

COMBINED MEETING
OhioMeansJobs Stark County Office
822 – 30th Street NW, Canton 44709
June 23, 2022

STARK TUSCARAWAS WORKFORCE DEVELOPMENT BOARD - COUNCIL OF GOVERNMENTS

MEMBERS:

Janet Weir Creighton, Commissioner, Stark Cty.-Present
Kerry Metzger, Commissioner, Tusc. Cty.-Present
Scott Robinson, STWDB Chair – Present

STWDB STAFF:

JoAnn Breedlove-Present
Rebecca Harris-Present

FISCAL AGENT:

Chuck Byrd-Present
Dan Sipe-Present

GUEST/OTHER:

Mayor Tom Bernabei-Present

WORKFORCE INITIATIVE ASSOCIATION - COUNCIL OF GOVERNMENTS

MEMBERS:

Janet Weir Creighton, Commissioner, Stark Cty.-Present
Kerry Metzger, Commissioner, Tusc. Cty.-Present
Tom Bernabei, Mayor, City of Canton -Present

WORKFORCE INITIATIVE ASSOCIATION STAFF:

Chuck Byrd - Present
Dan Sipe - Present

GUEST/OTHER:

JoAnn Breedlove-Present
Rebecca Harris-Present

BUSINESS MINUTES

STWDB AND WIA COGs Chair, Commissioner Weir Creighton formally called the meeting to order at 12:00 p.m.

ROLL CALL: Taken. Quorum present for both STWDB and WIA COGs

APPROVAL OF November 30, 2021, MEETING MINUTES

MOTION: COMMISSIONER METZGER MOVED FOR THE APPROVAL OF THE NOVEMBER 30, 2021; MEETING MINUTES AS PRESENTED. MAYOR BERNABEI SECONDED. MOTION CARRIED UNANIMOUSLY.

STWDB COG: Commissioner Creighton-YES, Commissioner Metzger-YES, STWDB Chair Robinson-As noted at the end of the meeting that he affirms he is in favor of all board motions.

WIA COG: Commissioner Creighton-YES, Commissioner Metzger-YES, Mayor Bernabei- YES

WIA Amended Articles & By-Laws.....Chuck Byrd, WIA Executive Director

Byrd noted the WIA Amended Articles & By-Laws only applies to Workforce Initiative Association (WIA) not Stark Tuscarawas Workforce Development Board (STWDB). The only change he is proposing is since Meek Eells' retirement is recognizing Byrd's new role as Executive Director of Workforce Initiative Association and Breedlove's old role title as Chief Operating Officer. The changes are CFO & COO to Executive Director. This will go in effect on 7/23/22 if approved.

MOTION: COMMISSIONER CREIGHTON MOVED FOR CHANGES TO THE AMENDED & REINSTATED ARTICLES OF AGREEMENT & BY-LAWS AS PRESENTED. COMMISSIONER METZGER SECONDED. MOTION CARRIED UNANIMOUSLY.

WIA COG: Commissioner Creighton-YES, Commissioner Metzger-YES , Mayor Bernabei- YES

Change of Financial Statement Basis (STWDB & WIA).....C. Byrd, WIA Executive Director

Byrd reported this is resolution that applies to both entities (STWDB and WIA). Audits are done on GAAP Basis. We would like to switch to a regulatory basis of reporting. This is allowed by the auditor of state, independent auditors, and it will change the format of what the financial statement looks like. The formatting is much simpler and a lot less cost. Mayor Bernabei recommended we put the email showing the auditor approving this change.

MOTION: COMMISSIONER METZGER MOVED FOR THE APPROVAL CHANGE OF FINANCIAL STATEMENT BASIS FOR WIA AND STWDB AS PRESENTED. COMMISSIONER WEIR-CREIGHTON SECONDED. MOTION CARRIED.

STWDB COG: Commissioner Creighton-YES, Commissioner Metzger-YES, STWDB Chair Robinson-As noted at the end of the meeting that he affirms he is in favor of all board motions.

WIA COG: Commissioner Creighton-YES, Commissioner Metzger-YES, Mayor Bernabei- YES

Review of PY20 Audits (STWDB & WIA)C.Byrd, WIA Executive Director

Byrd stated there are copies available at the meeting as they are over 50 pages. Byrd showed the audit on the screen and highlighted areas he was going to review. He noted the audits were clean as of 6/30/21 with no management letter. Auditor of State (Charles E. Harris) has accepted the audits. He referenced the schedule of findings.

MOTION: MAYOR BERNABEI MOVED TO ACCEPT THE AUDITS FOR WIA AND STWDB AS PRESENTED. COMMISSIONER METZGER SECONDED. MOTION CARRIED.

STWDB COG: Commissioner Creighton-YES, Commissioner Metzger-YES, STWDB Chair Robinson-As noted at the end of the meeting that he affirms he is in favor of all board motions.

WIA COG: Commissioner Creighton-YES, Commissioner Metzger-YES, Mayor Bernabei- YES

Stark County Schools COG Cooperative Purchasing Program Opportunity...C. Byrd, WIA Executive Director

Byrd proposed to join the Stark County Schools COG Cooperative Purchasing program. He said as a member of their COG for health insurance we also are eligible to participate in the cooperative purchasing program which there is no cost for us, and it gives us the ability to tap into Prebid pricing.

MOTION: MAYOR BERNABEI MOVED FOR THE APPROVAL TO JOIN THE STARK COUNTY SCHOOLS COG COOPERATIVE PURCHASING PROGRAM FOR THE STWDB & WIA STAFF AS PRESENTED. COMMISSIONER METZGER SECONDED. MOTION CARRIED.

STWDB COG: Commissioner Creighton-YES, Commissioner Metzger-YES, STWDB Chair Robinson-As noted at the end of the meeting that he affirms he is in favor of all board motions.

WIA COG: Commissioner Creighton-YES, Commissioner Metzger-YES, Mayor Bernabei- YES

PY22 Budgets (July 1, 2022-June 30, 2023).....C.Byrd, WIA Executive Director

Byrd showed where the allocations are for the year. STWDB dollars come from WIOA formula allocations. It is showing a \$400,000 decrease in the formula allocations. There is a lot of extra money for other projects to offset the decrease. He noted DLW funding is going down based on unemployment rates. Byrd referenced the **STWDB Projected budget** which ends 6/30/22, he showed the expenditures year to date and showed the PY22 new budget proposed. The projected revenue increase is due to additional funding sources.

Byrd referenced the **Projected WIA budget**, he noted WIA gets the TANF funding, which is received in October, and WIA is the contracted entity to STWDB. He is estimating allocations will stay the same as last year. There are no significant changes with resources. There are no significant changes in the expenditures, and the HR piece will be a new expenditure. The \$2.7 million projected budget for WIA wages, and the approximate ½ million is for restructuring positions. Byrd shows chart with years of service and hourly wage.

Metzger suggested a Wage Analysis in each department which would be created with beginning wages and adding steps into it. Also it would include adjusting base wage each year which will keep up with inflation, etc.

Byrd said, he is going to work with HR Consultants on updating the job descriptions and looking at the compensation structure. Byrd plans to come together in the Fall 2022 COG meeting to have a clear proposal to fix the issue.

MOTION: MAYOR BERNABEI MOVED TO ACCEPT THE PY22 WIA AND STWDB BUDGETS AS PRESENTED. COMMISSIONER METZGER SECONDED. MOTION CARRIED.

STWDB COG: Commissioner Creighton-YES, Commissioner Metzger-YES, STWDB Chair Robinson-As noted at the end of the meeting that he affirms he is in favor of all board motions.

WIA COG: Commissioner Creighton-YES, Commissioner Metzger-YES, Mayor Bernabei- YES

Retention / COLA Bonus for Staff..... C.Byrd, WIA Executive Director

Byrd has built into the budget a \$1200 retention / cost of living allowance / bonus for the WIA & STWDB staff to paid, and it serves as a stop gap. The totals would be approximately STWDB \$3651 and WIA \$41378. Commissioner Creighton does not agree with a bonus since one was give at Christmas. Commissioner Metzger agrees with Commissioner Creighton and feels the money should be used towards a Wage Analysis and payrate adjustments. **Motion did not pass.**

STWDB COG: Commissioner Creighton-NO, Commissioner Metzger-NO, STWDB Chair Robinson-As noted at the end of the meeting that he affirms he is in favor of all board motions.

WIA COG: Commissioner Creighton-NO, Commissioner Metzger-NO, Mayor Bernabei- NO

PY22 Healthcare Employee Contribution..... C.Byrd, WIA Executive Director

Byrd noted the employee contribution will go up 7.35% . \$88.70 per month for single coverage and \$387.80 per month for family coverage. We will receive one premium holiday.

MOTION: MAYOR BERNABEI MOVED TO ACCEPT THE PY22 HEALTHCARE EMPLOYEE CONTRIBUTION AS PRESENTED. COMMISSIONER METZGER SECONDED. MOTION CARRIED.

STWDB COG: Commissioner Creighton-YES, Commissioner Metzger-YES, STWDB Chair Robinson-As noted at the end of the meeting that he affirms he is in favor of all board motions.

WIA COG: Commissioner Creighton-YES, Commissioner Metzger-YES, Mayor Bernabei- YES

Mileage Reimbursement Increase.....C.Byrd, WIA Executive Director

Byrd reported historically as an organization paid .46 cents per mile since 2000 or before. He would like to start setting at the IRS rate. This would start on July 1, 2022.

MOTION: COMMISSIONER METZGER MOVED TO ACCEPT THE MILEAGE REIMBURSEMENT INCREASE AS PRESENTED. MAYOR BERNABEI SECONDED. MOTION CARRIED.

STWDB COG: Commissioner Creighton-YES, Commissioner Metzger-YES, STWDB Chair Robinson- As noted at the end of the meeting that he affirms he is in favor of all board motions.

WIA COG: Commissioner Creighton-YES, Commissioner Metzger-YES, Mayor Bernabei- YES

PY22 Documents Requiring Signatures..... J. Breedlove Executive Director

STWDB Subgrant Agreement

Breedlove noted we will get signatures at the end of the meeting

MOU (OhioMeansJobs Centers)

Breedlove noted WIA negotiated with all the OMJ partners.

Redistribution of WIOA 2nd year Funds

Breedlove noted Area 6 can potentially receive up to \$100,000 of 2nd year funds.

**All signatures will be signed at the end of meeting.

STWDB Updates.....J. Breedlove Executive Director

- **Board Positions**-currently have 20 people on the board but need 22. We also need a Vice Chair position.
- **Strategic Planning**

There is a need for Assessment of our mission, vision, perception in the community as there is much transition within our communities. It is a good time to reassess and affirm our strategic commitments / priorities. She noted boards are required to complete a regional WIOA plan which was completed in 2021 so it is good till 2025. Breedlove noted Byrd has put \$100,000 in the PY22 budget to complete the strategic plan.

- **Executive Committee**
Breedlove plans to schedule an Executive Committee meeting in July
- **Misc. Updates**
-The priority has been Compliance activities.
-Meeting with board members, various committee, and community members

WIA Updates.....C. Byrd Executive Director

- Introduced Dan Sipe-in his new role as the Deputy Director of Finance for the Workforce Initiative Association

Other Business.....J. Weir Creighton, Chair

Robinson noted at the end of the meeting that he affirms he is in favor of all board motions since he was not verbally voting during each board motion.

PY22 Meeting Schedule.....J. Weir Creighton, Chair

Byrd reported the COG board has always met twice per year. Byrd and Breedlove asked if the board would like to keep at two meetings per year or go quarterly. Commissioner Creighton feels twice per year is good, but know all board members are available for additional discussions.

Adjournment at 12:59 p.m.

MOTION: COMMISSIONER METZGER MOVED TO ADJOURN THE MEETING AND COMMISSIONER WEIR-CREIGHTON SECONDED. MOTION CARRIED.