

**Job Center Committee** *(formerly One Stop)*  
**3rd Quarter PY24 Meeting**  
**1<sup>st</sup> MOU Negotiations Meeting**  
**March 7, 2025 @ 9:00 a.m.**  
Zoom Format

**Meeting Minutes**

**Present:**

**Absent:**

<b>Name</b>	<b>Organization</b>	<b>Name</b>	<b>Organization</b>
Steve Rippeth	Buckeye-Adult Ed	Frank Polen	Buckeye-Adult Ed
William Beisel	Kent State University-Tusc	Marilyn Van Almen	CCS-Adult Ed
Leigh Burnham	Tusc Library	Derek Saylor	CCS-Aspire
Stephen Carson	ODJFS	Sarah Udell-Miller	CCS-ACTE
Marc Manheim	OOD	Ebony Donald-Kelso	Job Corps
Janelle Snedden	OOD	Laurie Donley	Kent State University-Tusc
Joanna James	Project Rebuild	Marianna DiGiacomo	Stark Library
JoAnn Breedlove	STWDB	Michelle Ramsell	Tusc Library
Rebecca Harris	STWDB	Missy Axline	ODJFS
Aleisha Stout	STWDB	Drew Felberg	Stark State
Rodney Reasonover	Stark Community Action Agency	Veronica Spidell	TCJFS
Danelle Lightner	SCJFS	Tammy Bigler	VANTAGE Aging
Susan Lenigar	SCJFS		
Paige Blankenship	VANTAGE Aging		
Amy Miller	WIA		
Logan Little	WIA		
Chuck Byrd	WIA		
<b>Guests:</b>			
Cody Horner	CCS-ACTE		
Michelle Carver	ODJFS		
Natalie Aubihl	TCJFS		
Doug Harriman	TCJFS		

**CALL TO ORDER/PARTNER ROLL CALL ..... Steve Rippeth, Chair**

Steve Rippeth called the meeting to order at 9:00 a.m. Rebecca Harris conducted the roll call. Cody Horner of CCS-ACTE noted he will replace Sarah Udell-Miller as her last day will be 3.10.25.

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

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

**Job Center Operator Updates.....Amy Miller, Deputy Director-Program Services**

**OhioMeansJobs Center Report “January 2025” (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 January and Year to Date traffic numbers in Stark County, Tuscarawas County, and systemwide, and it also shows year-to-date customer visits.

In January, there were **554** visits, and the Year-to-Date Customer Visits were **3109** visits (systemwide)

**Rapid Response**

The following Rapid Response events occurred:

- Old Navy in Stark County, and the employer declined assistance.
- Party City in Stark County which impacted 10 employees, and there was rapid response packets delivered to the employees.
- There are a few companies that do not appear in the report:
  - JoAnn Fabrics is closing all stores nationwide which affects stores in Stark and Tuscarawas counties. Sue Bressler, Workforce Specialist, with ODJFS is working with the corporate office.
  - The 19<sup>th</sup> Hole Restaurant / Bar in downtown Canton is closing but employees are accepting other positions, so no rapid response is needed.
  - Battle Motors in Tuscarawas County laid off employees per a newspaper article. It is estimated 140 employees are affected but not all employees are from the Tuscarawas County location. A WARN (Worker Adjustment Retraining Notification) notice was not issued and no other information to report at this time. Sue Bressler from ODJFS is involved.

Miller highlighted the January and year to date (YTD) **Job Postings** in the two largest areas which are Manufacturing and Healthcare. Miller reported on the January Job Postings in the following areas: Manufacturing average wage was \$20.48 per hour with 15 postings and Healthcare was \$21.60 per hour with 5 postings. The other postings in January were an average wage of \$21.34 per hour with 27 postings.

Miller reported on the Year to Date (YTD) Job Postings in the following areas: Manufacturing average wage was \$20.67 per hour with 64 postings and Healthcare was \$18.98 per hour with 33 postings. The other postings year to date (YTD) were an average wage of \$22.32 per hour with 154 postings.

Miller noted the **Business Resource Network's (BRN)** staff transition (Matt Falter), and the position not filled to date. This position will transition over to the Stark Tuscarawas Workforce Board organization with Aleisha Stout (Assistant Director) overseeing the BRN Network and the BRN position which will be filled in the near future. The BRN has leveraged resources in total of \$13,500 in January and \$90,020 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 4 IWTP contracts in PY24 with 4 in the manufacturing sector for approved contracts of \$44,982.00 and \$45,960.99 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 completed.

Miller moved to the section covering **Occupational Skills Training**. Year to date (YTD), there were 26 individuals who completed training and a total of 65 enrolled in training with 46 enrolled in Healthcare, 13 enrolled in Logistics & Transportation and 6 enrolled in Trades. There are 14 placements year to date.

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. Contracted comprehensive program providers provide recruitment, eligibility, services, and follow up with individuals. In PY24, Job & Family Services referred 32 participants in the month of January and year to date has referred 209 participants. There were 10 volunteers in the month of January and a total of 62 volunteers for PY24 YTD. The comprehensive programs, which are delivered by contracted vendors, enrolled 208 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 January, there were 112 RESEA Appointments and YTD of PY24 there were 687 RESEA Appointments.

**MOU Goals Report-2nd Quarter (10/1/24-12/31/24)- (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 3 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 3. Under New Job Orders per Month, Miller noted the goal was 65 and actual was 36. Under the Job Order Wage, the goal was \$12.00 per hour and estimate was \$21.55 per hour. The hiring wage is \$18.63 per hour, and the job order benefit is 90% in which new employers are offering medical benefits which 9 of 10 companies offered.

Breedlove noted as part of this committee; the members are involved in establishing these goals for the system. As a committee we will be looking at the goals to best measure our local system, and this committee can do this moving forward to update goals if needed. The goal is to establish new goals prior to the new program year.

**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. Currently, we have the United Way of Stark and Tuscarawas Counties as our speakers. Currently, we are hosting United Way VITA tax clinics at our OhioMeansJobs Stark County location, and in Tuscarawas County these clinics are held at Dover Federal Credit Union.

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

Byrd shared the MOU Budget vs Actual Quarterly Reconciliation report (July 2024-December 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 second quarter. Byrd reviewed the report noting that the total expenses for the second quarter were \$123,696.57, and 46.3% of the budget is spent for the year in Stark County which is right on track.

Byrd referenced, the next page of this report which is Tuscarawas County numbers. The total expenditures for Tuscarawas County are good overall for the second quarter. Byrd reviewed the report noting that the total expenses for the second quarter were \$58,447.88, and 47.8% of the budget is spent for the year in Tuscarawas County, which is right on track.

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. On this report, referenced the columns "Total Expense Amounts for Stark and Tuscarawas Counties (July 2024-December 2024)" is \$379,754.54 which is 47.2% of the budget.

**NEW BUSINESS..... Steve Rippeth**

**Alliance Career Fair -JoAnn Breedlove**

The Alliance Career Fair will be held on April 3, 2025, from 11:00 a.m.-2:00 p.m. at the University of Mount Union. This is the second year to host this career fair at this location. Other organizations besides OhioMeansJobs Stark & Tuscarawas Counties involved in the planning of this career fair are Alliance Chamber of Commerce, Alliance Area Development and University of Mount Union. Currently 29 employers registered for this event and last year there were over 60 employers. More information will be shared.

**Tuscarawas County OMJ Center Office Changes**-Chuck Byrd

Byrd shared we have been working on reducing our footprint 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. The landlord is waiting on confirmations of final plans approval and anticipating starting construction by the beginning of April and to have renovations completed by an estimate date of July 2025. During the renovation, we will temporarily shift staff over to the conference area and will be in touch with partners who occupy space in the Tuscarawas County location. He is not anticipating closing the facility during the renovation.

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 have reduced 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.

**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 and will provide checklists for these activities. The bulk of the activities have been adjusted to begin in June 2025 and the completion of those activities by end of December 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.

The state has procured mystery shopper entities, and this mystery shopper activity will occur across the state of Ohio starting in April. The mystery shoppers will come through as customers and they will utilize their own checklist and report on their experiences physically in the centers as well as through virtual means (phones, website, etc.). This data/reporting from the mystery shopping will be completed and shared with our system in June 2025.

**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; this process will start in April and this plan will be due October 31, 2025, Our state association, Ohio Workforce Association (OWA) requested and received an extension on the timeline. 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 two years ago).

Our workforce area (Stark and Tuscarawas Counties) is included as part of a region known as 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 legislation. The plan is for 4 years and is intended 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. Trumbull County workforce area will take the lead in this process.

**PARTNER UPDATES ..... Committee Members**

**OOD-Marc Manheim**

OOD Area East Central Ohio /Northwest Ohio Area is involved in a pilot which covers 21 counties. The pilot is working in a team approach with their customer support specialists, case load assistants and counselors. The counselors are rotating to do intakes in person and virtually help with the timeliness of processing referrals and establishing eligibility. The pilot may be created statewide.

**Buckeye Career Center (BCC)-Steve Rippeth**

**CDL Grant**

Rippeth reported the inaugural orientation meeting for their CDL Grant kicked off on March 6<sup>th</sup> where participants can apply to earn a CDL-A. Previously reported Buckeye Career Center was awarded a CDL grant through the state of Ohio. BCC is partnering with 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. Currently there is \$75,000 available to help students pursue CDL training. Steve Rippeth will be the contact for this program.

**MOU Negotiations Initial Meeting**

**3.7.25 – Following 3<sup>rd</sup> Quarter Job Center Committee Meeting**

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

This portion of the meeting is for required partners who participate in the MOU Negotiation process that share in the cost sharing of the system. The library systems do not participate in the financial portion of the MOU as they participate in a non-financial MOU.

**PY25-PY27 MOU Negotiation Process Review**.....Steve Rippeth, Chair

The Job Center MOU is negotiated every 2 years by section 121 of the WIOA Act. Today’s discussion will cover the cost sharing of the Job Centers. There is a template that will be reviewed during this meeting which was provided in advance.

**PY23-PY25 Final MOU and “New” PY25-PY27 Template Review**..... Amy Miller / Aleisha Stout

Stout shared the template that the state provided on the screen and noted that there were minimal changes. The yellow highlighted changes were mainly personnel changes.

On page 5 of the template, the “OhioMeansJobs Operator” and “Comprehensive” OhioMeansJobs Centers were previously listed on the same line item and are now broken out separately as listed as #4 and #5. The Operating Entity Name will be filled in once an Operator entity is named in the official RFP process.

Referenced the Identification Shared Costs Infrastructure Table noting the following rows were added Assessment Software/System, Website Maintenance, Tools/Software to support accessibility and Assistive Technology for Individuals with disabilities. Stout noted these added items are all items previously included just not listed in the table.

Stout referenced a table below titled Shared Cost Items- Additional. In this table under the column “Description/Function” the Center Operator Manager was removed from this column but will be accounted elsewhere in the document.

On the Signature pages, there were updates made to personnel and also added next to each signatory the dollar amounts of shared costs for PY25 and PY26.

**PY23-PY25 MOU Negotiation Methodology Review**..... Chuck Byrd / JoAnn Breedlove

Byrd shared the current budget which will end June 30, 2025. He is currently updating the draft budget for the next 2 years (PY25 and PY26) and it will be presented at the next meeting on March 14, 2025. Today he wanted to review the methodology that was used for the previous MOU budget.

Byrd referenced the first page which is the summary of partner commitments in Stark and Tuscarawas counties based on number of programs. These amounts shown will be where everyone is signing for SFY26(PY25) and SFY27(PY26). The last page is the occupancy, and it identifies separate pages for each county.

On the last MOU, we changed the methodology and the structure of how we share the costs. The biggest change made was removing occupancy and including it as a separate item. Occupancy only applies to partners that are onsite and only pay if occupying a physical workstation and/or office at one of the centers. This change made sense since the number of onsite partners had reduced since the pandemic; and it didn't make sense for partners to pay for space if they were not onsite.

Byrd shared how occupancy costs are figured: The following is reviewed: total facilities cost for each office, lease, utilities, repairs, maintenance, janitorial and project that out for the year. The following is taken into account: total square footage of a space and number of workstations, number of offices and dividing the total square footage over those workstations and offices. There is an accounting method for common area space (space that everyone gets to use) and recalculate the square footage to produce a square footage number for a workstation or office. The workstation is allocated at 178 square feet, which is not just the workstation as it includes a reception area, hallways, restrooms, breakrooms, conference rooms, etc. There is a reallocating of total square footage across those spaces that are occupied by actual staff. The applied square footage to overall cost is \$191,496.00 and it with an allocated cost per square foot of \$18.34 for the current MOU. The \$18.34 per square foot is multiplied by a workstation or office; the cost per workstation or office is then formulated.

Next item reviewed are the partners occupying space in the centers noting Workforce Initiative Association (WIA) occupies the majority of the space; WIA assumes the cost of any space not dedicated to a partner. In Tuscarawas County, ODJFS occupies 1 workstation and OOD occupies 1 office. Byrd referenced the "Shared Access" column which equates to the 2 workstations that are available at each of the centers for any partner to use on a nondedicated basis and which is included in the shared cost portion of the budget.

There are few direct charges that are passed through to the partner depending on their needs in their space. Byrd noted, for example, furniture charges in the occupancy costs of \$225 per office or workstation (per year) which helps recover money previously used to purchase furniture (desk, tables, chairs) by WIA and eventually will be used for future replacement. OOD is listed at \$0 dollars since they purchased their own furniture. The phone system cost is shared if a partner needs a phone.

In the "Shared Costs of Budgets" section, Byrd reflected the costs that are shared by the partnership in Stark and Tuscarawas Counties that include personnel costs of referring customers to the partner programs. The shared resources are also office supplies, computer maintenance of equipment, furniture, electronic equipment, telephone, internet access, and shared workspace which are only specific to the resource rooms. The shared space is divided as an equal split between the total cost and each of the programs that each partner represents in the center. Each partner offers different programs; WIOA legislation is written that each required and mandated program is represented in the centers and thus shares the cost by program and not by partner. In the current MOU, this was a significant change made that considered a fair share based on the number of programs per partner. For example, WIA pays the fair share for 4 programs and ODJFS represents 5 programs shown on the table. The total cost gets divided by the total number of programs which is 19 programs divided by \$95537 (shared cost) equals \$5028 (fair share amount of each program per partner).

Byrd referenced all columns for each partner program on the summary pages as shared column, occupancy column, credit column, and partner share (total) under the MOU. He referred to the



VANTAGE Aging partner under the credit column and said that WIA provides VANTAGE Agine a "credit" and WIA covers the costs since WIA utilizes one of their participants for front-end resource room work that WIA would have had to utilize other staff. This does not affect any other partner.

Byrd said a new MOU draft with the new numbers will be forthcoming next Tuesday, March 11<sup>th</sup>.

Byrd asked if there were any questions on the methodology. There were no questions. Steve Carson, ODJFS requested a meeting invitation for next week's meeting to be sent to Michelle Carver since he will be having surgery.

**Career Services Matrix**.....Amy Miller  
Miller shared the MOU "Career Services Matrix" on the screen. She said it was not shared earlier since we designed this based on the requirements of the state. The Career Services Matrix is how we as a workforce area deliver services throughout our area. She referenced the key (Legend) at the bottom of the page of the matrix and explained what each letter is defined as (see below).

- S=Access onsite at One Stop
- O=Services delivered offsite
- T=Access only or primarily by telephone
- B=Brochures or other printed materials onsite
- \*\*There are separate matrixes for each county

This document will be sent to each partner to update to reflect how services are being provided through the partnership. Changes to this document are to be made as soon as possible and may be forthcoming as a web form. This Career Matrix will be part of the MOU as it has been in the past.

### **Questions / Updates**

Carson asked, "Do we expect an increase in the MOU Budget based on the OhioMeansJobs Tuscarawas Center remodel?" Byrd replied that he is not anticipating a significant change since it is allocated across all of the partners, and it will need to be recalculated.

Manheim noted OOD plans to keep office space in Tuscarawas County and would like to add a dedicated workstation in Tuscarawas County.

**MOTION: CARSON MOVED TO ADJOURN. AUBIHL SECONDED. MOTION CARRIED UNANIMOUSLY.**

**NEXT MEETING: –**  
2<sup>nd</sup> MOU Negotiations Meeting - March 14, 2025, at 9:00 a.m.