



# Governance Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board  
10/21/2024 11:00 AM EDT

## Attendance

### Present: Remote

**Members:** Chair- Ron Rohlfig, Commissioner- David Painter, Roy Breehne, Abby Melampy, Jennifer Pitman, Matt Smith, Nathan Strange

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

**Guests:** Benjamin McCall, Paige Sheridan, Josh Hisle

### Absent:

Members: Michael Howell, Daphne Reeves

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

Chair Ron Rohlfig opened meeting at 11:02am.

##### A. Meeting Minutes from August 19, 2024

 [Governance Committee Meeting Minutes 8-19-24.docx](#)

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

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

 [GovernanceRoles and Responsibilities.docx](#)

#### III. Policy (Presenters: Ron Rohlfig, Becky Ehling)

##### A. Policy Manual

 [Policy Manual.pdf](#)

Committee was very happy with this policy manual that was presented.

##### B. Policy Tracker (Presenters: Brittney Stephens)

Committee was very happy with policy tracker that was presented.

#### IV. Contracts (Presenters: Ron Rohlfig, Becky Ehling)

##### A. Contract Tracker (Presenters: Brittney Stephens, Becky Ehling)

Committee was very happy with contract tracker that was presented.

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

A. Standard Operating Procedure (SOP)

 [SOP 501c3 10-9-24.docx](#)

ED Ehling presented the rough draft of the SOP for Funds Management once the BCW is designated as a 501c3. The committee is pleased with the steps that are currently being taken to prepare for the 501c3.

ED Ehling is going to reach out to other 501c3 Boards to get some clarification on how they manage new hires. Whether they are hired as County? Or Non County? Mat Smith suggested adding some language to the SOP about needing Full Board approval to use funds for employee compensation.

It was agreed that this SOP will be set aside to gather some more information and bring back to the December Governance Meeting.

VI. By-Laws (Presenters: Ron Rohlfig, Becky Ehling)

A. By-Laws Tracker (Presenters: Brittney Stephens, Becky Ehling)

Committee was please that this tracker is in place. Chair Rohlfig made a suggestion to maybe split the review of By-Laws into 2 parts instead of them all becoming due at the same time.

VII. Board Roster (Presenters: Ron Rohlfig, Becky Ehling)

Committee agrees to move forward with recommending the 4 person listed below to the Executive Committee.

**Motion:**

Motion to recommend Brittney Cousins, Vince Irvin, Brian Lacon, and Boyce Swift to Executive Committee

Motion moved by Abby Melampy and motion seconded by Matt Smith. All in favor, motion carried.

A. Proposal of New Board Members

1. Current Board Roster

 [Roster Official 7-3-24 with Business Name.xlsx](#)

- a. Brittney Cousins-ACI
- b. Vince Irvin-Laborers' District Council of Ohio

- c. Brian Lacon-Miller Valentine
- d. Boyce Swift to replace Katie Levisque
- e. CBO for Butler County

VIII. 2024 Retreat (Presenters: Ron Rohlfing, Becky Ehling)

A. 2024 Retreat Strategic Planning Tool

 [2024 BCW Workforce Strategic Planning Working Document.xlsx](#)

ED Ehling will send out to committee the specific areas that this committee has been assigned as well as the mission, vision, and values of the BCW/Workforce Development Board so that the committee can begin to work on completing these tasks.

IX. Discussion (Presenters: Ron Rohlfing, Becky Ehling)

A. 2025 Proposed Meeting Schedule

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

Committee agrees to the proposed meeting schedule.

X. Adjourn (Presenters: Ron Rohlfing)

The Next Governance Committee Meeting will be December 9, 2024 from 11:00am-12:00pm.

Chair Rohlfing closed meeting at 12:00pm.