



BEST Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board
11/4/2024 1:00 PMEST

Attendance

Present: Remote

Members: Chair- Zach Stanfield, Scott Gafvert

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

Guests: Tom Duffy, Paige Sheridan, Amy Smith, Dan Bates

Absent:

Members: Kevin Boehner, Tate Borcoman, Roy Breehne, David Fehr, Josh Hisle, Daphne Reeves, Ron Rohlfing, Matt Schnipke, Mike Stater, Steve Whyne

I. Welcome & Attendance (Presenters: Zach Stanfield)

Chair Zach Stanfield opened meeting at 1:02pm.

A. Meeting Minutes from September 9, 2024

 [BEST Committee Meeting Minutes 9-9-24.docx](#)

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

II. Roles & Responsibilities (Presenters: Zach Stanfield)

 [Business Relations Committee Bylaws.docx](#)

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

DCR Stivers presented her report. She highlighted her accomplished goals this year to date. The committee was very pleased with her progress, hard work, and dedication to the BCW Workforce Development Board.

A. DCR Presents Report

 [DCR 2024 Recap.pdf](#)

 [BEST Committee Report Oct 24.docx](#)

B. Q&A with DCR

IV. Discussion (Presenters: Zach Stanfield, Becky Ehling)

ED Ehling presented the 2023 and 2024 Planning tool. The committee feels that the yellow categories will always need worked on to keep up with changing trends, however for the sake of t his tool they have been completed.

2024 Planning Tool was discussed and the committee is ready to begin working on their Lead tasks.

A. 2024 Retreat Planning Tool

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

V. 2025 Proposed Meeting Schedules

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

Committee agrees to proposed meeting times for 2025.

VI. Adjourn (Presenters: Zach Stanfield)

Chair Stanfield adjourned meeting at 1:48pm.