

STARK TUSCARAWAS WORKFORCE DEVELOPMENT BOARD

WORKFORCE DEVELOPMENT BOARD MEETING

March 2, 2022

Stark County OhioMeansJobs Center-Canton, OH

PRESENT	ABSENT	GUESTS	LEO	STWDB STAFF
J. Burley	T. Black	L. Kopfstein	J. Weir Creighton	J. Breedlove
D. Cole	S. Carson	H. Endicott		R. Harris
D. Forkas	T. Davis			M. Miller
P. Jones	H. Eadon			
A. Kerns	B. Larman			
M. Manheim	M. Locke			ONE-STOP OPR/FISCAL AGENT
S. Marzano	S. Meeks			
S. Rippeth	R. Moss			C. Byrd
S. Robinson	R. Waters			M. Falter
T. Sabo	J. Waters			L. Little
J. Sekely				A. Miller
D. Smith				D. Sipe
				L. Yager

BUSINESS MINUTES

CALL TO ORDER

D. Smith, Chair called the meeting to order at 12:10 p.m.

Smith made the following announcements:

Introduced a New Board Member- Steve Rippeth

Steve Rippeth from Buckeye Career Center is representing Adult Basic Literacy Education.

Steve has been attending meetings as a guest and will replace Nate Hackenbracht on the board.

Welcomed guests: Holly Endicott and Laura Kopfstein from ODJFS.

APPROVAL January 2, 2022, MEETING MINUTES – D. Smith, Chair – (Attachment)

MOTION: JONES MOVED FOR THE APPROVAL OF THE January 2, 2022, MEETING MINUTES PER ATTACHMENT PREVIOUSLY EMAILED TO MEMBERS. SEKELY SECONDED. MOTION CARRIED UNANIMOUSLY.

DIRECTOR'S UPDATE – J. Breedlove

Breedlove notes she plans to connect / meet with board members individually over the next 2 months.

PY22/23 Memorandum of Understanding for the centers

- Required to complete a MOU with OMJ partners **every 2 years**. It is an agreement of the operating budget for the center's, how partners will be referred, how customers are tracked in systems, coordination, etc. and how each partner's participation in the system (resources available services, etc).
- Keep the customer at the forefront of these discussions/negotiations.
- Our board **chair, chief LEO, and executive director sign off** on this document

Phase 3 OhioMeansJobs Certification

Requirement in WIOA legislation that the American Job centers (OMJ centers) need to be certified by the **board every 3 years**. Ohio created a 3-phase process for the certification:

- **Phase 1 – Established Comprehensive Centers “Must Meet” Standards** (checklist approach to see if the centers “meet” or “do not meet” specific standards; completed in June 2016 – some board members participated in these activities
- **Phase 2 - Quality Assurance Review** (Benchmarks for critical success factors are used to review the quality of the OhioMeansJobs system for each comprehensive OhioMeansJobs center (**completed in 2019**) – Allison Kerns from the board assisted with this effort
- **Phase 3 – Continuous Improvement-** taking a look at the benchmarks/critical success factors established in Phase 2 and the progress for obtaining quality assurance and continuous improvement
- **Needs to be completed/approved/submitted to ODJFS by the end of June 2022**

Workforce Board Certification

Boards are required to be certified **every two years** per WIOA legislation. Our due date is the end of June 2022. A board roster is submitted along with the board member's representation on the board as representing business, economic development, as well as other required members.

Jobs Dashboard updates (strengtheningstarkmeansjobs.com and tuscountymeansjobs.net

- Restarting sessions to share information about the sites, updated content.
- There are monthly ½ hour updates in each county provided by Hrishue Mahalaha, consultant from Innovation Economy Partners that assisted with the Strengthening Stark efforts.
- 2nd Tuesday of the month. TEDC Workforce/Talent Acquisition meeting
- Hrishue Mahalaha pulls the data from the OhioMeansJobs system (there is an agreement in place with the state so that he can do this).

Upcoming conferences scheduled to attend along with other management staff:

- Ohio Workforce Association (OWA) Leadership Forum (Maumee Bay, OH) April 7-8, 2022
- National Association of Workforce Boards Annual Conference (Washington D.C.) April 12-14, 2022

OHIO MEANS JOBS CENTERS SERVICE DELIVERY-C. Byrd

Byrd reported the One Stop started back in 2002 / 2003, and the premise was there was a physical center where people could come to get their services. We are strategically looking at how we deliver services to our customer both the job seeker and employer. We always are going to need an in-person option for services. We are looking at how can we redesign our services. We have redesigned some of our services through the pandemic that can be done remotely.

Staff Announcement

Byrd announced as of 3/7/22, there are the following changes to staff positions.

- JoAnn Breedlove is the Executive Director of the Stark Tuscarawas Workforce Development Board.
- Chuck Byrd is the Executive Director of the Workforce Initiative Association.
- Amy Miller is the Deputy Director, Program Services.
- Dan Sipe is the Deputy Director, Finance.

WORKFORCE INVESTMENT COUNCIL (WIC) OVERVIEW-C.Byrd

As system, we have a nonprofit 501c3 that is tied to our organization as the Workforce Investment Council. Currently Byrd serves as the Chair, Darwin Smith is the Vice Chair, Breedlove is the Secretary and Joe Sekely is the Treasurer. Currently, we have 3 vacancies for trustees on WIC, and we are looking for volunteers to serve on this board.

The purpose of the Workforce Investment Council is to support the work of the Workforce Development Board, the OhioMeansJobs centers in both Stark and Tuscarawas counties and Workforce Development systems. The goal is not duplicate anything like services, but where there are gaps into those services to fill those gaps. It is a small organization with only \$10,000 in our fund balance.

Prior to the pandemic, we started doing a number of small programs- "Tis the Season" gift card program would raise money through staff and partners in the centers. During the holidays, we would have gift card drawings for our customers so customers who came into the center could sign up and possibly be drawn for a gift card. It was well received by the customers.

Started a Veterans gift card program in November 2021 which was similar to the Tis the Season gift card program.

Prior to the pandemic, started a "Standing in the Gap" initiative. The purpose was to use Workforce Investment Council funds to provide some immediate on the spot comfort items (for example: blankets, diapers) for our young adult customers. Eventually we would like to expand to other customers. This program was suspended during the pandemic but looking to revitalize since seeing more in person customers.

We look to have a permanent endowment established so it would be a regular source of funding.

TREASURER'S REPORT January 31, 2022 – C. Byrd – (Attachment)

The Treasurer's report for the end of January is 7 months into the fiscal year.

In the column (% Expended), Byrd referenced the highlighted numbers. He noted we have 2 years to spend the formula funds. At the end of the 2nd year, we will have those fully spent. The highlighted ones are showing where we are at and will be expiring at end of June 2022. For Adult funding, we are at 99%. Our Dislocated Worker (DLW) and Youth funding are a little behind on where we should be at; as we like to be spent at 100% by December because we use half of the funds the 1st year and half of the funds the 2nd year. The reason we are behind is because of receiving additional funds during the pandemic. Byrd said it's nothing to worry about as plans to have everything expended by end of the year.

MOTION KERNS MOVED TO ACCEPT THE January 31, 2022 TREASURER'S REPORT AS PRESENTED. MANHEIM SECONDED. MOTION CARRIED UNANIMOUSLY.

ONE STOP OPERATOR / CCMEP UPDATE- J. Breedove

- Assisting with a **hybrid job fair** in **Alliance** on April 19th
- On May 6, the Tuscarawas County center we will be a host site for the East Central Ohio Educational Service Center's Middle School Career Connections program with the purpose of giving middle school students throughout the district schools a chance to interact with workforce and professionals in Tuscarawas County! We will provide a tour of the center and provide a "problem" that we are facing for the group to solve.

Lori Yager will provide an overview of the activity in the program department including CCMEP.

- Our **CCMEP plans** as mentioned were submitted to the state in September 2021 – waiting for feedback/and or an approval of our plans.
- We are looking at our budget and specifically TANF funding that we receive for the CCMEP program to see if we can add a **summer youth** component to programming. If funding permits, we will use our existing vendors for this programming and specifically target high school juniors/seniors

OPERATIONS REPORTS -February 2022

Communications Report- M.Miller – (Attachment)

Maddy Miller reported on the video production for our OTT **outreach campaign**. It has been shot and is now in the editing process and should be ready to begin at the same time the website is complete.

- The idea behind the video is to visually see those who have used the OhioMeansJobs center services to be a step ahead of the crowd.
- By our next meeting, M. Miller should be able to share the completed video with the board. She went onsite while they were recording, and M. Miller is excited to see the end result.

The **website** updates – we have been working to clean up the content as well as give it a fresh look. It should be complete within the next couple weeks.

One Stop Resource Center Report February 2022– A. Miller (Attachment)

A. Miller reported we have had 3679 visits in program year 2021 with 2721 in Stark and 958 in Tuscarawas. This comes out to a daily average of 17 people in Stark and 6 people in Tuscarawas.

- Under **How did you hear about us** Miller wanted to point out that the most frequent way people hear about us are ODJFS and Friends and Family
- It used to be that F&F was the highest, but now that we are doing the RESEA program, all of those individuals have heard about us from ODFJS which is why it is so large.
- We are seeing a great number of referrals also coming in after seeing the website

RESEA

For the RESEA program, there have been 567 customers selected for the program with 380 who have completed their initial appointment and 340 who have completed their subsequent appointment.

Rapid Response

We have had no rapid response events in February. This program to assist companies that are laying off is still in operation and if you are aware of a company that is laying off, please refer them to Amy Miller.

Referrals

Amy Miller has added referrals to our partner agencies on this report. This is something that used to be part of the report and she wanted to add it back in. Referrals are made based on customers expressing interest when they first come into the center and complete a membership form or from us speaking with a customer in the resource room and they request a referral.

Our current GStars system allows us to put in a referral and then send an email to the partner alerting them that there is a referral in the system to check.

CFIS

We began doing dual entry in the state's CFIS system on March 1 2022. This system will be required to be used when the ARIES system launches in April 2022.

One Stop Business Services Report February 2022– L. Little – (Attachment) **Employer Services Activity Report**

Job Orders

Logan Little reported one of the largest numbers is the **Job Orders** with a total of 78, and these are only new job orders. This number exceeds our MOU goal of 65 per month. There were 46 placements. The total of 132 job orders for the month includes new postings and reposting of job orders. The average wage of placements was \$18.76 per hour.

Social Media

The Social Media Impact reached 160,463 people. The Superior Dairy post on 2/18/22 said they were doing an open hiring event where you go into Superior Dairy and interview on site. This type of hiring event really resonated with people as the post reach 61,173.

BRN – M.Falter February 2022 – (Attachment)

Falter reported it has been an active month in February working with some of the smaller companies.

Leveraged Resources

Falter is hoping to access some resources out of the leverage resources, this is built into our CRM system of network and tracking. All of the resources (loans, tax credits, grants & business services) are resources available through our partners which are a total of 45.

Company Visit Highlights

Falter reported on a small company in Navarre called **Terydon** that they visited. This company makes high pressure water cleaning equipment. They connected with them with a procurement system center with the State of Ohio. They received \$2.9 million in contracts last month. Some of the contracts were Defense Finance Agency and the Navy.

They reached out to **Polen Meats, LLC.** in Canton which is a family-owned processing center. The reason they reached out to them was because the state was putting out some Meat Processing grants for any type of capital investments (equipment, training, new building construction). Polen Meats, LLC. was awarded \$230,000 grant from the Department of Development.

Incumbent Worker Training Grants

Incumbent Worker Training grant funding is targeted to manufacturing and healthcare sectors. Currently they have 8 pending applications.

WIOA Program Report February 2022 – L. Yager (Attachment)

Yager said currently we have 148 new enrollments for this program year (PY21) with a total of 164 total workforce funded training participants and 3 total on the “eligible” waiting list, and a total of 10 “pending” (approved / not started yet). Most of the participants are in the “active enrolled in training” status at 98.

Under the Youth Program report, there is currently 33 for the month of total number referred by Job & Family Services (JFS). The volunteer numbers for the CCMEP program were 13. Yager met with a representative from Women, Infants, Children (WIC) program for outreach about the program.

ECRC Collaborative

There were 5 individuals who started the ECRC program in January 2022. Four out of the five completed the program and are at their worksite getting work experience hours to get their CDA. The one who did not complete will start in the March 7th cohort, and there is a total of 4 in this next cohort.

Manufacturing Readiness

The Manufacturing Readiness program in partnership with Kent State Tuscarawas is scheduled to start on April 11th. The first week participants will be at the OMJ Center in Stark County, and the second week will be matched with an employer. Yager said she has been working with Stark County Job & Family Services to recruit individuals for this program. The goal is to get at least 10 participants.

MOTION: COLE MOVED TO ACCEPT THE February 2022 OPERATIONS REPORTS PER ATTACHMENTS PREVIOUSLY EMAILED TO MEMBERS. JONES SECONDED. MOTION CARRIED UNANIMOUSLY.

Adjourned: 1:09 p.m.

NEXT MEETING: May 4, 2022 at 12 noon