COMBINED MEETING
OhioMeansJobs Stark County Office
822 – 30th Street NW, Canton 44709
June 23, 2025 @ 8:00 a.m.

STARK TUSCARAWAS WORKFORCE DEVELOPMENT BOARD - COUNCIL OF GOVERNMENTS

MEMBERS:
Richard Regula, Commissioner- Stark County-Present
Greg Ress, Commissioner-Tusc. County-Present
Scott Robinson, STWDB Chair – Present

STWDB STAFF:
JoAnn Breedlove-Present
Rebecca Harris-Present

FISCAL AGENT:
Chuck Byrd-Present

GUEST/OTHER:
Mayor William V. Sherer II-Present

WORKFORCE INITIATIVE ASSOCIATION - COUNCIL OF GOVERNMENTS

MEMBERS:
Richard Regula, Commissioner- Stark County-Present
Greg Ress, Commissioner-Tusc. County - Present
William V. Sherer II, Mayor, City of Canton -Present

WORKFORCE INITIATIVE ASSOCIATION STAFF:
Chuck Byrd - Present

GUEST/OTHER:
JoAnn Breedlove-Present
Rebecca Harris-Present

BUSINESS MINUTES

Byrd formally called the meeting to order at 8:05 a.m.

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

APPROVAL OF March 13, 2025, MEETING MINUTES

> **MOTION:** ROBINSON MOVED FOR THE APPROVAL OF MARCH 13, 2025; MEETING MINUTES AS PRESENTED. COMMISSIONER RESS SECONDED.
> MOTION CARRIED UNANIMOUSLY.

Review PY23 Audits... C. Byrd

Byrd displayed on the screen "Stark Tuscarawas Workforce Development Board Audit for Year ended June 30, 2024, and Workforce Initiative Association Audit for Year ended June 30, 2024. Paper copies were available at the meeting to reference if needed.

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, 2023, through June 30, 2024. Based on their review, they have accepted the audits for both Stark Tuscarawas Workforce Development Board and Workforce Initiative Association. Both audits had no findings, no material weaknesses, no management letter recommendations and both audits were "clean".

Byrd shared the screen to show the STWDB Statement of Receipts, Disbursements and Changes in Fund Balances for year ending June 30, 2024. Total cash receipts were $4,305,168 and total disbursements $4,856,484.

Byrd shared the screen to show the WIA Statement of Receipts, Disbursements and Changes in Fund Balances for year ending June 30, 2024. Total cash receipts were $6,925,356 and total disbursements $7,114,815. There is a deficit of $189,459 since money is collected at a later date than when the report is generated.

Financial Report .... C. Byrd

Byrd shared the Financial Report for STWDB / WIA for PY24 (July1,2024-June 30, 2025). Byrd noted WIA acts as the Fiscal agent for the STWDB. This budget report shows Stark Tuscarawas Workforce Development Board (STWDB) and Workforce Initiative Association (WIA) which are separate budgets. These budgets were passed by the COG boards in June 2024 and were effective July 1, 2024, to June 30, 2025. This report shows our actual expenses as of April 2025, which is 83% through the year (10 of 12 months). The financial report compares budget vs. actuals as of April. This serves as a quick guide to measure progress against the budget, though not all expenses follow a straight-line pattern.

Under the STWDB Equipment Line Item, the variance is due to a shift between categories. Certain software purchases were budgeted under "fees, memberships, subscriptions" but recorded under "equipment." This is a classification issue only and not overspending.

Under STWDB Other Contracts which are higher than budgeted because of unanticipated special grants awarded during the year. Expenses were offset by corresponding additional revenues.

Under the WIA Outreach/Marketing, this is slightly over budget due to timing and reallocation of software expenses across organizations. Special grants also contributed, including $15,000 from the State for an emerging talent video series in Tuscarawas County. Outreach activities included radio ads and marketing initiatives not anticipated at the beginning of the year.

Under WIA Incentives Program, the Incentive payments to youth participants are included for achieving milestones (e.g., credential attainment, post-secondary enrollment, unsubsidized employment, job retention). The policy ensures consistency across all youth vendors. Payments range from $250 to $1,000, with the largest tied to employment and retention up to one year. Incentive costs exceeded budget due to higher participation. For next year, amounts will be slightly reduced to better align with available funding while keeping the structure intact.

Under STWDB Fund Balance, approximately $1.7M as of April and WIA Fund Balance is $2 M, though several expenses are still pending.

The variances are explained and primarily tied to grants, categorization, and strong program outcomes (incentives). A revised budget will address adjustments for the next year.

The "pink" highlighted lines which is the "Intra-Agency Subgrant / Contract Receipts. These highlighted items are when STWDB contracts with WIA to provide a number of different services. The number represents a contract between STWDB and WIA. On the STWDB side, it is listed as an expense, and on the WIA side it is listed as revenue.

PY25 Healthcare Insurance Employee Contributions .... C. Byrd

STWDB and WIA have been notified it will receive a 4.97% medical insurance premium increase, a 0.00% dental insurance premium increase, a 0.00% vision insurance premium, and 1 "Premium Holiday" for the period of July 1, 2025, through June 30, 2026, 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, 2025, through June 30, 2026, 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	$1,068.24	$106.82 @ 10%
Medical-Family	$2,595.05	$467.10 @ 18%
Dental-Single	$103.08	$10.30 @ 10%
Dental-Family	$254.32	$45.78 @ 18%
Vision-Single	$20.20	$2.02 @ 10%
Vision-Family	$50.18	$9.04 @ 18%

MOTION: MAYOR SHERER II MOVED THAT, WORKFORCE INITIATIVE ASSOCIATION'S (WIA) EMPLOYEE HEALTH INSURANCE CONTRIBUTIONS FOR THE PERIOD JULY 1, 2025, THROUGH JUNE 30, 2026, REMAIN AT 10% FOR SINGLE COVERAGE AND 18% FOR FAMILY COVERAGE. COMMISSIONER RESS SECONDED. MOTION CARRIED.

MOTION: COMMISSIONER RESS MOVED THAT STARK TUSCARAWAS WORKFORCE DEVELOPMENT BOARD'S (STWDB) EMPLOYEE HEALTH INSURANCE CONTRIBUTIONS FOR THE PERIOD JULY 1, 2025, THROUGH JUNE 30, 2026, REMAIN AT 10% FOR SINGLE COVERAGE AND 18% FOR FAMILY COVERAGE. SCOTT ROBINSON SECONDED. MOTION CARRIED.

PY25 Annual Budgets .... C. Byrd

Byrd presented the PY25 budget, effective July 1, 2025, and provided an overview of funding allocations, historical trends, and proposed adjustments for the new program year. WIOA allocations decreased by $171,000, with the largest reduction in Dislocated Worker funds. TANF funding is expected to remain at last year's level, with allocations effective October 1, 2025. The proposed STWDB budget totals approximately $4 million, compared to $5.5 million in the current year, due to reduced carryover funds and lower WIOA allocations.

STWDB receives the majority of its funding from WIOA dollars on July 1, 2025, through the Department of Labor (DOL) via ODJFS, with two years to spend the funds and the ability to carry in a portion. Additional miscellaneous grants are also received by STWDB. WIA receives the majority of its funding from TANF dollars on October 1 through ODJFS and, in addition, receives a large WIOA contract from STWDB to provide WIOA services. This contract appears as an expense on STWDB's budget. STWDB also receives funding for services they perform for WIA through a CCMEP TANF contract.

STWDB Personnel costs increased by $36,000, reflecting full-year funding of positions added mid-year and higher insurance costs. STWDB & WIA Operational expenses were reduced in areas such as travel, audit, legal, and memberships. STWDB & WIA Software costs were moved to the equipment category. The outreach budget is set at $70,000, split evenly between the Board and WIA.

Interagency agreements between the Board and WIA continue for WIOA and TANF-funded services. The Job Center Operator contract is based on the recent RFP process.

Youth program funding is reduced by approximately $300,000, resulting in the elimination of four vendor programs after a 90-day transition period from July through September 2025. Four existing vendors will receive reduced funding. A new vendor contract cycle will run from October 1 through September 30 to align with TANF funding timelines.

Training participant numbers decreased to approximately 110–115, down from 130 in the current year. Incentive amounts were reduced, but a minimum of $250 per milestone will be maintained.

Byrd referenced in the handouts for both individual budgets of STWDB and WIA to show how funding streams were further broken down.

> STWDB and WIA have each prepared an annual budget for PY25 spanning the period from July 1, 2025, through June 30, 2026. 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 PY25 Budget	
Projected PY24 Carry-In Resources	$ 789, 813
Projected PY25 New Resources	$3,215,059
Total Projected Resources	$4,004,872
Total Projected Expenditures	$3,577,261
Annual Excess (Deficit)	$ 427,611

WIA PY25 Budget	
Projected PY24 Carry-In Resources	$1,306,255
Projected PY25 New Resources	$5,920,099
Total Projected Resources	$7,226,354
Total Projected Expenditures	$6,396,178
Annual Excess (Deficit)	$ 830, 175

Byrd displayed the STWDB PY25 WIOA allocations, STWDB/WIA PY25 budgets and Workforce Initiative Association FY25 CCMEP TANF allocations (attachments were previously emailed and printed out for meeting).

MOTION: COMMISSIONER RESS MOVED THAT STARK TUSCARAWAS WORKFORCE DEVELOPMENT BOARD (STWDB) APPROVE THE PY25 BUDGET AS PRESENTED. SCOTT ROBINSON SECONDED. MOTION CARRIED.

MOTION: MAYOR WILLIAM V. SHERER II MOVED THAT WORKFORCE INITIATIVE ASSOCIATION (WIA) APPROVE THE PY25 BUDGET AS PRESENTED. COMMISSIONER RESS SECONDED. MOTION CARRIED.

Vacation Leave Update .... C. Byrd

Byrd shared a proposal to change the vacation policy for salaried and managerial staff. The current policy for all staff is to receive 2 weeks of vacation per year and at the 5th year, receive a total of 3 weeks of vacation. The proposal is for salaried exempt staff to receive 3 weeks of vacation upon hire date. The reason for the proposed change is to be competitive in the marketplace for the attraction and retention of experienced new and existing talent.

Byrd shared the following chart defining the changes.

Hourly Nonexempt Staff		**Salaried Exempt Staff**	
0-4 years	10 days	0-4 years	15 days
5-9 years	15 days	5-9 years	20 days
10-14 years	20 days	10-14 years	25 days
15-19 years	25 days	15-19 years	30 days
20 or more years	30 days	20 or more years	30 days

MOTION: SCOTT ROBINSON MOVED THE STARK TUSCARAWAS WORKFORCE DEVELOPMENT BOARD (STWDB) TO TABLE THE VACATION LEAVE POLICY AS PRESENTED. COMMISSIONER RESS SECONDED. MOTION CARRIED.

MOTION: MAYOR WILLIAM V. SHERER MOVED THE WORKFORCE INITIATIVE ASSOCIATION (WIA) TO TABLE THE VACATION LEAVE POLICY AS PRESENTED. COMMISSIONER RESS SECONDED. MOTION CARRIED.

Byrd will resend the current and proposed policies for further review.

STWDB Staff Initiative .... J. Breedlove

Breedlove revisited a topic first discussed in June 2024 regarding a potential hybrid work policy for Board staff (non-service providing positions). After reviewing several sample policies and incorporating feedback from legal counsel, a **pilot hybrid work policy** is proposed to run **July 1 through December 31, 2025**.

- **Structure:** One remote workday per week (Friday), with all other days in the office.
- **Scope:** Applies to five Board staff members only.
- **Purpose:** Evaluate feasibility, identify challenges, and gather feedback.
- **Consulted with Legal Counsel:** Legal counsel has reviewed and approved the draft policy with minor revisions. Board discussion and potential approval were requested.
- **Next Steps:** Findings to be presented at the November 2025 meeting for consideration of adjustments, continuation, or discontinuation.

MOTION: COMMISSIONER RESS MOVED EFFECTIVE JULY 1, 2025, STARK TUSCARAWAS WORKFORCE DEVELOPMENT BOARD WILL ADOPT THE REVIEWED "PILOT HYBRID WORK INITIATIVE POLICY" FOR THE PERIOD JULY 1, 2025, THROUGH DECEMBER 31, 2025, DURING WHICH BENEFITS OF

THE PILOT WILL BE EVALUATED AND USED TO PROPOSE ANY FURTHER CONTINUATION OR ELIMINATION OF THE POLICY. SCOTT ROBINSON SECONDED. MOTION CARRIED.

Information / Other Updates

OhioMeansJobs Centers (Lease / Renovation Updates) .... C. Byrd

New Philadelphia OhioMeansJobs Center renovations are progressing well, with the project's completion date shifted from mid-July to the end of July. Framing is complete, plumbing has passed one inspection with one remaining, electrical rough-in is done, and HVAC work, including rerouting, is underway. The main renovation involves constructing new restrooms, a break room, and a janitor closet at the front of the building. Other work includes modifying walls and electrical systems. South Bend Management now owns the building.

WIOA Reauthorization / Federal Legislative Updates... J. Breedlove

Breedlove shared Federal Workforce Legislation & Funding Updates:
WIOA Status: Unauthorized since 2020; reauthorization attempt in late 2023 through the Continuing Resolution (CR) did not move forward. WIOA remains funded via the Continued Resolution (CR) but is not congressionally appropriated.

The Proposed Federal Cuts: There have been significant reductions to federal agencies, including Department of Labor (DOL), Health & Human Services (HHS), and Department of Education (DOE).

The Executive Order-On April 23, 2025, President Trump signed an Executive Order called "Preparing Americans for High-Paying Skilled Trade Jobs of the Future" to modernize American workforce programs. Withing 90 days of the date of the order, the Secretary of Labor, the Secretary of Commerce, and the Secretary of Education shall review all Federal workforce development programs and submit to the Assistant to the President for Domestic Policy and the Director of the Office of Management and Budget a report setting forth strategies to help the American worker.

The **U.S. Workforce Associations**, representing state workforce organizations that support workforce development boards, drafted a letter to **Rep. Tim Walberg** (MI), Chair of the House Education & Workforce Committee. The letter shared input from business and board-affiliated business representatives and included a request for business leaders and companies that have benefited from WIOA to sign on in support. The letter was shared with local businesses and board members representing businesses.

On May 2, 2025, President Trump's Fiscal Year 2026 Discretionary Funding Request was released with the Administration proposing to create a new consolidated workforce grant program called "Make America Skilled Again" (MASA), combining a number of existing workforce development programs 11 workforce programs, cutting funding by half ($1.6B), increasing state authority over funds, and eliminating WIOA Adult Education (Title II), Wagner-Peyser, Job Corps, and Senior Employment Services (Vantage Aging).

Job Corps Impact: Program to end June 30, 2025; preparations underway due to its role as a local center partner.

PY24 WIOA / CCMEP Performance .... J. Breedlove

Breedlove reported PY24 WIOA / Performance is on track, and we are awaiting final adjusted performance data from PY23. Updated information to be shared in the future.

PY25 STWDB Subgrant Agreement with WIA .... J. Breedlove

The PY25 STWDB subgrant agreement with WIA outlines the funding that the Board receives and designates to our provider for those services. STWDB prepare this agreement each year, specifying the services that WIA will provide for us. This is a document that Scott Robinson, as Board Chair, signs on our behalf.

The agreement is in process as we are currently defining the scopes of services and working with WIA (our provider) to include an evaluation methodology. This will ensure we have a shared understanding of the service expectations and how those services will be evaluated going forward.

Local Governance Agreement .... J. Breedlove

The Local Governance agreement was originally created back in 2015–2016 and needs an update, particularly in terms of the language used. It outlines how our organization is structured and identifies the individuals involved in that structure. In the current document, former Commissioners Kerry Metzger (Tuscarawas) and Janet Creighton (Stark) among others, were signatories.

The agreement describes the roles and responsibilities of Workforce Initiative Association (WIA), including their service activities, and lists named individuals within their respective roles. Since the information is outdated, our proposal is to set aside time during our November meeting to review the current version together and develop a proposed redraft.

Adjournment: 9:35 a.m.

MOTION: SCOTT ROBINSON MOVED TO ADJOURN THE MEETING AND MAYOR WILLIAM SHERER II SECONDED. MOTION CARRIED.

Next COG Meetings
November / December 2025