

**COMBINED MEETING**  
**OhioMeansJobs Stark County Office**  
**822 – 30<sup>th</sup> Street NW, Canton 44709**  
**November 3, 2022 @ 12:00 p.m.**

**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 12:02 p.m.

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

**APPROVAL OF June 23, 2022, MEETING MINUTES**

**MOTION: MAYOR BERNABEI MOVED FOR THE APPROVAL OF THE JUNE 23, 2022;  
MEETING MINUTES AS PRESENTED. COMMISSIONER METZGER SECONDED. MOTION  
CARRIED UNANIMOUSLY.**

**Workforce Investment Council Donation.....Chuck Byrd, WIA Executive Director**

Byrd gave an overview of the Workforce Investment Council. He noted this council is a nonprofit 501c.3, and it has a board which consists of a Chair-Byrd, Vice Chair-Darwin Smith, Secretary-JoAnn Breedlove and Treasurer-Joe Sekely.

WIA and STWDB have idle unrestricted funds (\$400,000-\$500,000) with no foreseeable need since almost all of what we do is supported by cost reimbursable grants. He proposed the idea of the COG's donating these funds to the WIC for the specific purpose of the WIC using them to establish a

permanent endowment in order to generate self-sustaining, permanent resources to help fund programs of the WIC which supports these boards and the OMJ centers-filling gaps in service that can't be funded by our federal and state funds. For example, our vending machine generates money to WIC, and we have purchased gift cards for customers, CCMEP client gift bags of essentials for their child and scholarships that we cannot fund with state and federal funds.

Mayor asked, "Are you asking the COGs to donate to WIC. Byrd replied, "Yes". Mayor noted that he has never heard of this with COG funding. Byrd replied, the bulk of this money is unrestricted, and we got the money as incentive funds. When the incentive funds came to us, it came to us as unrestricted. The bulk of the money came when we had a program called OWIP (Ohio Workforce Incentive Program); the goal of this program was to help people get off of cash assistance. We coordinate with our local Job & Family Services to reward individuals getting off cash assistance with these incentive funds. The funds received were split in 3 ways- 1. Individual 2. Local JFS 3. WIA and STWDB. These are unrestricted funds, and they don't have any federal or state restrictions.

Commissioner Creighton asked if once you would have that money in an endowment-what would the restrictions be on the dollars and who has the oversight of the funds. Byrd said, the logistics would need to be worked out.

Funds likely would be invested with the Stark Community Foundation and / or Tuscarawas Community Foundation. The Community Foundations would set up the endowments as they have programs to do this. They can invest the money as we are not in business of investing, but then we could draw down the earnings as the nonprofit. Robinson said he would have to abstain when it is taken to a vote because he is the Executive Director of the Tuscarawas Community Foundation.

Mayor and Commissioner Creighton thought when we started the conversation that we (the COGs) were accepting a donation from someone else.

Commissioner Creighton asked if we are allowed to use the \$400,000-\$500,000 funds and it doesn't need to be returned to the federal government. Byrd replied, the state put out guidance on this money as it was specifically incentive money. Every year when it is reported in our audit, it's already reported as spent because we have earned the incentive. The incentive can be used to support the programs.

This idea has been vetted by legal counsel (Rob Roland), and its permissible under ORC. Mayor Bernabei requested we get everything in writing from legal counsel.

Mayor asked if we could have a visual (pie charts with a narrative) on all of these funds and operations of the nonprofit: Source of the funds, where funds came from, where you anticipate funds to go, etc. to discuss at a future meeting.

## Service Redesign.....C. Byrd, WIA Executive Director: J.Breedlove, STWDB Executive Director

- **Customer Service Team Pilot**

Byrd has been working on redesigning WIA's services in an effort to modernize and improve customer service and address gaps in service. The Customer Service Pilot team has been running for about 1 ½ months through the end of December 2022. This approach is more of a "team" approach than the current "specialist" approach. Already seeing a potential flexibility for customers, staff, and the organization. For example, staff transition periods-easily covered, new programs-easily adapt, customer flow-easily move responsibilities to help with peak/slow periods between different programs, more seamless for customers and provides flexibility that we need as a small organization-based on customer & staff level. The main goal being employment.

- **System Changes to Support Service Changes**

Byrd reported, WIA has made upgrades/changes to support more virtual services (serve customers from anywhere). The following upgrades have been done-computers, phones, software (Accounting, HRIS, Customer Software (MS Office). Still working on the network, digital signatures, and a CRM (Customer Relationship Management **system**).

- **Facilities Changes to Support Service Changes**

Byrd noted in-person customer traffic has decreased significantly, and he does not see it ever getting back to pre-pandemic levels-customers want more convenient virtual services.

Our current lease at New Philadelphia is scheduled to be renewed in April 2023, and we are looking at options to renew. The Canton facility lease is scheduled to renew in December of 2026. We will always need a central location / office but may not need it to be as large as what we've needed in the past. We are exploring other models of instead of "people coming to us" model but exploring us going to them in the community access points (libraries, community centers, etc.)

We also are exploring alternative hours of service for customers (evenings/weekends) and alternative locations for service (access points) in order to make services more convenient for customers. In order to accommodate the above alternative hours/locations, we may need to explore employee scheduling flexibility to cover evenings/weekends.

- **Staffing (Retention / Attraction Strategies)**

- **Scheduling Flexibility**

- The New HRIS (Human Resource Information System) gives us ability to track varying schedules, but it will require hourly staff to start clocking in/out-which is a change, but necessary in order to manage the more flexible schedules.
- The HR Consultants helped us assess scheduling, flexibility options for staff-shift differences, option for working a few less hours a week, longer lunch breaks occasionally to run errands during the day, limited remote work from home opportunities where appropriate and with appropriate oversight/control.
  - Byrd says the needs of the organization come first, but if work can still get done, why not provide more flexibility to help work/life balance.
  - Benefit to organization is happier staff but not at additional cost or lost productivity.

## Compensation Recommendations

- Compensation Survey-as discussed in our June 2022 meeting.
  - Change to original plan as now we hope to have study completed by end of November 2022, but since consultants being overbooked, they will not have completed results until around first of year.
  - Given the delay, we have concerns about doing nothing with compensation until then.
  - Noted losing 2 more WIA staff to our partners due to better wages.
  - A proposal for COLA raises, in the meantime, is being made:
    - Byrd showed Resolution / Handout Wage Summaries
      - Noted Inflation at 8.2% through last 12 months (September)
      - Noted Job & Family Services increases 3.7% adjustments plus 3% raises over multiple years.
      - Currently losing workers
      - Overall cost of COLA would be \$65,000 WIA \$9,000 STWDB
      - Currently have money set aside in budget for increases whether COLA or market adjustments. Will use some for raises and rest will be brought back for consideration in January / February along with results of the study.

**MOTION: ROBINSON MOVED TO ACCEPT THE 4% COLA RAISES FOR 2023 FOR STWDB STAFF AS PRESENTED. COMMISSIONER CREIGHTON SECONDED. MOTION CARRIED.**

**MOTION: MAYOR BERNABEI MOVED TO ACCEPT THE 4% COLA RAISES FOR 2023 FOR WIA STAFF AS PRESENTED. COMMISSIONER CREIGHTON SECONDED. MOTION CARRIED.**

## Stark County Schools COG Dental/Vision Plan Adoption .....C.Byrd, WIA Executive Director

- Byrd showed comparison and resolution on screen.
- Byrd noted we have to switch COG plans within next 5 years, but he is recommending we do it now.
- Here are the benefits:
  - Better benefit coverage limits which help in retention of employees
  - Additional cost for employees, but reasonable and offset by raises.
  - Additional cost for employer but not significant
  - Simpler administration for organization
  - Noted it will go in effect January 1, 2023

**MOTION: ROBINSON MOVED TO ACCEPT THE ADOPTING THE DENTAL AND VISION PLANS FOR STWDB AS PRESENTED. COMMISSIONER METZGER SECONDED. MOTION CARRIED.**

**MOTION: MAYOR BERNABEI MOVED TO ACCEPT THE ADOPTING THE DENTAL AND VISION PLANS FOR WIA AS PRESENTED. COMMISSIONER METZGER SECONDED. MOTION CARRIED.**

### **New Employee Sick Leave Allowance Adoption**

Byrd share the resolution. Byrd explained the hardship for newer employees who have to stay home due to COVID or other spouse / children being sick, etc. All employees accumulate 1 sick day per month but for new employees who have not accumulated sick time this becomes unpaid time and a hardship for employees. This becomes a negative for our organization in terms of staff retention / attraction. Byrd is recommending we give all new employees at the time of hire 10 days of sick leave, and we in turn would need to extend the benefit of the additional 10 sick days to existing staff. This benefit is a one-time thing as it will not occur each year regarding the 10 sick days. The cost of this benefit will not be a hard cost to the organization or lost productivity since that's happening already. If approved this would be applied November 1, 2022.

No Motion was made on this resolution by the WIA Board or the Stark Tuscarawas Workforce Development Board.

### **Other Business**

Commissioner Metzger announced his last day in office is January 2, 2023, and he is recommending Commissioner Chris Abbuhl to be part of the Workforce Board.