



Executive Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board
10/15/2024 1:30 PM EDT

Attendance

Present: Remote

Members: Tate Borcoman-Chair, David Fehr, Karen Karnes, Joy Lytle, Abby Melampy (remote), Ron Rohlifing, Zach Stanfield, Tonya Stone

Staff: Becky Ehling, Brittney Stephens

Guests: Josh Hisle, Paige Sheridan

Absent:

Members: Shannon Jones, David Painter, Martin Russell, Traci Stivers

I. Welcome & 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 Rohlifing - Ex-Officio Chair - Governance Committee Chair

Zach Stanfield - BEST (Business) Committee Chair

Tonya Stone - 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)

With Quorum met, Chair-Borcoman called meeting to order at 1:34pm.

IV. Consent Agenda (Presenters: Tate Borcoman)

No Consent Agenda items

V. Committee Updates

A. Governance Committee (Presenters: Ron Rohlifing)

Committee Chair Ron Rohlifing gave update that the Governance Committee has not met since last meeting. They will be meeting next week. All polices are completed and up to date at this time.

B. BEST Committee (Presenters: Zach Stanfield)

Committee Chair Zach Stanfield that the BEST Committee has been tasked with many goals on the 2024 Strategic Retreat Summary and will begin working on these at the next BEST Committee meeting.

C. Emerging Workforce (Youth) Committee (Presenters: Tonya Stone)

Committee Chair Tonya Stone gave update that they Emerging Workforce Committee is currently trying to reengage the youth for the focus group as well as working on mentorship with the Warren County Community Services Senior volunteers. She also highlighted that a survey was sent out to all current board members in regards to who would be willing to be a youth mentor and 61% said yes.

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

Committee Chair Karen Karnes presented for the Education and Training Committee and reported that we are currently receiving great feedback from the survey that went out in regards to the 3rd Annual Workforce Development Forum. She reports the survey is still active and staff are working to get more feedback to analyze.

E. Budget & Finance Committee (Presenters: David Fehr)

 [Liquidating 9-24 as of August 31 2024 \(2\).pdf](#)

 [Liquidating 9-25 as of August 31 2024.pdf](#)

 [Liquidating 9-26 as of August 31 2024.pdf](#)

 [Copy of Budget CY25.xlsx](#)

Committee Chair David Fehr presented for the Budget and Finance Committee. He presented the dashboards of monies liquidating 09/24, 09/25, and 09/26 as of August 31, 2024. He reports that monies are being spent well and we are ahead of spending. He reports that staff will ask for more money to be able to serve, however there is a waiting period from the state to see how money is being spent.

Mr. Fehr also presented the 2025 Budget that he, staff, and Sal worked on. He is asking for a motion to adopt the 2025 Budget.

Motion:

Motion to approve and adopt CY2025 Budget.

Motion moved by David Fehr and motion seconded by Karen Karnes. Motion carried.

VI. Executive Session

A. Motion to Enter Into Executive Session

Motion to enter Executive Session:

To consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing by division (G)(1) of section 121.22 of the Revised Code.

Time should be stated. Receive a second and roll call.

Motion:

Motion to enter into Executive Session at 1:55pm.

Motion moved by Abby Melampy and motion seconded by Ron Rohlfing. Motion carried.

B. Return from Executive Session

Return from Executive Session at 2:08pm.

C. Any Actions for Executive Session

Motion:

Motion that we evaluate Brittney's pay and bump her to meet the minimum requirement for the fair labor standards act for January 1st of 2025 and bump that salary up until May of 2026 with her next anniversary date.

Motion moved by Zach Stanfield and motion seconded by David Fehr. Motion carried.

Motion:

Motion that we, upon completion of a satisfactory evaluation align Traci Stivers compensation change of a 3% increase to the anniversary date of her employment with the workforce development board.

Motion moved by Ron Rohlfing and motion seconded by Zach Stanfield. Motion carried.

VII. Discussion (Presenters: Tate Borcoman)

A. 2025 Proposed Meeting Schedules

 [Proposed Board and Committee Meeting 2025 10-10-24.docx](#)

Executive Committee is in agreement with their 2025 meeting schedule. Mr. Ron Rohlfing also indicated that he believes that UC West Chester can host the December 2025 Quarterly Full/CEO Board Meeting. He asked to be penciled in and he will confirm.

David Fehr also wanted to make mention that he along with staff and Budget and Finance Committee have created a 1st draft of an SOP to put safeguards into place for one that 501c3 has been designated. This document is going to circulate with Governance and Budget and Finance and he hopes to shoot for a January 2025 goal of completion to present to Executive Committee for adoption and approval.

VIII. Adjourn (Presenters: Tate Borcoman)

The Next Executive Committee Meeting will be November 19, 2024 from 1:30pm-2:30pm.

Committee Chair Borcoman motioned to adjourn the meeting at 2:19pm. All in favor, motion carried.

A. The Next Quarterly Full/CEO Board Meeting will be December 5, 2024 from 8:00am-9:30am at Clermont Chamber.

MOTION TO MOVE TO EXECUTIVE SESSION TO CONSIDER THE APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION OR COMPENSATION OF A PUBLIC EMPLOYEE OR OFFICIAL, OR THE INVESTIGATION OF CHARGES OR COMPLAINTS AGAINST A PUBLIC EMPLOYEE, OFFICIAL, LICENSEE, OR REGULATED INDIVIDUAL, UNLESS THE EMPLOYEE, OFFICIAL, LICENSEE, OR REGULATED INDIVIDUAL REQUESTS A PUBLIC HEARING BY DIVISION (G)(1) OF SECTION 121.22 OF THE REVISED CODE

WHEREAS, the Executive Committee is asking to enter Executive Session; and

THEREFORE BE IT RESOLVED, the Executive Committee, does hereby approve to enter into Executive session at 1:55pm.

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

Yes - 8

No - 0

Abstain - 0

Motion adopted this 15th day of October 2024.

Executive Committee Meeting



Becky Ehling - Executive Director

cc: BCW/Workforce file

MOTION THAT WE EVALUATE BRITTNEY'S PAY AND BUMP HER TO MEET THE MINIMUM REQUIREMENT FOR THE FAIR LABOR STANDARDS ACT FOR JANUARY 1ST OF 2025 AND BUMP THAT SALARY UP UNTIL MAY OF 2026. WITH HER NEXT ANNIVERSARY DATE.

WHEREAS, Brittney's current compensation has been reviewed by the Executive Committee along with the Executive Director and in accordance with Department of Labor's (DOL) Fair Labor Standards Act (FLSA); and

WHEREAS, FLSA establishes minimum salary thresholds, hours and working conditions that must be met for exempt employees; and

WHEREAS, it has been determined that Brittney's current pay does not meet the updated minimum salary requirements for the FLSA as of January 1st, 2025; and

WHEREAS, it is in the best interest of the BCW/Workforce Development Board along with Brittney Stephens to remain in compliance with federal labor laws and ensure that all employees are compensated fairly according to FLSA standards;

THEREFORE BE IT RESOLVED, the BCW/Workforce has evaluated Brittney's current pay and work conditions. The BCW/Workforce will adjust her salary to \$58,760.00 annually (\$28.25/hour) to meet the requirements under the FLSA, effective January 1st, 2025, and the next possible incremental salary increase will be May of 2026, in alignment with her anniversary date.

Mr. Zach Stanfield moved for adoption of the foregoing motion being seconded by Mr. David Fehr. Upon verbal call of the roll, the following vote resulted:

Yes - 8
No - None
Abstain - 0

Motion adopted this 15th day of October 2024.

Executive Committee Meeting



Becky Ehling - Executive Director

cc: BCW/Workforce file

MOTION THAT UPON COMPLETION OF A SATISFACTORY EVALUATION, ALIGN TRACI STIVERS' COMPENSATION CHANGE OF A 3% INCREASE TO THE ANNIVERSARY DATE OF HER EMPLOYMENT WITH THE WORKFORCE DEVELOPMENT BOARD.

WHEREAS, Traci Stivers is employed with the Workforce Development Board and has demonstrated consistent contributions to the organization; and

WHEREAS, a performance evaluation for Traci Stivers is currently pending, which will determine her eligibility for a compensation adjustment; and

WHEREAS, upon the successful completion of a satisfactory performance evaluation, Traci Stivers receive a 3% salary increase in alignment with her employment anniversary date with the BCW/Workforce Development Board; and

THEREFORE BE IT RESOLVED, upon completion of a satisfactory performance evaluation, Traci Stivers' compensation will be adjusted with a 3% increase, effective on her employment anniversary date with the BCW/Workforce Development Board.

Mr. Ron Rohlfing moved for adoption of the foregoing motion being seconded by Mr. Zach Stanfield. Upon verbal call of the roll, the following vote resulted:

Yes - 8

No - None

Abstain - 0

Motion adopted this 15th day of October 2024.

Executive Committee Meeting



Becky Ehling - Executive Director

cc: BCW/Workforce file

24-1015-C

October 15, 2024

MOTION TO ADOPT THE BCW/WORKFORCE DEVELOPMENT BOARD BUDGET FOR THE 2025 CALENDAR YEAR AS PRESENTED.

WHEREAS, the proposed budget for the 2025 calendar year has been reviewed by the Budget and Finance Committee with its recommendation of approval as submitted to the BCW/Workforce Executive Committee; and

WHEREAS, the budget reflects the financial priorities and operational goals of the BCW/Workforce Development Board for the 2025 calendar year; and

WHEREAS, the proposed budget has been present to and reviewed by the BCW/Workforce Development Board; and

THEREFORE BE IT RESOLVED, the BCW/Workforce Development Board adopts the proposed budget for the 2025 calendar year as presented.

Mr. David Fehr moved for adoption of the foregoing motion being seconded by Ms. Karen Karnes. Upon verbal call of the roll, the following vote resulted:

Yes - 8

No - None

Abstain - 0

Motion adopted this 15th day of October 2024.

Executive Committee Meeting



Becky Ehling - Executive Director

cc: BCW/Workforce file