



Quarterly Full/CEO Board Meeting Minutes

Butler Clermont Warren/Workforce Development Board

12/5/2024 8:00 AMEST

@ Clermont Chamber of Commerce, 4355 Ferguson Dr. #150, Cincinnati, Ohio 45245

Attendance

Present:

CEO/Proxies: David Fehr

Members: Chair-Tate Borcoman, Scott Gafvert, Matt Smith, Nathan Strange, David Fehr, Karen Karnes (remote), Joy Lytle, Abby Melampy, Jennifer Pitman, Doug Reichenberger, Ron Rohlfing, Tonya Stone

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

Guests: Vince Irvin, Jeffery Mills, Matt Schnipke, Paige Sheridan, Boyce Swift, Josh Hisle

Absent:

Members: Sal Consiglio, Michael Howell, Shannon Jones, David Painter, Daphne Reeves, Martin Russell, Zach Stanfield

I. Welcome (Presenters: Tate Borcoman)

A. Roll Call/Quorum

B. Call Meeting to Order

With quorum met, meeting called to order at 8:05am.

C. Agenda Review

There are no questions, comments, or corrections to agenda. Agenda will stand as official meeting agenda.

II. Consent Agenda

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 12-5-24.docx](#)

 [24-1205 Resolution to approve Consent Agenda 12-5-24.docx](#)

Motion:

Motion to approve Consent Agenda

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

A. Approval of Previous Minutes, Ratifications of Motions from the the Executive Committee

1. Approval of September 5, 2024 Quarterly Full/CEO Board Meeting

 [Quarterly Full CEO Board Meeting Minutes 9-5-24.docx](#)

Minutes will stand as official meeting minutes.

2. Approval of October 15, 2024 Executive Committee Meeting Minutes

 [Executive Committee Meeting Minutes 10-15-24.docx](#)

Minutes will stand as official meeting minutes.

3. Ratify Motions of the Executive Committee

 [24-1015.pdf](#)

 [24-1015A.pdf](#)

 [24-1015B.pdf](#)

 [24-1015C.pdf](#)

B. Proposed 2025 Meeting Schedule

June Retreat, Traci is reaching out to West Chester Liberty Chamber to see if we can have our meeting at Kemba Credit Union.

 [Proposed Board and Committee Meeting 2025 11-27-24.docx](#)

III. Success Stories

A. Carlisle Job Fair (Presenters: Josh Hisle)

Deputy Director Josh Hisle presented the Carlisle Career Fair video and highlighted the successful turnout of businesses and students reached.

B. Easterseals - Mia (Presenters: Amy Miller)

Operator Amy Miller presented the OMJ/Easterseals success story and the impact that we are making on youth.

IV. Welcome from the Clermont County Chamber of Commerce (Presenters: Joy Lytle)

Vice Chair Joy Lytle welcomed all Board members, staff and guest to the Clermont County Chamber of Commerce and gave a brief background on the chamber and what they do.

V. Presentation (Presenters: Tate Borcoman)

Recognize Doug Reichenberger for 2 1/2 years of service to the BCW/Workforce Development Board. Doug will be retiring at the end of the year. This will be his last meeting with the Board.

Chair Tate Borcoman presented a certificate to Doug Reichenberger for his years of service to the Board and wished him and happy retirement.

VI. Reports

A. Chair Report (Presenters: Tate Borcoman)

 [BCW-Workforce Board Chair Report Q4 2024.docx](#)

Chair Tate Borocoman gave his report and highlighted the accomplishment of the the 501c3 designation.

B. Executive Director Report (Presenters: Becky Ehling)

 [Executive Director Report 12-5-24.docx](#)

ED Ehling gave her report and also highlighted the success of receiving the 501c3 designation. She also highlighted the hard work of the staff and all the policies that have been completed and the policy manual that was created and placed on the website.

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

 [DCR 2024 Recap.pdf](#)

DCR Traci Stivers gave her report and her highlighted her successes and accomplishments throughout the 2024 year. She also presented her 2025 goals that she hopes the accomplish.

D. OMJ Report (Presenters: Amy Miller)

 [OMJ At A Glance Dashboard PY24 Q1.pdf](#)

 [OMJ Partner Dashboard PY24 Q1.pdf](#)

Operator Amy Miller presented the OMJ 2024 year end dashboards and highlighted the progress that the OMJ's continue to make.

VII. Committee Updates

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

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

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

 [Copy of CYE 12-31-2024 WIB Bdgt vs Act - Oct2024.xlsx](#)

Committee Chair David Fehr presented the status of funds dashboards and highlighted that all grants that were to liquidate 09/30/2024 have been liquidated. He reports that all grants liquidating 09/30/2025 are well spent and that grants liquidating in 09/30/2026 have already started being spent. He presented the Budget to Actual and reports that the WIB is currently a little under budget on spending.

B. Governance Committee (Presenters: Ron Rohlfig)

Boyce Swift to replace Katie Levisque


Brittney Cousins with ACI

Brian Lacon with Miller Valentine- (Call out to see if still interested)

Vince Irving with Laborers' District Council of Ohio

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

 [TOPIC PAPER - For Board Roster 12-5-24 with Lacon.docx](#)

 [24-1205A Motion to Recommend Appoint-Reappoint board Members 12-5-24 Cousin, Irvin, Swift Lacon.docx](#)

Motion:

Motion to Approve appointment of new Board Members

Motion moved by Abby Melampy and motion seconded by Doug Reichenberger. Roll call taken, all in favor. Motion carried.

Doug Reichenberger will be retiring at the end of the month and he has a suggestion for a replacement to backfill his position. Staff have a meeting set to meet with this potential prospect.

C. BEST Committee (Presenters: Zach Stanfield)

Committee Chair Zach Stanfield was not present for this meeting so DCR Stivers presented for the BEST Committee. She reports that the BEST Committee is currently working on the 2024 Strategic Retreat Planning Tool.

D. Emerging Workforce (youth) Committee (Presenters: Tonya Stone)

Committee Chair Tonya Stone presented for the Emerging Workforce Committee. She reports that Staff held another youth focus group at Butler County OMJ last month and feels that it was a success. She reports that Committee and Staff also meet with an organization call Linked-Up and feels that this could be a great partner to committee.

E. Education & Training Committee (Presenters: Karen Karnes)

 [3rd Annual Workforce Development Forum Survey Results.docx](#)

Committee Chair Karen Karnes presented for Education and Training Committee. She reports that the 3rd Annual Workforce Development Forum was held in September and was another great success. She also presented the survey results from the forum.

VIII. Discussion

A. 501c3 (Presenters: Tate Borcoman, Becky Ehling)

3 Standard Operating Procedures for the 501c3 were presented to Board. ED Ehling is asking Board to review and send any and all comments to her or Brittney by close of business on 12/13/2024. Her hope is to present to Governance for approval to move to Budget and Finance in January and then on to Executive for adoption.

1. 501c3 Funds Management

 [SOP 501c3 updated.docx](#)

2. Change of Responsibility

 [SOP Change of Responsibility Edited.docx](#)

3. Renewal

 [SOP Renewal-Edited.docx](#)

- B. WIOA Reauthorization - What it could mean for the Board and OMJs (Presenters: Becky Ehling)

Becky will discuss with the Board and CEOs where the bill stands, what it means to the Board, CEOs and OMJs, and what call to action we should do.

ED Ehling reported to Board the most recent correspondence of the WIOA Reauthorization.

- C. Work Boot Drive

 [Work Boot Drive Flyer.pdf](#)

ED Ehling is asking for donations by the next Board meeting in March 2025.

- D. And the Winner Is

Find out who brought the most items for the prize.

 [Help Us.pdf](#)

- IX. Adjourn (Presenters: Tate Borcoman)

Motion:

Motion to adjourn meeting at 9:47pm.

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

Roll call taken, all in favor. Motion carried.

- A. The Next Quarterly Full/CEO Board Meeting will be March 6, 2025 at Duke Energy from 8:00am-9:30am
- B. Winter Social will be December 10, 2024 at Villaggio's Italian Eatery in Lebanon from 6:00pm-8:00pm. Please RSVP to brittney.stephens@bcworkforce.com

24-1205

December 5, 2024

APPROVE CONSENT AGENDA FOR QUARTERLY CEO/FULL BOARD MEETING ON DECEMBER 5, 2024.

WHEREAS, Minutes from September 5, 2024, Quarterly CEO/Full Board Meeting are being presented for approval; and,

WHEREAS, Minutes from October 15, 2024, Executive Committee Meeting are being presented for approval; and,

WHEREAS, BCW/Workforce Executive Committee approved motions presented before the committee on October 15, 2024, and therefore shall be ratified; and,

WHEREAS, The Board and Committee meeting schedule for 2025 have been presented at each committee meeting. The frequency of the meetings along with dates and times are being recommended for approval by the CEO/Full Board; 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. Ron Rohlfsing moved for adoption of the foregoing resolution being seconded by Ms. Abby Melampy, upon call of the roll, the following vote resulted: Motion carried.

Yes - 12

No - 0

Abstain - 0

Resolution adopted this 5th day of December 2024.

BCW/Workforce CEO/Full Board


Becky Ehling – Executive Director

cc: BCW/Workforce file

RECOMMENDATION OF APPOINTMENT/REAPPOINTMENT OF BOARD MEMBERS
TO THE BCW/WORKFORCE ROSTER TO THE BUTLER, CLERMONT AND WARREN
COUNTY COMMISSIONERS.

WHEREAS, the Governance Committee is recommending Brittney Cousins, ACI and Vincent Irvin, Laborers' District Council of Ohio as the Labor Representatives for Clermont County and Boyce Swift, Kings Island and Brian Lacon, Miller Valentine as Business Representatives representing Warren County as members of the BCW/Workforce Board; and,

WHEREAS, Brittney Cousins, Vincent Irvin, Boyce Swift and Brian Lacon will be filling positions vacated by Susan Berman, Justin Phillips, Katie Levesque and Justin Conger who left employment in the BCW/Workforce area of Butler, Clermont and Warren Counties for other opportunities or decided not to continue on the board; and

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby recommend the appointments of Brittney Cousins, Vincent Irvin, Boyce Swift and Brian Lacon to the respective Commissioners as presented.

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

Yes - 12

No - 0

Abstain - 0

Motion adopted this 5th day of December 2024.

Executive Committee Meeting


Becky Ehling – Executive Director

cc: BCW/Workforce file