

COMBINED MEETING
OhioMeansJobs Stark County Office
822 – 30th Street NW, Canton 44709
June 27, 2023 @ 12:00 p.m.

STARK TUSCARAWAS WORKFORCE DEVELOPMENT BOARD - COUNCIL OF GOVERNMENTS

MEMBERS:

Janet Weir Creighton, Commissioner, Stark Cty.-Present
Chris Abbuhl, 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
Chris Abbuhl, 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 February 21, 2023, MEETING MINUTES

MOTION: MAYOR BERNABEI MOVED FOR THE APPROVAL OF FEBRUARY 21, 2023; MEETING MINUTES AS PRESENTED. COMMISSIONER ABBUHL SECONDED. MOTION CARRIED UNANIMOUSLY.

Review of PY21 Audits...D.Sipe, Deputy Director of Finance, C. Byrd, WIA Executive Director

Byrd displayed on the screen "Stark Tuscarawas Workforce Development Board Audit for Year ended June 30, 2022, and Workforce Initiative Association Audit for Year ended June 30, 2022. Paper copies available at the meeting to reference if needed. Sipe noted, there was an audit for each entity.

A **letter from the Ohio Auditor of the State** was in each audit of Stark Tuscarawas Workforce Development Board (STWDB) and Workforce Initiative Association (WIA). It was noted in each letter that they had reviewed the Independent Auditor's Report prepared by Charles E. Harris & Associates, Inc. for the audit period of July 1, 2021, through June 30, 2022. Based on their review, they have accepted the audits for both Stark Tuscarawas Workforce Development Board and Workforce Initiative Association. Both audits were positive.

In the Independent Auditor's Report for **WIA**: There were **two** opinions:

Unmodified Opinion on Regulatory Basis of Accounting: In **their opinion**, the accompanying financial statements **present fairly**, in all material respects, the cash balances, receipts and disbursements for the governmental fund type and the fiduciary fund type as of and for the year ended June 30, 2022, and the related notes to the financial statements, **in accordance** with the financial reporting provisions which **Ohio Revised Code** Section 117.38 and Ohio Administrative Code Section 117-2-03 C permit.

Adverse Opinion on U.S. Generally Accepted Accounting Principles: This is a required disclosure since the statements don't adhere to GAAP. But this is perfectly acceptable since they do adhere to the regulatory basis above, which is permitted by the Auditor of State.

In the Independent Auditor's Report for **STWDB**: There were **two** opinions:

Unmodified Opinion on Regulatory Basis of Accounting: In **their opinion**, the accompanying financial statements **present fairly**, in all material respects, the cash balances, receipts and disbursements for the governmental fund type as of and for the year ended June 30, 2022, and the related notes to the financial statements, **in accordance** with the financial reporting provisions which **Ohio Revised Code** Section 117.38 and Ohio Administrative Code Section 117-2-03 C permit.

Adverse Opinion on U.S. Generally Accepted Accounting Principles: : This is a required disclosure since the statements don't adhere to GAAP. But this is perfectly acceptable since they do adhere to the regulatory basis above, which is permitted by the Auditor of State.

Sipe noted there were no management letters and both audits were clean.

MOTION: Commissioner Abbuhl made a motion to accept the Workforce Initiative Association audit, and Mayor Bernabei seconded. Motion carried.

MOTION: Scott Robinson made a motion to accept the Stark Tuscarawas Workforce Development Board audit, and Commissioner Abbuhl seconded. Motion carried.

Compensation Project –“Longevity Pay”C. Byrd, WIA Executive Director

As part of the compensation re-structure, WIA & STWDB adjusted base pay to ensure internal equity and consistency of pay across similar positions. There is also the desire to recognize longevity separate from base pay. Over the years, the organization’s approach to compensation has led to wage/salary “creep” whereby long-term employees can be paid significantly more than peers just because they have been with the organization longer. This fosters an environment where longevity tends to be rewarded more than work contribution. Negative feelings from newer employees working and contributing at the same levels as longer-term employees but being paid significantly less for similar comparable level of work, can have a detrimental effect on retention efforts for newer employees.

By separating longevity pay, the organization can recognize and incentivize longevity at appropriate pay levels, while avoiding significant differentials in pay for comparable base work. In addition to longevity pay, long-term employees also receive more paid leave as an additional incentive for long-term service to the organization. After consideration of similar structures in competing organizations, the following longevity pay schedule is proposed.

Completed Years of Service	Hourly Longevity	Salaried Bi-Weekly Longevity
0-4 years	\$0.00	\$0.00
5-9 years	\$0.25	\$18.75
10-14 years	\$0.50	\$37.50
15-19 years	\$0.75	\$56.25
20-24 years	\$1.00	\$75.00
25-29 years	\$1.25	\$93.75
30+ years	\$1.50	\$112.50

The proposed change results in a total annual wage/benefits cost increase of \$23,000 (WIA).

The proposed change results in a total annual wage/benefits cost increase of \$1800 (STWDB).

MOTION: Mayor Bernabei moved that effective July 10, 2023, in addition to base rates of pay, WIA will grant employees longevity pay in accordance with the above schedule. Changes in longevity pay will be effective with the beginning of the pay period following each employee’s applicable anniversary date. Commissioner Abbuhl seconded. Motion carried.

MOTION: Scott Robinson moved that effective July 10, 2023, in addition to base rates of pay, STWDB will grant employees longevity pay in accordance with the above schedule. Changes in longevity pay will be effective with the beginning of the pay period following each employee’s applicable anniversary date. Commissioner Abbuhl seconded. Motion carried.

Travel Policy Update “Travel Per Diem”C. Byrd, WIA Executive Director

STWDB and WIA provide per diem allowance for employees during “non-local” travel outside of a reasonable commuting distance. Currently, the allowance is up to \$40.00 per day for in-state travel and up to \$48.00 per day for out-of-state travel, with amounts broken down into breakfast, lunch and dinner authorized only while the employee is in a travel status.

These rates have not changed for over 20 years. Given substantial increases in food and dining costs over the past several years, a re-evaluation of these rates is appropriate.

Below is a comparison of STWDB’s and WIA’s current rates to the GSA’s current rates applicable to federal programs. “In-State” is based on GSA’s Canton/Columbus rates, and “Out-of-State” is based on GSA’s Washington D.C. / Chicago rates.

Destination	STWDB & WIA Current	GSA Current	% of GSA	STWDB & WIA Proposed	% of GSA
In-State Breakfast	\$9.00	\$14.00		\$11.00	
In-State Lunch	\$9.00	\$16.00		\$12.00	
In-State Dinner	\$22.00	\$29.00		\$27.00	
In-State Total	\$40.00	\$59.00	68%	\$50.00	85%
Out of State Breakfast	\$10.00	\$18.00		\$13.00	
Out of State Lunch	\$12.00	\$20.00		\$16.00	
Out of State Dinner	\$26.00	\$36.00		\$34.00	
Out of State Total	\$48.00	\$74.00	65%	\$63.00	85%

MOTION: Mayor Bernabei moved that effective July 1, 2023, that Workforce Initiative Association (WIA) adopt the proposed travel per diem rates shown above. Commissioner Abbuhl seconded. Motion carried.

MOTION: Scott Robinson moved that effective July 1, 2023, that Stark Tuscarawas Workforce Development Board (STWDB) adopt the proposed travel per diem rates shown above. Commissioner Abbuhl seconded. Motion carried.

PY23 Healthcare Insurance Employee ContributionsC. Byrd, WIA Executive Director

STWDB and WIA have been notified it will receive a 7.98% medical insurance premium increase, a 5.75% dental insurance premium increase, a 2.50% vision insurance premium, and 1 "Premium Holiday" for the period of July 1, 2023, through June 30, 2024 from the Stark County Schools COG Health Insurance Consortium (COG), subject to final approval by its board.

The STWDB and WIA employee health insurance contributions for the period July 1, 2023 through June 30, 2024 are proposed to remain at 10% for Single coverage and 18% for Family coverage. Estimated contributions amounts are as follows:

Coverage Level	Total Monthly Premium*	Employee Monthly Contribution*
Medical-Single	\$956.87	\$95.70 @ 10%
Medical-Family	\$2,324.47	\$418.40 @ 18%
Dental-Single	\$99.32	\$9.94 @ 10%
Dental-Family	\$245.02	\$44.10 @ 18%
Vision-Single	\$20.26	\$2.04 @ 10%
Vision-Family	\$50.31	\$9.06 @ 18%

MOTION: Mayor Bernabei moved that, Workforce Initiative Association's (WIA) employee health insurance contributions for the period July 1, 2023 through June 30, 2024 remain at 10% for Single coverage and 18% for Family coverage. Commissioner Abbuhl seconded. Motion carried.

MOTION: Commissioner Abbuhl moved that Stark Tuscarawas Workforce Development Board's (STWDB) employee health insurance contributions for the period July 1, 2023 through June 30, 2024 remain at 10% for Single coverage and 18% for Family coverage. Scott Robinson seconded. Motion carried.

PY23 Annual BudgetsC. Byrd, WIA Executive Director

STWDB and WIA have each prepared an annual budget for PY-23 spanning the period from July 1, 2023 through June 30, 2024. The budget includes all anticipated revenues and expenditures for all known STWDB and WIA funds/grants for the coming fiscal year and is summarized as follows separately:

STWDB PY-23 Budget	
Projected PY22 Carry-In Resources	\$2,685,769
Projected PY23 New Resources	<u>\$2,695,735</u>
Total Projected Resources	\$5,381,504
Total Projected Expenditures	\$5,381,504
Annual Excess (Deficit)	<u>\$ 0</u>

WIA PY-23 Budget	
Projected PY22 Carry-In Resources	\$1,875,000
Projected PY23 New Resources	<u>\$5,223,359</u>
Total Projected Resources	\$7,098,359
Total Projected Expenditures	\$7,098,359
Annual Excess (Deficit)	<u>\$ 0</u>

Byrd displayed the STWDB PY23 WIOA allocations, STWDB/WIA PY23 budgets and Workforce Initiative Association FY24 CCMEP TANF allocations. (Attachments previously emailed and printed out for meeting.

MOTION: Commissioner Abbuhl moved that Stark Tuscarawas Workforce Development Board (STWDB) approve the PY-23 Budget as presented. Scott Robinson seconded. Motion carried.

MOTION: Mayor Bernabei moved that Workforce Initiative Association (WIA) approve the PY-23 Budget as presented. Commissioner Abbuhl seconded. Motion carried.

Other BusinessJ.Weir Creighton, Chair

Agreements for PY2023 Signatures..... C. Byrd, WIA Executive Director

- Byrd stated the budgets were approved, and we will need signatures from Janet Weir Creighton. The Subgrant agreement is with the state (ODJFS) and is a 2-year agreement. This is the agreement that passes all money down to STWDB from the state.
- There is a contract between STWDB and WIA (shown as \$2.7 million which combines the WIOA and TANF funds).

Other Updates.....C. Byrd, WIA Executive Director

New Philadelphia OhioMeansJobs Center facility

- Byrd gave an update on the status of the current OMJ center in Tuscarawas County. He noted that customer numbers are down, funding is down and the space too large for our needs. We have done a 1-year lease extension to April 2024.
- There is a new space in the same building at approximately 3500 square feet but would need to be renovated. There are no drawings at the moment.
- This is only an informational update, so no action is required.
- We are also exploring other access points.

STWDB making donations to Workforce Investment Council.... C. Byrd, WIA Executive Director

- The plans are to schedule a separate meeting to discuss the STWDB making donations to WIC.
- Legal counsel feels it is doable and could be present at the meeting.

Adjournment: 1:07

MOTION: SCOTT ROBINSON MOVED TO ADJOURN THE MEETING AND COMMISSIONER ABBUHL SECONDED. MOTION CARRIED.