# Job Center Committee
## 1st Quarter Job Center Committee Meeting
## September 5, 2025 @ 9:00 a.m.
Zoom Format

## Meeting Minutes

**Present:** **Absent:**

| Name | Organization | Name | Organization |
|---|---|---|---|
| Bill Beisel | Kent State University-Tusc | Steve Rippeth | Buckeye Career Center-Adult Ed & Aspire |
| Marianna DiGiacomo | Stark Library | Marilyn Van Almen | CCS-ACTE |
| Joanna James | Project REBUILD | Derek Saylor | CCS-Aspire |
| Danelle Lightner | SCJFS | Joe Lopez | Job Corps |
| Wendy Azzardi | TCJFS | Michelle Ramsell | Tusc Library |
| Tammy Bigler | Vantage Aging | Stephen Carson | ODJFS |
| Chuck Byrd | WIA | Janelle Snedden | OOD |
| | | Rodney Reasonover | Stark Community Action Agency |
| | | Drew Felberg | Stark State |
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| **STWDB Staff & Other** | | **STWDB Staff & Other** | |
| JoAnn Breedlove | STWDB | | |
| Rebecca Harris | STWDB | | |
| Aleisha Stout | STWDB | | |
| Chuck Byrd | Fiscal Agent | | |
| Chuck Byrd | OMJ Operator | | |
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**CALL TO ORDER/PARTNER ROLL CALL ...**..... Aleisha Stout, STWDB
Rebecca Harris conducted the roll call.

**APPROVAL OF PREVIOUS MEETING MINUTES (attachment)** .....Aleisha Stout, STWDB

**MOTION:** James moved to accept the meeting minutes dated June 6, 2025. Beisel seconded. Motion carried unanimously.

**MOU Updates**.....Chuck Byrd, Fiscal Agent

**MOU Budget vs. Actual Year End Reconciliation**..... Chuck Byrd, Fiscal Agent
Byrd referenced the final MOU budget report for the year ending June 30, 2025, and said the report shows Stark County at 97.4% of the budget and Tuscarawas County at 91.7% as of June 30, 2025. The system overall budget is slightly under. Byrd shared detailed breakdowns for Stark & Tuscarawas counties by highlighting areas of over and under spending.

**PY 2025-2026 MOU Update**..... Chuck Byrd, Fiscal Agent
Byrd discussed the current year's MOU budget and potential changes. He noted Job Corps status is uncertain due to federal orders which affect budget calculations. In addition, VANTAGE Aging's situation is also unclear with state funding expected to cover their needs. The Pathway Home grant (42-month grant) adds a new partner in both Stark and Tuscarawas counties which offsets Job Corps' potential absence. In addition, the GRIT grant which is for approximately 2 years will be a partner in Tuscarawas County. The group agreed to proceed with the original MOU for Stark County and adjust for Tuscarawas County based on new partners.

**New Business**

**Committee Goals Draft**..... Aleisha Stout, STWDB
Stout revisited the last meeting's survey results by focusing on enhancing digital promotion of partners. The metrics for enhanced digital promotion include website traffic (omjwork.com), social media highlights, and Board newsletter (The Source) mentions. The goals include digitally featuring each partner four times a year and creating space in the monthly newsletter. Some of the housekeeping activities include verifying partner information and creating a content calendar for social media.

Stout discussed the goal of improving referral volume from Workforce Initiative Association (WIA) as the Job Center Operator to partners which will establish a baseline in this phase. Metrics include the number of referrals for WIA to partners, partner to partner referrals and referral outcomes. The group discussed the need for better tracking of partner-to-partner referrals and referral outcomes. Traffic metrics include visits to the OMJ Center, community access points, and virtual access.

Stout shared a Referral Process Update: Some suggested activities included scheduling referral process training and ensuring materials for each partner. Partners were asked to confirm their designated referral contact and ensure that individual is trained and active in the system. It was noted that some partners wish to increase referrals but currently do not have a listed contact, creating a disconnect. Referral process training can be scheduled for one or multiple staff per agency as needed. Individual referral data, including the number of referrals received, designated contact, last training date, and most recent login, will be shared with each organization. OMJ staff will also receive updated materials on each partner's services to assist in identifying and making appropriate referrals.

Stout outlined the goal of expanding professional development by hosting at least two joint professional development events with 75% partner participation which would happen via the partner meeting with the frontline staff that attend and utilize this forum to leverage professional development. Topics will be suggested by leadership of the organizations for their staff. A shared calendar will be

created to keep partners informed of training opportunities. The group discussed the importance of identifying training topics through partner feedback.

Stout noted to recap the three key goals are to enhance digital promotion, strengthen referrals, and expand professional development as discussed.

**Old Business**

**Regional Plan Update**..... JoAnn Breedlove, STWDB
Breedlove provided an update on the WIOA regional and local plan activities which happens every 4 years. The East Ohio Regional includes Stark, Tuscarawas, Mahoning, Columbiana, and Trumbull counties. The public comment period ended 8.13.25, and it is currently on the stwdb.com website. The local plan is completed and undergoing final review by our local elected officials (Regula and Ress) and our board chair (Robinson).

In addition, Breedlove shared the Job Center Certification process (which happens every 3 years) is currently underway with feedback from partners being incorporated. This is due by the end of 2025, but we will submit it in early November prior to its due date.

**Tuscarawas County Office Update.....**..... Chuck Byrd, Fiscal Agent
Byrd provided an update of the Tuscarawas County office renovations. The project has been delayed due to some plumbing issues, but progress is being made. The painting and other work is ongoing with hopes to be ready to move back in by the end of September 2025. The new space will feature an open concept and a large conference room.

**Open Discussion**..... Committee Members

Byrd announced the hiring of Renee Steurer who is the new **Job Center Manager**. She has a background in workforce development and will coordinate partner meetings and activities.

Stout provided an overview of the **Pathway Home 6** grant which is a reentry grant for pre and post release participants. The grant will serve 125 participants over 42 months, focusing on WIOA metrics and reducing recidivism. The program will work with local partners, including Stark Regional Community Corrections Center (SRCCC) who will provide support and services.

Stout provided an update on the status of hiring of the **Workforce Solutions Manager** for the Business Resource Network (BRN) and noted the position has been posted.

**MOTION:** James moved to adjourn. DiGiacomo seconded. Motion carried unanimously.

**NEXT MEETING:** – **2nd Quarter** Job Center Committee Meeting – **December 5, 2025**, at 9:00 a.m. via Zoom