24.docx](#)

All will stand as official minutes, motions, and resolutions for meetings.

1. Approval of March 7, 2024 Quarterly CEO/Full Board

 [Quarterly Full CEO Board Meeting Minutes 3-7-24.docx](#)

2. Approval of May 21, 2024 Executive Committee Meeting

 [Executive Committee Meeting Minutes 5-21-24.docx](#)

3. Ratify Motions of the Executive Committee

 [Executive Committee Meeting Motions 6-6-24.docx](#)

- B. Motion to Recommend Re-Appoint Board Members to Another 3 Year Term

 [Motion 24-0606A Board Membership renewal - Revised.docx](#)

- C. Motion to approve a 3% Merit Pay Increase for the Executive Director Based on Evaluation

 [Motion 24-0606B Executive Director Merit Pay Increase.docx](#)

III. Reports

- A. Chair Report (Presenters: Tate Borcoman)

 [BCW-Workforce Board Chair Report Q2 2024.docx](#)

Board Chair Tate Borcoman presented his quarterly report. He highlighted the work on the 501c3, reported on a successful 3rd non sanctioned Board Social at

Valley Vineyards, and updated Board on the completion of the Executive Directors Annual Evaluation.

- B. Executive Director Report (Presenters: Becky Ehling)

 [Executive Director Report 6-6-24.docx](#)

Executive Director Becky Ehling presented her quarterly report. She highlighted the work that has been done with policies, the progress on the formation of the 501c3, outreach endeavors, podcasts, the loss of two Board members that she is working on back filling, and scheduling for 2025 Quarterly meetings.

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

 [2nd Q 2024 DCR report.docx](#)

 [2ndQ 2024 DCR Dashboard.pptx](#)

DCR Traci Stivers presented her quarterly report and highlighted the progress that she has been making with her 2024 goals.

- D. OMJ Dashboard (Presenters: Amy Miller)

 [OMJ At A Glance Dashboard PY23 Q3.pdf](#)

 [OMJ Partner Dashboard PY23 Q3.pdf](#)

Operator Amy Miller presented her quarterly report, and highlighted the OMJ progress and year to date numbers and outreach efforts.

IV. Committee Updates

- A. Budget & Finance (Presenters: David Fehr)

 [As of 4-30-24 liquidating 9-30-24.pdf](#)

 [As of 4-30-24 liquidating 9-30-25.pdf](#)

 [RESEA \(2\).pdf](#)

Committee Chair David Fehr presented status of funds dashboards to Board.

- B. BEST (Presenters: Zach Stanfield)

Committee Chair Zach Stanfield was not present to present his report, DCR Stivers presented for the BEST Committee and highlighted the clean-up of the BCW website.

C. Governance (Presenters: Ron Rohlfing)

Committee Chair Ron Rohlfing presented update to the committee and highlighted the work of the polices that have been updated.

D. Emerging Workforce (Presenters: Becky Ehling)

 [Document1 \(002\).docx](#)

Previous Committee Chair and guest Boyce Swift was present to report the progress that the committee has made with seeking youth to participate in a Youth Summit. He highlighted the 1st Summit held and the impressive responses that youth gave to barriers and what they feel is needed to help with succeed.

E. Education and Training (Presenters: Karen Karnes)

Committee Chair Karen Karnes presented update to Board on the 3rd Annual Workforce Development Forum in September and the progress being made to make this another successful forum.

V. Retreat (Presenters: Tate Borcoman)

 [Stragetice Plan Template.pdf](#)

Retreat started at 8:41am.

ED Becky Ehling presented the Strategic Plan Template from last years forum and highlighted all the progress that has been made by committees, staff, and board to get items on the template completed and/or in action.

VI. Adjourn (Presenters: Tate Borcoman)

Motion:

Motion to adjourn at 8:41am

Motion moved by Tate Borcoman and motion seconded by Doug Reichenberger. All in favor, motion carried.

24-0606

June 6, 2024

APPROVE CONSENT AGENDA FOR QUARTERLY CEO/FULL BOARD MEETING ON June 6, 2024.

WHEREAS, Minutes from the March 7, 2024, Quarterly CEO/Full Board Meeting are being presented for approval; and,

WHEREAS, Minutes from the May 21, 2024, Executive Committee Meeting are being presented for approval; and,

WHEREAS, BCW/Workforce Executive Committee approved motions presented before the committee on April 16, 2024 and May 21, 2024, and therefore shall be ratified; and,

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxies and Full Board, does hereby approve the minutes from the March 7, 2024, Quarterly CEO/Full Board meeting, minutes from the May 21, 2024 Executive Committee meeting, ratify the motions of the Executive Committee, and approve presented motions 24-0606A and 24-0606B as presented in the consent agenda.

Mr. Ron Rohlfing moved for adoption of the foregoing resolution being seconded by Ms. Karolyn Ellingson. Upon call of the roll, the following vote resulted:

Yes - All

No - None

Abstain - none

Resolution adopted this 6th day of June 2024.

BCW/Workforce CEO/Full Board



Becky Ehling Executive Director

cc: BCW/Workforce file

UNDER CONSENT AGENDA RECOMMEND EXTENSION OF BOARD MEMBERS WHOSE TERM EXPIRES JUNE 30, 2024 TO THE CORRESPONDING COUNTY COMMISSIONERS.

WHEREAS, Board Members whose current terms are expiring on June 30, 2024 and the Board recommends reappointment of the following board members for another 3 year term effective 7/1/2024:

- Butler County – Doug Reichenberger
- Clermont County – Zach Stanfield
- Clermont County – Justin Phillips
- Warren County – Karolyn Ellingson
- Warren County – Katie (Himes) Levesque
- Warren County – Karen Karnes

WHEREAS, Justin Conger has elected not to continue another term on the board and the BCW/Workforce CEO’s, Board Members, and Staff would like to Thank Mr. Conger for his dedication and time on the BCW/Workforce Board; and

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxies and Full Board, does hereby approve the appointment of said members through the consent agenda as presented.

- Yes - All
- No - None
- Abstain - None

Resolution adopted this 6th day of June 2024.

BCW/Workforce CEO/Full Board



 Becky Ehling – Executive Director

cc: BCW/Workforce file

UNDER CONSENT AGENDA APPROVE A 3% MERIT PAY INCREASE FOR EXECUTIVE DIRECTOR BECKY EHLING.

WHEREAS, The Board Chair and Vice Chairs met to complete the Executive Director's performance evaluation; and

WHEREAS, The Executive Director has consistently demonstrated exemplary leadership, strategic vision, and dedication to the organization's mission, along with significantly contributing to the growth, success, and positive impact of the organization; and

WHEREAS, A merit pay increase of 3% is an appropriate recognition of outstanding performance and maintaining morale; and

NOW THEREFORE BE IT RESOLVED that the BCW/Workforce CEO, CEO Proxies and Full Board, does hereby approve a merit pay increase of 3% be granted to the Executive Director, effective July 1, 2024. This increase reflects the Executive Director's outstanding performance and contributions to our organization.

Yes - All

No - None

Abstain - None

Resolution adopted this 6th day of June 2024.

BCW/Workforce CEO/Full Board



Becky Ehling - Executive Director

cc: BCW/Workforce file