

Job Center Committee *(formerly One Stop)*
2nd Quarter PY24 Meeting
December 6, 2024 @ 9:00 a.m.
Zoom Format

Meeting Summary

Present: W.Beisel, J.Breedlove, C.Byrd, J.James, D.Lightner , L.Little, A.Miller, R.Reasonover, S.Rippeth, D.Saylor, N.Abbuhl (V. Spidell), S.Udell-Miller

Absent: M.Axline, P.Blakenship, L.Burman, S.Carson, M.DiGiacomo, E.Donald-Kelso, L. Donley, D.Felberg, S.Lenigar, J.Snedden, M.Spencer-Newsome, M. VanAlmen

CALL TO ORDER/PARTNER ROLL CALL Amy Miller, WIA

Introduction of Job Center Chair..... Amy Miller

Amy Miller introduced Steve Rippeth who is with Buckeye Career Center, a current partner and a member of the Stark Tuscarawas Workforce Development Board has been appointed as chair of the Job Center Committee.

Chair and Committee Overview..... JoAnn Breedlove, STWDB

Breedlove welcomed our new chair of the Job Center Committee, Steve Rippeth. She noted we have not had a formal chair to this committee for a few years due to the transition with staffing and changes.

The Job Center Committee previously called the One Stop Committee because in previous workforce legislation. The American Job Centers were traditionally known as the One Stop System so an individual could come to one location and access various partner services.

The name of the committee changes to Job Center Committee since the One Stops are now branded nationally as American Job Centers in Ohio called OhioMeansJobs with the name of the county.

The committee’s purpose is to support the management and coordination of services that are provided by the centers. Each Job Center Committee member maintains a respective programmatic role for the partnership.

This committee comes together to manage and coordinate those services they will be providing to individuals and businesses through the centers.

The committee is comprised of those required and nonrequired leadership representatives per federal legislation Act. We have some partners that are not required but they participate in the system because of their role in the community, programmatically what they may be offering compliments the entire system. This representation of leadership representatives is directly involved when we come together to negotiate a Memorandum of Understanding (MOU) which is done every 2 years. The committee members are representatives that participate in the MOU process. The committee is designed to be the source of the information of the local Job Center system and its operation to the full workforce development board. When we have workforce development board meetings every other month, there is a report of activities that are happening in the centers that is provided to the full board as well as the other committees of the workforce development board.

The Job Center Committee chair must be a member of the workforce development board and represent one of those required partners as part of the system which are connected to these activities. Rippeth represents the ASPIRE program as a board member, so he is perfectly suited to chair this committee.

The chair will lead our Job Center Committee meetings, work closely with WDB staff on the agenda and topics as well as help the committee with any other initiatives that support the goal of management and coordination of services provided by through the centers.

The chair will lead us through the MOU negotiation process. We will be negotiating a MOU which happens every 2 years. This process will start early in 2025. The MOU must be negotiated and completed with signatures and returned to ODJFS by the end of May 2025. We will set the MOU negotiation dates in March 2025.

The chair will also become part of the board's Executive Committee which includes some of those officers to the board and also chairs of all of the board's committees.

APPROVAL OF PREVIOUS MEETING MINUTES (attachment) ...Steve Rippeth, Job Center Committee Chair

MOTION: Beisel moved to accept the third quarter PY23 meeting minutes dated March 8, 2024. Reasonover seconded. Motion called unanimously.

MOTION: Beisel moved to accept the first quarter PY24 meeting minutes dated September 6, 2024. Reasonover seconded. Motion called unanimously.

Job Center Operator Updates.....Amy Miller

OhioMeansJobs Center Report "September 2024" (Program Year 2024-7.1.24-6.30.25) – (attachment)

Miller stated the Resource Center Update is the part of the report that compares the September and Year to Date traffic numbers in Stark County, Tuscarawas County, and systemwide, and it also shows the year-to-date customer visits.

In September, there were **520** visits with **324** individual customers and in Stark County there were **347** visits with **224** individual customers and Tuscarawas County there were **173** visits with **100** individual customers. If customers come back multiple times, then they only count as 1 customer. We are expanding our services from a virtual standpoint to access points in the community so in the future we will report these numbers. First time customers were **175** (systemwide) with **131** in Stark and **44** in Tuscarawas.

The Year-to-Date Customer Visits were **1548** visits (systemwide) with **829** individual customers (systemwide) and **585** first-time customers.

Rapid Response

The following Rapid Response events occurred:

- LL Flooring-Stark County had 3 impacted employees. Rapid Response packets were dropped off to the company on 10/2/24.
- Anheuser-Busch in Stark County had 63 impacted employees. Two rapid response meetings were held on 9/27/24 at the company.
- Cygnus Home Service LLC in Stark County had 25 impacted employees. ODJFS coordinated assistance to Cygnus employees statewide.
- Shoney's in Tuscarawas County was supplied with Rapid response packets that were dropped off on 10/2/24. The restaurant is closing due to the retirement of the owners.
- There are a few companies that do not appear in the report:
 - Hendrickson USA in Stark County, which impacted 241 employees and since it was a temporary layoff no services were provided.
 - FreshMark laid off 10 employees temporarily, so no services were provided since they are going back to work.
 - PCC Flexible Packaging LLC is laying off 68 individuals and will start closing in January 2025 and be completely closed by March 2025 so services will be provided.
 - We received a notice on Ameriwood layoffs. Logan Little could not find a location in Stark County, and he sent a request to Tiffin headquarters to see if this were affecting any local employees.

Miller provided an update for Employer Services for September and year to date (YTD) **placements**. She highlighted the following industries in September: Manufacturing had 35 placements with average wage of \$15.96 per hour; Sales and Marketing had 2 placements with average wage of \$27.88 per hour; Business Detail had 2 placements with average wage of \$22.54 per hour; All Others had 3 placements with an average wage of \$19.17 per hour. She highlighted the following industries Year to date Manufacturing had 115 placements with average wage of \$16.32 per hour; Sales & Marketing had 11 placements with average wage of \$27.88 per hour; Transportation, Warehouse & Truck Driving had 11 placements with an average wage of \$23.76 per hour and all others had 19 placements with average wage of \$19.94 per hour.

Miller highlighted the September and year to date (YTD) **Job Postings** in the two largest areas: In September, Manufacturing and Healthcare. Miller reported on the Year to Date (YTD) Job Postings in the following areas: Manufacturing average wage was \$20.66 per hour with 25 postings and Healthcare was \$17.43 per hour with 8 postings. The other postings were an average wage of \$21.16 per hour with 63 postings.

Miller reviewed the Top Postings-Finance Director at \$45.67/hr., Recreation Superintendent at \$31.25/hr. and Machine Operator at \$36.17 / hr.

Miller reported there was 1 in-person hiring event in September.

Miller noted the Business Resource Network's (BRN) staff transition (Matt Falter), and the position not filled to date. The BRN has leveraged resources in total of \$11,000 in September and \$44,250 Year to Date. The Incumbent Worker Training Program (IWTP) is an employer-sponsored program that provides grant funding to assist eligible businesses to offset the cost of training their existing workers. There have been 3 IWTP contracts in PY24 with 3 in the manufacturing sector for approved contracts of

\$44,295.00 and \$8,097.50 has been spent. The reason some of the contracts may not be fully expended is dependent on when the training they were requesting funding for was being completed.

Miller moved to the section covering Occupational Skills Training. Year to date (YTD), there were 5 individuals who completed training and a total of 45 enrolled in training with 34 enrolled in Healthcare, 6 enrolled in Logistics & Transportation and 5 enrolled in Trades. Since training programs just began in the fall, placement data is limited.

Miller reported on the Comprehensive Case Management & Employment Program (CCMEP). CCMEP serves young adults ages 16-24 with barriers to employment. Participation is mandated if receiving cash assistance through county Job and Family Services. After receiving framework services from WIA staff, individuals are assigned to a vendor. Individuals may also volunteer to participate, most frequently due to the desire to attend training. Comprehensive programs provide recruitment, eligibility, services, and follow up with individuals. In PY24, Job & Family Services referred 30 participants in the month of September and year to date has referred 84 participants. There were 11 volunteers in the month of September and a total of 29 volunteers for PY24 YTD. The comprehensive programs, which are delivered by contracted vendors, enrolled 217 participants.

Miller reviewed the Re-Employment Services & Eligibility Assessment Program (RESEA) in which individuals who have previously received 5 weeks of Unemployment Insurance and who meet additional state criteria may be selected for participation. Selection for the program entitles those individuals to additional job search assistance. For September, there were 89 RESEA Appointments and YTD of PY24 there were 307 RESEA Appointments.

Referrals to Partners-Amy Miller

- As a reminder, we make referrals based on several factors:
 - First, as a new customers come into the center, they complete registration and can indicate if they would like a referral to a specific partner
 - Second, if they haven't specifically requested a referral to a partner but they appear to meet basic eligibility criteria for a partner, a referral is made.
 - Finally, in talking to customers, at any stage in utilizing the resource room or access point, the staff determine whether a referral would be helpful for the customer, and a referral can be made.
- When a referral is made, a referral screen is created in their Prime profile and an email is sent to the representative of the partner who receives the referral.
- There were 35 total referrals to partners completed in PY24 through Prime.
- We switched over to a new PRIME system starting July 1, 2024. There was a requirement for all users to attend training on the new system and sign a new confidentiality agreement.
 - Some partners did not attend training or did attend training, but did not provide a confidentiality agreement, or username and password.
 - If you are not receiving referrals, this may be the issue.
 - Please check with your staff who are supposed to be receiving referrals to verify if they have completed the required steps. You can also contact Miller directly and she can let you know if the assigned representative for your agency has completed the necessary steps and is receiving the referrals.

MOU Goals Report-1st Quarter (7/1/24-6/30/25)- **(attachment)**..... **Amy Miller**

Members of this committee set goals. We will start talking about goals after MOU negotiations.

Miller reported the Employee Customer Satisfaction Goal is a 90% satisfaction and the attained rate was 100% satisfaction rate which was based on 2 responses. Under the Job Seeker Customer Satisfaction, the goal was 85% and the actual rate was 100%. Under New Employers Per Month, the goal was 12 and the actual number was 5. Under New Job Orders per Month, Miller noted the goal was 65 and actual was 41. Under the Job Order Wage, the goal was \$12.00 per hour and estimate was \$20.68 per hour. The hiring wage is \$18.10 per hour, and the job order benefit is 85% in which new employers are offering medical benefits which 11 of 13 companies offered. Little noted, the BRN has helped with new employers so once the position is filled, he hopes to see higher numbers. He also noted the slowdown in hiring in an election year.

Breedlove noted as part of this committee, the members are involved in establishing these goals for the system. This is a perfect time to look at the goals to best measure our local system, and this committee can do this moving forward to update goals if needed.

Subcommittee Updates..... Amy Miller

Job Center Partner Meetings-Amy Miller

The Stark and Tuscarawas County **Job Center Partner** Meetings continue to be delivered virtually. At these meetings we always have a speaker and then give updates about the job center as well as have partners attending give any updates. If you would like to be a speaker at one of these meetings, please let Logan Little know. We encourage all to share information at these meetings. In October, the speaker was with Community Legal Aid.

MOTION: James moved to accept the committee updates as presented. Reasonover seconded. Motion carried unanimously.

MOU Budget vs. Actual Quarterly Reconciliation (attachment)..... Chuck Byrd, Fiscal Agent

Byrd shared the MOU Budget vs Actual Quarterly Reconciliation report (July 2024-September 2024) for Stark & Tuscarawas Counties on the screen. This report shows actual expenses and compares them to the budget established with all partners.

In the Stark County report, it shows the budgeted amounts for each category and actual expenditures for the first quarter. Byrd reviewed the report noting that the total expenses for the first quarter were \$136,956.71, which is about 24% of the budget for the year which is right on track for the first quarter.

In terms of any variances, he referenced the percentage spent of the budget column to show where we are on track / outlined. For example, the maintenance and janitorial line item is a little higher than we expected it to be, but we are actually on target as it's actually a difference between line items. When we did the budget, we have a common area of maintenance costs that gets charged for the facility in Stark County and when we did the budget we placed that line item under the lease cost. As the fiscal department has been paying the expenses, the invoices have been charged to the maintenance and janitorial line. If you actually move those between the line items, then everything ends up matching up to where we expected it to be for the quarter. We may make an adjustment by moving the line item on the budget or moving the expenses to where we are posting them to.

Byrd referenced, the next page of this report which is Tuscarawas County numbers. The total expenditures for Tuscarawas County are good overall. In line item, "Professional Development & Misc" is slightly higher which is where we charge mileage. To clarify the mileage line item, he said we had more than we originally anticipated

staff needing to go to the Tuscarawas County facility for coverage as we will send Stark County Resource Room staff down to Tuscarawas County to provide coverage which incurs a mileage expense to send staff down there. It is higher than expected but as you will see the overall number in terms of total dollars amounts is not significant. The overall budget is right where we need to be.

The Direct charges (Direct Bill Phones) are charges for partners who are using these items. Our phone bills for WIA are a lot higher but really what happens is WIA picks up any difference between the actual and what is charged to other partners. The total dollar amount is not significant.

Byrd referenced the next quarterly report that takes those same expenses of Stark and Tuscarawas counties and distributes all that across the partners based on the allocation methodology that was agreed to in the Memorandum of Understanding (MOU). It breaks down to the shared portion that is equal shares based on the number of programs that each partner represents so they get an equal share. One share for Stark County equals \$4944.00 and depending on how many programs WIA for instance represents 4 different programs so WIA gets 4 equal shares. Ohio Department of Job & Family Services (ODJFS) represents 5 programs.

The occupancy is only charged to partners who are physically occupying space at the two OhioMeansJobs centers. For the Stark County report, the partners who physically occupy space are WIA, ODJFS, Stark County Job & Family Services (SCJFS), Insights and Pathway Homes. On this report, referenced the columns "Receipts" and "Balance Due" as these are the amounts that have been invoiced to partners and receipted to date when the report was prepared on 9/30/24 and remaining balance due. He said the majority of the payments have been received since the report was generated on 9/30/24. For Tuscarawas County report, he reviewed the columns of the total budget amount which breaks down for each month's expenses for the quarter and the total matches for the previous report, then reflected on the receipts and balances due columns which were previously explained.

These reports are updated quarterly so when we close out December 2024 and get into January 2025, we will prepare the 2nd quarter report and will send it out to all partners.

MOTION: Reasonover moved to accept the Job Center update 1st quarter PY24 Budget Report as presented. Beisel seconded. Motion carried unanimously.

NEW BUSINESS..... Steve Rippeth

Regional Plan- JoAnn Breedlove

Breedlove shared the Regional Plan process happens every 4 years per our current Federal workforce legislation-Workforce Innovation Opportunity Act (WIOA). Workforce areas are required to complete a regional and a local plan, and this will be due May 31, 2025. It has been 4 years since our last regional and local plan. Modifications to the regional plan are then completed, approved, and submitted 2 years later (we completed the updates one year ago). Our workforce area of Stark and Tuscarawas counties is included as a part of a region and the region is called the East Region which includes Stark, Tuscarawas, Columbiana, Mahoning, and Trumbull counties. The plan typically is a framework for those areas to define how their system is going to achieve the purpose of the WIOA (Workforce Innovation Opportunity Act) legislation as listed. The plan is for 4 years to develop, align and integrate the workforce system, and how we are going to meet those strategic operational goals. The planning process will start shortly after the first of the year and what we will do is organize meetings with our other workforce area partners to try and develop this plan. This process is also going to include collaboration with those WIOA core programs as well as coordination with other partners like our OMJ

Center partners, economic development partners, education training partners to create what is known as a shared understanding of the planning regions' workforce development needs and a shared vision on how we will be achieving those goals or addressing those types of needs. As mentioned, we will modify the plan 2 years later, but we have a framework in place to start moving forward with completing that regional plan by May 31, 2025. Trumbull County workforce area will take the lead in this process as every time we do the regional plan, one of the workforce areas takes the lead. Our workforce area took the lead first in this process several years ago, then 4 years later Mahoning and Trumbull workforce area took the lead and now it is Trumbull workforce area's turn to take the lead in this process.

OhioMeansJobs Center System Certification-JoAnn Breedlove

The OhioMeansJobs centers are required to be certified every 3 years. The state has informed us that they will be leading us in this effort. The bulk of the activities will begin in April 2025 and completion of those activities by October 2025 so it's about a 6-month period for that system certification process. The centers completed this process 3 years ago, which was a 3-phase process over a 5-year period. The boards are required to certify the centers.

OLD BUSINESS Steve Rippeth

Tuscarawas County OMJ Center Office Changes-Chuck Byrd

Byrd shared we have been working on reducing our foot print at the Tuscarawas County OhioMeansJobs center. We have more capacity than we need in terms of size of facility. Our lease has expired, and we have been working with the landlord to stay in the same location but reduce the size of the space. The landlord has produced a plan that will move us entirely on the right side of the facility where the current resource room and staff are located. The landlord will rent out to another tenant the left side of the current facility where the current conference rooms, etc. are housed. There is some construction needed to modify the current space. At this point, the landlord has received estimates from their contractors to know the expenses on their side, and they have provided us a proposal of what that would look like in terms of rent. We are negotiating this proposal with the landlord, and once this is finalized then a timeline can be established. Originally, our tentative target date was to have everything completed by the end of the calendar year (December 2024). Renovation will take around 90 days with construction under way the 1st quarter of 2025. During the renovation, we will temporarily shift staff over to the conference area .

The positive outcome of the renovations at the center is the OMJ Center in Tuscarawas County will remain in the same location that customers are used to visiting and it's convenient and centrally located. In addition, we have been pursuing access points in Tuscarawas County to accommodate outlying areas to make it more accessible to receive our services. Byrd emphasized that our customer traffic is down, and the partners housed in the center are down and we don't anticipate the numbers going back to what they were years ago when the center was opened so we are focusing on more virtual traffic by making services accessible virtually. He noted that we will always have a physical (in-person) presence with the centers and access points.

Memorandum of Understanding (MOU) Partner Negotiations Update-JoAnn Breedlove

The Memorandum of Understanding (MOU) is a requirement in the legislation. The Job Center MOU is negotiated every 2 years, and this will be completed to the Ohio Department of Job & Family Services (ODJFS) by May 31, 2025. This is an agreement between the OhioMeansJobs (OMJ) system partners, and it really outlines the role of the parties and describes how the partners will share services and costs

in the operation of the local workforce development system. Some of the items included in the agreement: how the services and activities will be coordinated, what services are shared, any type of proportionate shares of costs, how costs are determined, funds allocated, how referrals are made to the partners, how do we ensure that program services and activities are accessible for all individuals including those that may have barriers to employment (for example individuals with disabilities). At the beginning of 2025, we will schedule MOU negotiation meetings so those dates will be forthcoming.

OhioMeansJobs Centers Rebranding-JoAnn Breedlove

The OhioMeansJobs Centers Rebranding is a requirement that the job centers needed to be rebranded with the new Ohio branding and initially the date was 6/30/24. We received an extension date of 12/31/24, with an additional extension through 6/30/25. The rebranding includes the signage (inside and outside) of the centers, other materials that have the OMJ logo. This extension serves us well for the Tuscarawas center due to the renovation. The Stark County center has been rebranded with updated internal and external signage.

PARTNER UPDATES Committee Members

Pathway Home- Amy Miller

The Pathway Home program has been a partner in the last two MOUs. Pathway Home was a grant obtained by ODJFS and coordinated through Jefferson County Community Action Agency with Employment Navigators placed in several counties including Stark. The purpose of the Pathway Home program was to assist returning citizens prior to their release from prison. The Navigators would work within the prison system with those individuals planned to return to Stark County to help them with transition assistance, including employment. The Pathway Home program has phased out slowly so as of 12/31/24, they will no longer be a partner in our system. We will be billing them for the remainder of the year due to the MOU's negotiated requirements.

Kent State University-Tuscarawas- Bill Beisel

Bill shared his screen with a flyer of **Building Bridges in Business** and noted will have Amy Miller forward to the Job Center Committee distribution list. The Building Bridges in Business is associated with minority business assistance centers in Stark County. They are hosting an event on 12/12/24 at the First Federal Community Bank in Dover, Ohio. Dr. Ashley Gantz asks us to publicize this program.

Bill noted Kent State University-Tuscarawas continues to work with Buckeye Career Center on the **Multi County Advanced Manufacturing Corridor Project**. KSU-Trumbull and BCC have over \$3 million now in joint and school specific grants as we have been able to raise over the last few years. He said, OhioMeansJobs-Stark and Tuscarawas counties have been an important partner in this process, and they thank OMJ for their support. The money is used exclusively for equipment in facilities at Buckeye Career Center and Kent State University-Tuscarawas.

Buckeye Career Center (BCC)-Steve Rippeth

CDL Grant

Buckeye Career Center has recently been awarded a CDL grant through the state of Ohio. BCC will be starting a cohort soon with our partners at American Professional Truck Driving school. The way the program will work is a 50% grant, 50% promissory note but if the recipient drives truck professionally in the state of Ohio for one year, then the state forgives that promissory note. We will have the program at BCC that could potentially be free. This is the first year for this program.

Stark Tuscarawas Workforce Development Board (STWDB)- JoAnn Breedlove

Assistant Director position

Breedlove said, the STWDB recently posted for an Assistant Director position for the STWDB. We feel this will be a critical role to fill. The individual will be involved in a lot of the policy development and many other details. It was previously sent out to this committee distribution list.

Business Resource Network (BRN)-JoAnn Breedlove

The BRN initiative has been in place since 2013 and is a business retention/expansion model that brings together numerous partners that provide a resource/service to businesses. Matt Falter with WIA was locally involved with the BRN since 2014 and left the organization in April 2024. The initiative will move over to the workforce board from a staffing standpoint. It is the board's goal to have an individual focused on BRN activities in a similar suited role. We will be filling/hiring for the BRN position after we hire/onboard the Assistant Director role.

STWDB Current Staffing Job Descriptions & Roles-JoAnn Breedlove

We are also looking at existing staff job descriptions and their roles and seeing how we might adjust to work more collaboratively and strategically.

Partner Holiday Events-Rebecca Harris

The board scheduled two partner holiday events for December 12, 2024. The first event is a breakfast at the OhioMeansJobs center in Canton from 8:30 a.m. to 10:00 a.m. The second event is a lunch at the OhioMeansJobs center in New Philadelphia from 11:30 a.m. to 1:00 p.m. Calendar invitations have previously been sent to partners. Partners may attend both events.

NEXT REGULAR MEETING: –

3rd Quarter Meeting Friday, March 7, 2025 @ 9:00 a.m. via Zoom

MOTION: REASONOVER MOVED TO ADJOURN. JAMES SECONDED. MOTION CARRIED UNANIMOUSLY.