

**STARK TUSCARAWAS WORKFORCE DEVELOPMENT BOARD**

**WORKFORCE DEVELOPMENT BOARD MEETING**

**January 4, 2023**

**Zoom format**

<b>PRESENT</b>	<b>ABSENT</b>	<b>STWDB STAFF</b>
Marla Akridge	Para Jones	J. Breedlove
John Aldergate	Alison Kerns	R. Harris
Stephen Carson	Bill Larman	M. Miller
Damus Cole	Mark Locke	
Deborah Forkas	Rick Moss	
Marc Manheim	Jennifer Waters	<b>ONE-STOP OPR/FISCAL AGENT</b>
Sue Marzano		
Steven Meeks		C. Byrd
Steve Rippeth		M. Falter
Scott Robinson		D. Sipe
Tracy Sabo		L. Little
Joe Sekely		L. Yager
Darren Van Winkle		
Robin Waltz		

**BUSINESS MINUTES**

**CALL TO ORDER**

**S. Robinson, Chair** called the meeting to order at 12:02 p.m.

Robinson made the following announcements:

**Service Recognition** – Deborah Forkas

Recognized Deborah Forkas, Executive Director, Stark County Job & Family Services. Thanked her for her dedicated service to the workforce board. Forkas will be retiring from the Stark County Job & Family Services at the end of January 2023. She has served as a board member since 2014.

**APPROVAL November 2, 2022, MEETING MINUTES – S. Robinson, Chair – (Attachment)**

**MOTION: SEKELY MOVED FOR THE APPROVAL OF THE NOVEMBER 2, 2022, MEETING MINUTES. MARZANO SECONDED. MOTION CARRIED UNANIMOUSLY.**

**DIRECTOR'S UPDATE – J. Breedlove**

**ODJFS-Funded Navigator Contract with Greater Stark County Urban League (2023-22-24)**

Breedlove referenced a PowerPoint for her report and noted the proposals were shared as attachments to this group prior to the meeting. She gave a historical perspective on this program noting the grant was started in 2021 and ended in 2022, and there were funds in total of \$380, 000 which were utilized over the 2 years. This grant paid for staffing/benefits, technology/equipment and professional development. ODJFS is looking to fund two other similar initiatives through the workforce boards in Ohio (Cincinnati / Hamilton County and Cleveland / Cuyahoga County) to start July 1, 2023.

Breedlove noted additional agreement items to be included: There are administrative funds the board receives to administer this grant. The data of individuals served through this project will be connected to our local workforce system. Participants will be registered on [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com). There will be discussion of inclusion of Greater Stark County Urban League as an OhioMeansJobs Stark County system partner which would mean additional funding to support including GSCUL in the OhioMeansJobs center Memorandum of Understanding as a partner.

**MOTION MEEKS MOVED TO ACCEPT ODJFS-Funded Navigator contract with Greater Stark County Urban League (2023-24) AS PRESENTED. RIPPETH SECONDED. MOTION CARRIED UNANIMOUSLY.**

**Release of Request for Proposal (RFP) for CCMEP Youth/Young Adult Services (2023-25)**

The Stark Tuscarawas Workforce Development board and Workforce Initiative Association (WIA) jointly procure vendors. For youth services, the board receives the WIOA youth funding and WIA receives the TANF funding to support services to youth / young adults.

Vendors are competitively procured every two years; contracts can be extended for an additional two years. Our existing vendor agreements expire June 30, 2023. A memo from the Youth Committee is shared on the PowerPoint for review but not emailed prior to this meeting since one of our board members is a current youth vendor (A. Kerns-Harcatus), but she is not present in this meeting.

**MOTION MEEKS MOVED TO ACCEPT THE RELEASE FOR PROPOSAL (RFP) FOR CCMEP YOUTH / YOUNG ADULT SERVICES (2023-2025) AS PRESENTED. MANHEIM SECONDED. MOTION CARRIED UNANIMOUSLY.**

### **Strategic Planning Request for Proposal Status Update**

Breedlove reported the Board’s Executive Committee approved moving forward with the Strategic Planning in July 2022. Funds secured by ODJFS through the Business Resource Network Grant will pay for these services so no local WIOA dollars will be used. The Strategic Planning Request for Proposal (RFP) is developed and reviewed by the Executive Committee.

The timeline developed is as follows:

Initial Communication about RFP Release	January 8, 2023
Release of the RFP (on board’s website at 9:00 a.m.)	January 11, 2023
Questions due to STWDB	January 30, 2023
Final answers given	February 1, 2023
Proposals due	February 3, 2023
Selection of awardee	March 6, 2023
Tentative Contract Award / Execution	April 3, 2023
Final Plan Developed	June 30, 2023

Board members will be included as part of the strategic planning process/meetings. The Strategic Planning Committee Work Group to be convened.

### **“Future of Work” Survey Update**

Funds have been secured from ODJFS/Business Resource Network Grant to fund the “Future of Work” Survey. Work will begin January 2023 and be completed in May / early June 2023.

Team NEO will engage in a new strategic view of workforce future development needs, emphasizing the future of Stark Tuscarawas County’s workforce, that will complement their long-term strategies. This work will be highly focused on the most in-demand industries, including Manufacturing, Healthcare, Logistics and Distribution, Travel / Tourism and how technologies will impact the future workforce.

It’s anticipated the survey will provide the following: 1. Insight to employers on the future of technology, STEM occupations and STEM skills needed for “in-demand” industry sectors. 2. Insight to the adoption of “Industry 4.0” in order for the manufacturing sector to remain competitive. 3. The insight to key areas of training & skill development needed for each in-demand industry including Manufacturing, Healthcare, Logistics & Distribution and Travel / Tourism. 4. Additional insight as to the intersection of skills required across these in-demand industries which emphasize traditional sources for workforce training. 5. Recommendations for “upskill training” which is needed for incumbent workers in each specified in-demand industry (Manufacturing, Healthcare, Logistics & Distribution and Travel / Tourism).

The Findings / Report to the Community Event is scheduled to happen May / early June 2023.

## **County Economic Profiles Webinars**

Virtual Webinars are scheduled with state Labor Market Information (LMI) staff on:

- Stark County-Wednesday, January 25, 2023 @ 2:00 p.m.
- Tuscarawas County-Thursday, January 26, 2023 @ 2:00 p.m.

Data is available for each county through [www.ohiolmi.com](http://www.ohiolmi.com). Information available includes Communities Patterns, Talent Reports, Educational Attainment by Age, and more.

### **STWDB YOUTH COMMITTEE- J. Breedlove (for A. Kerns, chair)**

Breedlove reported since Kerns absent from this meeting; The Youth Committee last met on December 5, 2022. They discussed Youth Services "Request For Proposal" (RFP), and the need for this to released early 2023. There also was discussion on the addition of other committee members. The Youth Working Group which includes vendor providers, staff and community stakeholders met in October of 2022. At this YWG meeting resource and professional development needs were expressed in breakout groups to help with youth-serving community which will be addressed in future meetings. Currently scheduling 6 virtual meetings in 2023 with presenters of community resources, professional development opportunities and more.

### **TREASURER'S REPORT November 30, 2022 – D. Sipe – (Attachment)**

Sipe reference the Treasurer's report that was emailed and displayed on the screen for this meeting. Under the WIOA Formula funds, he said we are ahead of schedule for spending our Adult and Dislocated Worker WIOA formula funds compared to last year.

Youth funds are considerably lower than last year, and this a result of lower staffing levels and smaller enrollments in our youth levels. We can transfer expenses between TANF and WIOA youth grants for the youth who are eligible. We do plan to expend the entire grant by the end of June 2023. We can expand our summer employment program as part of those efforts to spend these funds.

Under other funds-we are finishing up our FY21 RESEA grant. We already have our RESEA allocation for PY22, and we will show increased expenses in those grants as we add staff dedicated to this program.

The Fresh Start grant is ramping up, and we will see more expenditures this coming quarter.

The Urban League grant ended at the end of December 2022, and we will be closing this grant over the next month.

Sipe referenced new grant-Greater Stark County Urban League Navigators which Breedlove referenced in her report.

The WIA funds, we have expended fully for PY22 TANF allocation. We are already a couple \$100 thousand into our FY23 allocation. MOU expenses are around 43% of the budget which is right on track for this time of year.

**MOTION MEEKS MOVED TO ACCEPT THE NOVEMBER 30, 2022; TREASURER'S REPORT AS PRESENTED. MANHEIM SECONDED. MOTION CARRIED UNANIMOUSLY.**

## **OHIOMEANSJOBS OPERATOR UPDATE/OPERATION REPORTS SUMMARY**

### **OPERATOR/SERVICE PROVIDER UPDATE- C.Byrd**

As a service provider, they are doing a service redesign project, and they are looking at it from a customer service standpoint and how they can we redesign things to improve customer service from how the customers receive their experience from their staff.

At the November board meeting, Byrd reported on how they started the pilot project to test out various ideas with more of a team approach to the services they provided. Historically it has been more of a segmented approach with specialists in different areas. They have found over time there tends to be challenges between service areas. They see opportunities to make some improvements in these areas, and they started exploring this idea of more of a team approach to how we provide services.

They completed the pilot at the end of December 2022. As they evaluated the project, the main purpose of this part of the pilot was to determine if this team approach is a better way to provide services than what we have historically done. They have tried a number of different concepts, and they had a pilot team of staff that were involved in looking into various detailed ways that they served customers historically and offer suggestions for ways to improve. The goal was to see if this concept makes sense and if there is validity to the concept at the level that would make them want to move forward and try to put it in place on a permanent basis. Through their evaluation of that phase of the pilot, they definitely saw the advantages to this new approach-better communication among staff, less chances for customers to be lost in the gaps between different services. It provided a lot more flexibility from how they serve the customer but also flexibility for the staff.

Through the evaluation, this is the direction they want to move forward with and have decided to extend the pilot. From January-March 2023, they will have the pilot group of staff members working out the details of the changes in services, structures they need to have in place from a staffing standpoint along with processes/systems they need to have to support all the changes.

The plan is by the next board meeting, March 2023, they will be able to share an overview of what this would look like or where they are at in that part of the process and how that may change from how they have done things in the past.

During the April-June 2023 timeframe, they will transition the rest of the staff into the team concept approach. As they get to July 2023, which is the start of the new program year, they will be into full implementation of customer service team approach to how they deliver services.

### **COMMUNICATIONS REPORT-M. Miller (Attachment)**

M. Miller gave an update on the use of a virtual tool the board maintains for additional outreach opportunities. This the same tool we use for the virtual portion of our job fairs (Premier Virtual). It will be categorized into the following demand sectors: manufacturing, healthcare and warehousing and will also feature a weekly employer spotlight. She said, we are looking forward to utilizing this platform more and hope it aids in more participation in future events for both job seekers and employers.

### **PY22 OPERATION REPORT UPDATE -C.Byrd\_ (Attachment)**

- Byrd referenced the handout which was displayed on the screen.
- The **Resource Center update** shows we had 2557 customer visits as a system from 7/1/22 to 11/30/22 which is about 25 per day. He noted 80% of visits in Stark County and 20% of the visits in Tuscarawas County. We are well below numbers pre-pandemic on visits but are seeing slight increases in numbers.
- Under the **Business Service update**, there were a total of 193 postings year to date (YTD) (7/1/22-11/30/22). Average wages YTD are little over \$19.00 per hour.
- Under **placements**, we had a total of 105 YTD with an average wage on these postings at \$18.40 per hour.
- Held several **In-Person Hiring Events** in November.
- The Business Resource Network (BRN) **completed 33 interviews** year to date. Year to date has delivered 8 **proposals. Leveraged resources** over \$1 million dollars year -to- date.
- The **Incumbent Worker Training**- year to date provided \$54, 000 in reimbursements to employers to help them to upskill their incumbent workers.
- **Occupational Skills Training** – year to date enrolled 95 individuals in various skilled training programs. Healthcare training one of the largest and Logistics / Distribution which is mainly truck driving. Out of 95, 21 have completed training, and 7 are placed so far. A lot of training programs are longer programs (9 months) so the vast majority have not completed yet. The placements always lag but as we get closer to summer number increase since they are completing.
- **Comprehensive Case Management & Employment Program (CCMEP)**-year to date have served 272 participants through this program with 210 (JFS referred) and 10 (Volunteers). Noted JFS referrals are mandated to be in the program.
- **Re-Employment Services & Eligibility Assessment Program (RESEA)**-year to date have served 225 appointments.

**MOTION: MEEKS MOVED TO ACCEPT THE OPERATIONS REPORTS AND THE COMMUNICATION REPORT PER ATTACHMENTS PREVIOUSLY EMAILED TO MEMBERS. CARSON SECONDED. MOTION CARRIED UNANIMOUSLY.**

**Adjourned:** 1:00 p.m.

**NEXT MEETING: March 1, 2023 (TBD) 12:00 PM**