



Executive Committee Meeting Minutes

Butler Clermont Warren/Workforce Development Board
1/21/2025 1:30 PMEST

Attendance

Present: Remote

CEO/Proxies: David Fehr

Members: Chair-Tate Borcoman, Karen Karnes, Joy Lytle, Abby Melampy, Ron Rohlfig, Zach Stanfield, Tonya Stone(left meeting at 2:05pm)

Staff: Brittney Stephens, Traci Stivers, Amy Miller

Guests: Paige Sheridian(entered meeting at 1:54pm)

Absent:

Members: Becky Ehling, Shannon Jones, David Painter, Martin Russell

- I. Welcome & Attendance (Presenters: Tate Borcoman)
- II. Roll Call/Quorum (Presenters: Tate Borcoman)
- III. Call Meeting to Order (Presenters: Tate Borcoman)


With quorum met, meeting was called to order at 1:36pm.


- IV. Consent Agenda (Presenters: Tate Borcoman)
No Consent Agenda Items
- V. Committee Update
 - A. Governance Committee (Presenters: Ron Rohlfig)

Committee Chair Ron Rohlfig gave update for the Governance Committee. He shared that there are 3 SOP's that he will present today.

1. SOP 501c3 Fund Management and Expenditure

 [SOP 501c3 updated.docx](#)

 [TOPIC PAPER - For Approval of SOP for Fund Management and Expenditures 01-21-25.docx](#)

 [25-0121 Motion to Approve SOP for the 501c3 Fund Management and Expenditure 1-21-25.docx](#)

Motion:

Motion to approve 501c3 Funds Management and Expenditure SOP

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

2. SOP 501c3 Change of "Responsible Party"

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

 [TOPIC PAPER - For Approval of SOP for Change of Responsible Party 01-21-25.docx](#)

 [25-0121A Motion to Approve SOP for the 501c3 Change of Responsible Party 1-21-25.docx](#)


Motion:


Motion to approve 501c3 Change of "Responsible Party"

Motion moved by Zach Stanfield and motion seconded by David Fehr. Roll call taken, all in favor. Motion carried.

3. SOP 501c3 Renewal of Statement of Continued Existence

 [SOP Renewal-Edited.docx](#)

 [TOPIC PAPER - For Approval of SOP for 501c3 Renewal of Continued Existence with State of Ohio 01-21-25.docx](#)

 [25-0121B Motion to Approve SOP for te 501c3 Renew of Continued Existence with State of Ohio 01-21-25.docx](#)

Motion:

Motion to approve 501c3 Renewal of Statement of Continued Existence SOP

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

B. BEST Committee (Presenters: Zach Stanfield)

Committee Chair Zach Stanfield gave update on BEST Committee. He highlighted that the BEST Committee is tasked with the lead on many of the initiatives on the 2024 Retreat Strategic Planning Tool. He reported that the BEST Committee has been working on a plan to prioritize and tackle these initiatives.

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

Committee Chair Tonya Stone gave update for the Emerging Workforce (Youth) Committee. She highlighted that Staff along with Operator Amy Miller met with youth back in November for another Focus Group. She reports that the Committee is working through some of the barriers as well as recommendations from the youth during that meeting and will continue to move forward with working on getting a focus group in place to assist the youth.

1. Work Boot Flyer

 [BootDriveFlyerForBreakRoom.pdf](#)

- D. Education & Training Committee (Presenters: Karen Karnes)

Committee Chair Karen Karnes was present for meeting, however was not able to present her report. DCR Traci Stivers presented for the Education & Training Committee and highlighted that the committee has not had a meeting since their October 2024 Meeting. She reports that they have their 1st meeting of 2025 on January 27, 2025 at which time they will go over the final results from the survey from the 3rd Annual Workforce Development Forum and begin to work on the 4th Annual Workforce Development Forum.

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

Committee Chair David Fehr presented for the Budget and Finance Committee. He presented the Status of Funds Dashboards and highlighted that we are way ahead of spending at this time. He reports that ED Ehling will apply for more funding, however money has to be spent before this can be done.

He also presented the WIB Budget and reports that we are going to come in a little under budget at this time due to some unused legal fees. All and all he is pleased that Staff have done a great job monitoring the WIB Budget.

1. Status of Funds Dashboards


 [09-25 as of 11-30-24.pdf](#)


 [9-2026 as of 11-30-24 Dashboard.pdf](#)

2. Budget to Actual

 [Budget to Actual.pdf](#)

3. Discussion and possible motion to open a bank account and possible credit card tied to these funds for non - WIOA grants

 [TOPIC PAPER - For Opening Checking Account and Credit Card for Non-WIOA Funds 01-21-25.docx](#)

 [25-0121C Opening of Chase Checking account and credit card for non-WIOA funds 1-21-25.docx](#)


Motion:

Motion to approve Executive Director to open a checking and credit account with Chase Bank for the 501c3.

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

4. Accounting Software for 501c3

 [TOPIC PAPER - For Purchase of Accounting Software 01-21-25.docx](#)

 [25-0121D Purchase of Accounting Software for the 501c3 for non-WIOA funds 1-21-25.docx](#)


Motion:

Motion to approve Executive Director to buy Sage 50 Accounting Software for the 501c3.

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

5. Server/Cloud for 501c3

 [TOPIC PAPER - For Procurement of a Server for the 501c3 01-21-25.docx](#)

 [25-0121E Purchase of a Server for the 501c3 for non-WIOA funds 1-21-25.docx](#)


Motion:


Motion to approve Executive Director seek out a a Server system.

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

VI. Discussion (Presenters: Tate Borcoman, Traci Stivers, Brittney Stephens)

- A. Discussion and possible motion to allow Executive Director to switch hosting sites for website

 [TOPIC PAPER - For Executive Director Authority to Switch Website Hosting Firm 01-21-25.docx](#)

 [25-0121F Executive Director Authority to Switch Website Hosting Firm 1-21-25.docx](#)

Motion:

Motion to allow Executive Director to seek out new hosting site.

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

- VII. Adjourn (Presenters: Tate Borcoman)

The Next Executive Committee Meeting will be February 18, 2025 from 1:30pm-2:30pm.

The Next Quarterly Full CEO/Board Meeting will be March 6, 2025 from 8:00am-9:30am at Duke Energy

Motion:

Motion to adjourn the meeting at 2:14pm.

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

RECOMMENDATION OF APPROVAL OF STANDARD OPERATING PROCEDURE (SOP)
FOR BCW/WORKFORCE DEVELOPMENT BOARD, INC 501C3 FUND MANAGEMENT
AND EXPENDITURE.

WHEREAS, The Executive Director saw the need to set a standard way for the board to operate so there is no question as to the function of the organization when there is changeover in either the board or staff.

WHEREAS, The Executive Director is recommending the board adopt Standard Operating Procedures (SOPs) to help facilitate this need.

WHEREAS, the Governance Committee with recommendation from the Budget and Finance Committee and Executive Director reviewed the SOP for the procedure of the 501c3 Fund Management and Expenditure; and,

WHEREAS, the Governance Committee recommends approval of the SOP for the procedure of the 501c3 Fund Management and Expenditure; and

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby approve the SOP for the procedure of the 501c3 Fund Management and Expenditure, with the SOP to be both digitally and in paper form put into a binders to house the SOPs for reference.

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

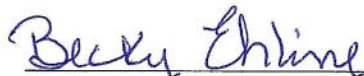
Yes - 8

No - 0

Abstain -0

Motion adopted this 21st day of January 2025.

Executive Committee Meeting


Becky Ehling – Executive Director

cc: BCW/Workforce file

RECOMMENDATION OF APPROVAL OF STANDARD OPERATING PROCEDURE (SOP)
FOR REPORTING CHANGE OF "RESPONSIBLE PARTY" FOR BCW/WORKFORCE
DEVELOPMENT BOARD, INC

WHEREAS, The Executive Director saw the need to set a standard way for the board to operate so there is no question as to the function of the organization when there is changeover in either the board or staff.

WHEREAS, The Executive Director is recommending the board adopt Standard Operating Procedures (SOPs) to help facilitate this need.

WHEREAS, the Governance Committee, with recommendation from the Executive Director reviewed the SOP for the procedure of Reporting Change of "Responsible Party" for the BCW/Workforce Development Board, Inc.; and,

WHEREAS, the Governance Committee recommends approval of the SOP for the procedure of Reporting Change of "Responsible Party" for the BCW/Workforce Development Board, Inc.; and,

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby approve the SOP for the procedure of Reporting Change of "Responsible Party" for the BCW/Workforce Development Board, Inc. with the SOP to be both digitally and in paper form put into a binder to house the SOPs for reference.

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

Yes - 8

No - 0

Abstain -0

Motion adopted this 21st day of January 2025.

Executive Committee Meeting



Becky Ehling – Executive Director

cc: BCW/Workforce file

RECOMMENDATION OF APPROVAL OF STANDARD OPERATING PROCEDURE (SOP)
FOR RENEWAL OF STATEMENT OF CONTINUED EXISTENCE WITH THE STATE OF
OHIO FOR BCW/WORKFORCE DEVELOPMENT BOARD, INC.

WHEREAS, The Executive Director saw the need to set a standard way for the board to operate so there is no question as to the function of the organization when there is changeover in either the board or staff.

WHEREAS, The Executive Director is recommending the board adopt Standard Operating Procedures (SOPs) to help facilitate this need.

WHEREAS, the Governance Committee, with recommendation from the Executive Director reviewed the SOP for the Renewal of Statement of Continued Existence with the State of Ohio for the BCW/Workforce Development Board, Inc.; and,

WHEREAS, the Governance Committee recommends approval of the SOP for the Renewal of Statement of Continued Existence with the State of Ohio for the BCW/Workforce Development Board, Inc.; and,

NOW THEREFORE BE IT MOVED that the BCW/Workforce Executive Committee, does hereby approve the SOP for the Renewal of Statement of Continued Existence with the State of Ohio for the BCW/Workforce Development Board, Inc. with the SOP to be both digitally and in paper form put into a binder to house the SOPs for reference.

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

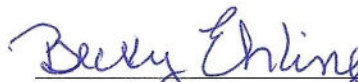
Yes - 8

No - 0

Abstain -0

Motion adopted this 21st day of January 2025.

Executive Committee Meeting



Becky Ehling – Executive Director

cc: BCW/Workforce file

MOTION FOR OPENING A CHECKING ACCOUNT AND CREDIT CARD FOR THE BCW/WORKFORCE DEVELOPMENT BOARD, INC., (501(c)3) FOR NON-WIOA FUNDS

WHEREAS, BCW/Workforce Development Board, Inc., is a 501(c)(3) nonprofit organization dedicated to serve the workforce needs of employers by connecting them with quality employees; and,

WHEREAS, the Budget and Finance Committee with recommendation from the Executive Director has determined that it is necessary for the organization to have a designated checking account to manage its non WIOA funds, including administrative-related expenses and program-related expenses; and,

WHEREAS, a credit card is needed to facilitate the purchasing of materials, supplies, and services; and,

WHEREAS, maintaining a checking account and credit card will streamline financial operations, improve efficiency, and enhance financial management of the organization; and,

WHEREAS, the BCW/Workforce has established appropriate oversight and controls, including regular financial reporting, audit processes, and expenditure reviews to ensure transparency and accountability in the use of organizational funds; and,

WHEREAS, the BCW/Workforce will designate specific individuals with appropriate financial authority to have signatory authority on the checking account and oversight of the credit card, in accordance with the SOP for Fund Management and Expenditure; and,

NOW, THEREFORE, BE IT RESOLVED, that the BCW/Workforce hereby approves the opening of a checking account in the name of the organization at Chase Bank for the purpose of managing organizational non-WIOA funds; and

BE IT FURTHER RESOLVED, that the BCW/Workforce approves opening a credit card for use in carrying out the non WIOA operational needs of the organization;

Mr. Ron Rohlring moved for adoption of the foregoing resolution being seconded by Mr. Zach Stanfield. Upon call of the roll, the following vote resulted: Motion carried.

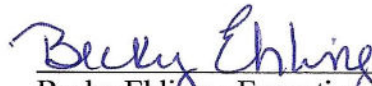
Yes – 8

No – 0

Abstain -0

Resolution adopted this 21st day of January 2025.

Executive Committee Meeting



Becky Ehling – Executive Director

cc: BCW/Workforce file

**RESOLUTION FOR THE PURCHASE OF ACCOUNTING SOFTWARE FOR
BCW/WORKFORCE DEVELOPMENT BOARD, INC., (501C3)**

WHEREAS, BCW/Workforce is a 501(c)(3) nonprofit organization committed to serve the workforce needs of employers by connecting them with quality employees; and,

WHEREAS, accurate financial management and timely reporting are essential to the organization's operations, ensuring transparency and compliance with regulatory requirements; and,

WHEREAS, the organization currently uses the Warren County Auditor's accounting system to manage its WIOA financial records, and would like to purchase an accounting system for the non-WIOA funds, including but not limited to tracking income, expenses, grants, and donations; and,

WHEREAS, the Budget and Finance Committee recognizes that investing in reliable accounting software will improve the accuracy, efficiency, and security of the organization's financial management, streamline reporting processes, and enhance overall financial oversight for non-WIOA funds; and,

WHEREAS, Sage 50 has been identified as a suitable option for the organization's needs, and after evaluating cost, functionality, and user-friendliness, the Executive Director along with Sal Consiglio, Fiscal Agent, believes that this software will best meet the organization's financial management requirements; and,

WHEREAS, the purchase of accounting software will contribute to improved financial accountability, facilitate easier preparation for audits, and support the organization's efforts to maintain compliance with nonprofit accounting standards.

NOW, THEREFORE, BE IT RESOLVED, that the BCW/Workforce hereby approves the purchase of Sage 50 accounting software, at a cost not to exceed \$2,000, to be used for the organization's financial management and reporting needs. The BCW/Workforce authorizes the Executive Director to execute the purchase agreement and oversee the implementation and training for the accounting software;

Mr. Ron Rohlfing moved for adoption of the foregoing resolution being seconded by Ms. Tonya Stone. Upon call of the roll, the following vote resulted: Motion carried.

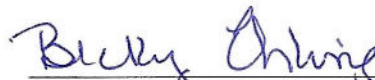
Yes – 8

No – 0

Abstain -0

Resolution adopted this 21st day of January 2025.

Executive Committee Meeting



Becky Ehling – Executive Director

cc: BCW/Workforce file

RESOLUTION FOR THE EXECUTIVE DIRECTOR TO PROCURE A SERVER SOLUTION FOR BCW/WORKFORCE DEVELOPMENT BOARD, INC., (501C3)

WHEREAS, BCW/Workforce Development Board, Inc., is a 501(c)(3) nonprofit organization dedicated to serving the workforce needs of employers by connecting them with quality employees; and,

WHEREAS, the organization requires a reliable and secure server solution to support its growing operational needs, including data storage, internal communications, and access to critical software applications; and,

WHEREAS, the current infrastructure does not fully meet the organization's technical requirements in terms of scalability, security, and data management; and,

WHEREAS, the Budget and Finance Committee will review the potential options for a server solution, including both on-premises servers and cloud-based servers, considering factors such as cost, scalability, security, and ease of maintenance; and,

WHEREAS, both server options—on-premises servers and cloud-based solutions—have been identified as viable for the organization, each offering distinct benefits and potential limitations; and,

WHEREAS, the Executive Director will work with Sal Consiglio, Fiscal Agent, and Elite Computers, BCW/Workforce IT firm, to make an informed decision regarding the best server solution for the organization based on current and projected operational needs, budget considerations, and long-term goals; and,

WHEREAS, the Executive Director will ensure that any procurement decision aligns with the organization's IT strategy, security standards, and best practices in data management, while also considering the flexibility and cost-effectiveness of the solution.

NOW, THEREFORE, BE IT RESOLVED, that the BCW/Workforce authorizes the Executive Director to procure either an on-premises server or a cloud-based server, based on a comprehensive evaluation of the organization's needs, including cost, scalability, and security, with the final decision at the discretion of the Executive Director;

BE IT FURTHER RESOLVED, that the Executive Director is authorized to oversee the procurement process, including obtaining quotes, negotiating contracts, and ensuring the implementation of the chosen server solution in a manner that meets the organization's technical requirements;

BE IT FURTHER RESOLVED, that the Executive Director will provide the Budget and Finance Committee with a report on the final procurement decision and any associated costs, as well as an implementation plan for the selected server solution.

Mr. Zach Stanfield moved for adoption of the foregoing resolution being seconded by Mr. Ron Rohlfig. Upon call of the roll, the following vote resulted: Motion carried.

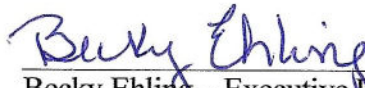
Yes – 7

No – 0

Abstain -0

Resolution adopted this 21st day of January 2025.

Executive Committee Meeting



Becky Ehling – Executive Director

cc: BCW/Workforce file

MOTION FOR THE EXECUTIVE DIRECTOR TO SWITCH WEBSITE HOSTING FIRM FOR THE BCW/WORKFORCE DEVELOPMENT BOARD, INC., (501(c)3)

WHEREAS, BCW/Workforce is a 501(c)(3) nonprofit organization committed to serve the workforce needs of employers by connecting them with quality employees; and,

WHEREAS, the BCW/Workforce's current website hosting provider has not been meeting its needs in terms of reliability, performance, customer service, or cost-effectiveness; and,

WHEREAS, the Executive Director, along with Dimalanta, Outreach Firm, will research and identify alternative website hosting firms that offer better service, improved performance, and more competitive pricing; and,

WHEREAS, the Executive Director believes that switching to a new hosting provider will improve the website's functionality, security, and user experience, supporting the organization's mission and goals more effectively.

NOW, THEREFORE, BE IT RESOLVED, that the BCW/Workforce authorizes the Executive Director to proceed with switching the organization's website hosting firm to a new provider, as identified by the Executive Director and Dimalanta, to ensure improved website performance, security, and cost-efficiency. The Executive Director will oversee the transition process and ensure minimal disruption to the website's availability and services during the switch.

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

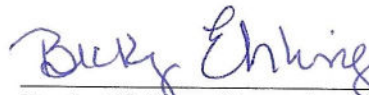
Yes – 7

No – 0

Abstain -0

Resolution adopted this 21st day of January 2025.

Executive Committee Meeting



Becky Ehling – Executive Director

cc: BCW/Workforce file