

Stark Tuscarawas Workforce Development Board  
**Governing Board Meeting (Executive Committee & Local Elected Officials)**  
August 13, 2024 @ 2:00 p.m.  
Zoom

**PRESENT:**

D. Cole  
A. Kerns  
S. Robinson  
J. Sekely  
J. Creighton (LEO)  
C. Abbuhl (LEO)

**ABSENT:**

None

**STWDB STAFF**

J. Breedlove  
R. Harris

**FISCAL AGENT**

C. Byrd

**Business Minutes**

**Call to Order**

**Chair, S. Robinson** called the meeting to order at 2:00 p.m.

**Approval of Minutes – (Attachment A)**

**Robinson** called for a motion to approve the July 22, 2022, meeting minutes.

**MOTION: KERNS MOVED FOR THE APPROVAL OF JULY 22, 2022; MINUTES AS PRESENTED.  
CREIGHTON SECONDED.**

**Governing Board Purpose / Meeting Schedule (Attachment B) ..... S. Robinson, Chair**

Breedlove shared on the screen Article V of the Stark Tuscarawas Workforce Development Board Bylaws.

Breedlove discussed all sections A, B, C, D of Article V.

In Article V-**Section B** "*Governing Board*" There shall be a Governing Board consisting of representatives from the Board of Local Elected Officials of the Workforce Development Area and members of The Workforce Development Board. The Executive Committee of the Board of Trustees shall be the representatives of the Workforce Development Board on such Governing Board.

In Article V **Section C** "*Partnership Meeting Requirement*" The Executive Committee of the WDB shall meet at least once each program year with the Board of Local Elected Officials.

In Article V **Section D** "*The powers, duties and responsibilities of the Governing Board shall be:*"

- 1.** To ensure implementation of the local and/or regional workforce development plan as duly approved by the LEO and the WDB for the Workforce Development Area. Breedlove noted the Regional Plan will not be making any changes for 2 years. Breedlove referenced the LEOs are Commissioner Creighton and Commissioner Abbuhl.
- 2.** To establish policies and operating guidelines for the Workforce Development Area
- 3.** To provide a forum for joint WDB/LEO communications and public relations activities
- 4.** To provide a forum for dialogue between the WDB and LEOs regarding amendments to this Agreement
- 5.** To act as forum for dialogue on issues where the WDB and LEOs have not reached agreement, including specific program activities and the local and/or regional workforce development plan. The Governing Board, in being granted this authority, does not assume the authority to supplant the WDB or LEO's responsibilities outlined in the Articles
- 6.** To provide for the hiring and general supervision of an executive director through the Stark Tuscarawas Workforce Development Board (STWDB) Council of Governments to serve the Board, as appropriate
- 7.** All powers not expressly delegated are reserved by the Governing Board.

Breedlove noted she would like to schedule every August as a regular meeting of the Combined STWDB Executive Committee and LEOs (Governing Board).

### Director Updates – J. Breedlove, STWDB Executive Director

- **Program Monitoring (Attachment C)**

- **PY21/PY22 Program Monitoring Reports (WIOA & CCMEP)**

Breedlove shared attachment C on the screen. Attachment C is a letter we received on 6.12.24. Ohio Department of Job & Family Services (ODJFS) recently completed PY21 & PY22 programmatic monitoring for our workforce area. The state indicated they are behind in their monitoring as this monitoring started last October 2023 and finished in June 2024.

For the PY21 and PY22 monitoring is specific to the programs and subject to review. The following programs were reviewed: Administration and Youth. The Youth programming known as the Comprehensive Case Management Employment Program (CCMEP) is the state's youth program and this monitoring specifically focused on Tuscarawas County. There was a "Significant Observation" under the "Youth" program as noted as "Yes (CIP 1)" and further explains "CIP 1-Case Management -Attempts to Engage Participants-not Documented".

Breedlove said when we have conversations with the state during the monitoring process, they will present information to us about specific client cases that have been monitored; the local area then has an opportunity to respond with either supplemental documentation or information.

There is a requirement in the Ohio Administrative Code for CCMEP requiring engagement of participants and the case manager at no less than once every 30 calendar days and this has to be documented in the state case management system called ARIES.

When the state came on site for monitoring, they will provide us a list of case files to access and if there wasn't documentation in terms of engaging with participants every 30 days. They will list a recommendation on what should be done, and they will provide the opportunity for the local areas to respond. For this situation, we had an issue A & B, and we had 2 participants. For Issue A as part of the implementation steps *we are no longer deleting the previously uploaded case note documents in ARIES, when we upload the new case note documents, so ARIES has an accurate record of the timely entry.* In Issue B (shown on the screen), Breedlove thoroughly reviewed the Underlying Cause, Implementation Steps, Resource Needs, Implementation Schedule and Person Responsible for Implementation. Breedlove highlighted excerpts in the Continuous Improvement Plan 1: the Implementation Steps it states "We will provide mandatory engagement and case note training for Lead Agency and Subrecipient vendor case managers serving enrolled clients. In addition, Breedlove highlighted "The Lead Agency's CCMEP Coordinator will conduct periodic quality review spot checks of participant records to further ensure requirements are not missed."

- **PY23 (July 1, 2023-June 30, 2024)-In Process**

The PY23 monitoring is currently in process as PY23 ended 6.30.24. The state was onsite on 7.1.24 to review some of the files. The state will need to report to the Department of Labor (DOL) as part of the monitoring process. DOL will let the state know when they need to submit the data and through the course of the next year this information will be finalized and there will be a statistical adjustment model included as part of that performance. It will be next June/July before we receive PY23 results as we just received results for PY22. We answered questions they had, and we provided some documentation. Once we have the final report/results we will share with the LEOs and the board.

- **Performance**

- **PY22 WIOA & CCMEP Adjusted Performance (Attachments D & E)**

The PY21 and PY22 issues of the new case management system, ARIES, is why the Ohio Workforce Association (OWA) made a request for 2 consecutive years for a hold harmless clause on performance. As a workforce area, we did meet all local performance metrics.

Breedlove referenced the **PY22 WIOA Adjusted Performance Report** on the screen, showing the 3 funding streams: Adult, Dislocated Worker and CCMEP WIOA Youth. Performance is listed in 5 categories: Employment 2<sup>nd</sup> Quarter after Exit, Employment 4<sup>th</sup> Quarter after Exit, Median Earnings 2<sup>nd</sup> Quarter after Exit, Credential Attainment and Measurable Skill Gains. "Measurable Skill Gains" are not being tracked by DOL for this particular year as it notes N/A in this column. Our workforce area (Area 6) had "Success" in all Area Results.

The participants served are individuals who are eligible and participated in programming. Numbers / Statistics of participants are further broken down by county. The report shows the differences under each category of performance measurements.

There are two pages of demographics (referenced on screen) to provide more detailed information on participants; for example, gender, age, status, ethnicity/race and education level.

**CCMEP PY22 Adjusted Performance** (referenced on the screen) is a county based program, and performance is measured by county. The CCMEP lead agency is Workforce Initiative Association (WIA) as WIA receives the TANF funds for the CCMEP program. The performance metrics are slightly different for youth with "Education, Training, or Employment 2<sup>nd</sup> Quarter after Exit" and "Education, Training, or Employment 4<sup>th</sup> Quarter after Exit" as measures in addition to the others (Median Earnings 2<sup>nd</sup> Quarter after Exit, Credential Attainment and Measurable Skill Gains). The chart shows a total of 785 participants served and 246 of those participants were TANF funded, and the remaining 539 participants were funded under WIOA. A total of 459 participants were co-enrolled between TANF and WIOA which is a goal of the state to be co-enrolling youth. The report shows the breakdown of the participant demographics by county of performance measures, program participants and program funding. It shows "Success" for both counties under all 4 performance measures.

- **PY23 WIOA Performance (Unadjusted)**

PY23 ended on 6.30.24 and the state will access all local data on 8/19/24. DOL will give the state a date when they need to submit the performance data and through the course of the next year this information will be finalized; a statistical adjustment model will be applied to the data. It will be next June/July 2025 before we receive PY23 final, adjusted results.

- **WIOA Performance Negotiations with ODJFS (September)**

The WIOA Performance negotiations will happen in September 2024. The negotiations happen every 2 years with the state. The state negotiates with DOL and then proposes metrics to the local workforce areas for negotiation. A deadline of the end of August was provided if we would like to challenge any of the proposed standards.

- **STWDB "Report to the Community" Status**

The last "Report the Community" was completed in 2022. The next report will include all of 2023 and the first 6 months of 2024. The plan is to get back on a yearly schedule related to our program year (PY). The goal is to have this report ready by October. Breedlove made a request to both commissioners to come to their meetings to report out the "Report to the Community" in November 2024.

- **Board Officer / Member Updates**

The Vice Chair role held by Sue Marzano is currently vacant since she left employment with the AEP organization. Per bylaws, there is an election process to fill openings for this role, and we have started this process by sending out a request for nominations and explaining which board members would be eligible. The Vice Chair role needs to be a Business representative, and we have 10 board members eligible for this nomination. The nomination will be taken to the Workforce Development Board meeting on September 4, 2024, for the election process.

In addition, we need to fill the vacancy of two "Business Representative" board members. Breedlove said she was seeking a Distribution / Logistics representative for nomination.

**Meeting Adjourned at 2:42 p.m.**