

Job Center Committee (formerly One Stop)
2nd MOU Negotiations Meeting
March 14, 2025 @ 9:00 a.m.
Zoom Format

Meeting Minutes

Present:

Absent:

Name	Organization	Name	Organization
Steve Rippeth	Buckeye-Adult Ed	Frank Polen	Buckeye-Adult Ed
Derek Saylor	CCS-Aspire	Marilyn Van Almen	CCS-Adult Ed
Cody Horner	CCS-ACTE	Ebony Donald-Kelso	Job Corps
Yelvis Parker	Job Corps	Laurie Donley	KSU-Tuscarawas
William Beisel	KSU-Tuscarawas	Missy Axline	ODJFS
Joanna James	Project Rebuild	Stephen Carson	ODJFS
JoAnn Breedlove	STWDB	Marc Manheim	OOD
Rebecca Harris	STWDB	Janelle Snedden	OOD
Aleisha Stout	STWDB	Susan Lenigar	SCJFS
Rodney Reasonover	Stark County Community Action Agency	Doug Harriman	TCJFS
Danelle Lightner	SCJFS	Veronica Spidell	TCJFS
Drew Felberg	Stark State	Amy Miller	WIA
Tammy Bigler	VANTAGE Aging		
Paige Blankenship	VANTAGE Aging		
Chuck Byrd	WIA		
Logan Little	WIA		
Guests:			
Michelle Carver	ODJFS		

CALL TO ORDER/PARTNER ROLL CALL **Steve Rippeth, Board Chair**
Rebecca Harris conducted the roll call.

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

MOTION: Reasonover moved to accept the 3rd quarter PY24 & Initial MOU meeting minutes dated March 7, 2025. James seconded. Motion carried unanimously.

PY25-PY26 MOU Negotiation Process Review.....Steve Rippeth, Chair

PY25-PY26 Template Review..... Aleisha Stout, STWDB

Stout shared the draft of MOU template that the state provided on the screen and noted that there were minimal changes.

On page 1, she noted and called out the Required Partners by programs separately for WIOA: WIOA Title I Adult, WIOA Dislocated Worker, and WIOA Title I Youth.

On Page 5, Stout noted she added the name of the Job Center Operator as Workforce Initiative Association.

On Page 8, Stout noted under the Shared Cost Additional section, that Byrd will review this section during his review.

Career Services Matrix..... Aleisha Stout, STWDB

Stout displayed a Career Services spreadsheet that all partners need to complete, and this new document along with the current Career Services Matrix will be emailed out to the partners. All partners will need to fill in the services and delivery method at each location. All updates will need to be completed by Tuesday, March 18, 2025.

MOU Signatories..... Aleisha Stout, STWDB

Stout noted she updated the most recent signatories on the signature pages that is on file. She will send out an email on Friday, March 14th by partner organization, requesting responses by Tuesday, March 18th, to confirm we have the correct information for the signatory, including title, organization, and email address. The signatory page will be completed via DocuSign. Updates will be reviewed at the March 21st Negotiation meeting.

PY25-PY26 MOU Draft Budget..... Steve Rippeth, Chair

Draft Budget Review..... Chuck Byrd, WIA (Fiscal Agent)

Byrd shared the updated PY25 MOU Budget Draft that covers (July 2025-June 2026) on the screen. The following updates were made on the **Summary Page**: Lease costs, Actual costs. For Stark County, the overall costs were the same but for the fair share / equal split portion for each partner increased roughly \$300. The reason for the \$300 is not a change in expenses, it is the change due to a reduction of one partner (Pathway Home). The Pathway Home grant included in the current MOU is no longer available in the area and no longer a partner. The proposed shared cost is now divided by 18 programs instead of 19 programs with approximately a \$300 increase which affects each program equally.

In terms of **occupancy** "column," expenses were similar. Occupancy is shown by partner that is actually occupying space within the centers in the coming year which are WIA, ODJFS, SCJFS, Job Corps (Stark Cty).

Byrd referenced the column of the total partner share by program which Michelle Carver, ODJFS, had questions about their shares / equal split. She noted that Trade is no longer an authorized

program. Carver had discussions with Julie Wirt, ODJFS who reviewed the document and noted Migrant Farmworker should not be listed under Wagner Peyser. Carver indicated Wirt had questions about Unemployment Insurance listed; Carver had no specific clarifications in advance of today's meeting. Carver said programs that are listed in Tuscarawas County (Trade, Migrant Seasonal Farmworkers & Unemployment) should not be listed either because it's an affiliate and they are not required partners of affiliates which she received from Julie Wirt, ODJFS.

Byrd referenced Unemployment Insurance stating the way we have the programs is based on what the WIOA Act says and as long as the program is offered in the area then that entity receiving funds is offering that program which means they are mandated to be part the MOU. Unemployment is being offered in the area because the majority of the customers coming through the OhioMeansJobs centers are asking about unemployment and so therefore in our methodology they are certainly represented in the area. If we were to take out Unemployment than that's essentially saying that program is not available in the area. If any unemployment customers came into the centers, we could not help them with unemployment questions. Carver did not have an answer for Byrd's statement but noted unemployment is assisted by ODJFS staff. Carver is waiting for answers from Wirt on unemployment. Byrd noted we will have to have some conversations around unemployment with Wirt since we are doing things a little differently with this methodology which is different than most areas as our methodology of the equal split per program was fairer for the partners.

Byrd said, we will need to have a continued conversation on the Trade and Migrant Seasonal Farmworker programs with Julie Wirt, ODJFS.

Byrd noted if we eliminate Trade, Migrant Seasonal Farmworkers and Unemployment programs in Stark and Tuscarawas County then the cost gets shifted among all the partner programs noting ODJFS share would decrease, and all other partners share would increase.

Breedlove noted the methodology has been in place with the current MOU agreement as prior MOUs used (Full Time Equivalent) FTEs. The current methodology of fair share / equal share per partner program is a fairer share cost method based upon the programs available through the workforce area. She said we will explore where funds originate, if available, for these programs- Trade, Migrant Seasonal Farmworkers and Unemployment Insurance. She said, we will have more conversations on these topics with Julie Wirt, ODJFS.

Breedlove said, Unemployment Insurance is a program available in the area. She noted oftentimes individuals are referred to the OMJ centers for Unemployment Insurance information/resources and centers provide meaningful assistance to claimants.

Breedlove said, a goal of today's meeting was to share and review the new budget and if there were no changes, we were going to include this on the March 21, 2025 meeting agenda for action. These potential changes may be significant to the proposed budget, and we will need to include partner program representatives into this conversation.

Byrd asked if there were any other questions on the **"Summary Page"**. There were no other questions on the summary page.

Byrd referenced the “**Equal Split**” and how the equal split / shared cost is figured. The logic is that each mandated program is required to be part of the MOU as well as any additional partners that aren’t mandated but are being offered in the area. In our methodology, all partners should share equally in the costs based on program (Byrd referenced page 2 of the budget document, which is where the shared costs are calculated, and the total gets split over the final programs in the area).

Byrd noted (*role as Fiscal Agent speaking*) the Stark Tuscarawas Workforce Development Board (STWDB) has recently procured the Job Center Operator. The **Job Center Operator** has to be procured on a recurring basis at least once every 4 years. Workforce Initiative Association (WIA) is the current operator, and WIA has been selected as the Operator for Program Year 2025 (PY25). Through this operator process, the Job Center Operator costs are going to be paid directly by the STWDB under a separate contract. In the current budget, the OMJ Shared Personnel included the Job Center Manager and staffing costs were included in the current budget. With the changes to the Job Center Operator, this will not be a cost that is shared among the partners. The costs shared among the partners are the activities that provided a benefit to the partners for being a part of the MOU and what this includes is the front-end piece of the Job Centers (greeting customers, answering phone, receptionist, making referrals to partners). In Stark County, we have one person dedicated to these duties listed above and referenced on the screen (\$58,225) .85 FTE @\$68,500 (inc. benefits), and this same person (since we have a common phone system and CRM data system (PRIME)) does the same functions in Tuscarawas County (noted figures-\$10,275, .15 FTE @\$68,500 (inc. benefits). In Stark County, this person is the physical greeter but in Tuscarawas County they are only answering phone calls and making referrals. The greeter (referenced this line item) in Tuscarawas County is listed since there needs to be a physical person onsite but does not need to be a fulltime person (referenced amounts-\$25,025 @.35 FTE @ \$71,500 (inc. benefits) which is approximately 2.5 hours per day and if this person is not doing front desk in Tuscarawas location then they are doing other WIOA Career Services duties that are not a shared cost among the partners.

The other costs are the operational costs labeled as OMJ Center **Shared Resources** (office supplies, telephone & internet, appointment software (Appointy) and support, electronic equipment, furniture, and shared workplace) related to the front resource room centers. WIA pays up front for electronic equipment and furniture used in the front resource center area and overtime spreads the costs out to have a more consistent cost for all partners. The usage fee collected on the electronic equipment and furniture is for future purchases when these items need to be replaced. Shared workspace which comes from the occupancy budget is the reservable, nondedicated workspace in each county which represents 2 workstations that are reservable by all the partners. For partners who don’t need a workstation all the time but occasionally may come into the center and have a place to work and reserved in advance, this is a benefit all partners are receiving, and this space is noted as **Shared Workspace** under the Shared Resources (Byrd identified the amounts highlighted in the document for each county).

Byrd reviewed the Occupancy section which is only for partners who have a **dedicated workstation and/or office** which is based on square footage calculation and actual costs of rent, insurance, utilities, janitorial, cleaning & supplies and repairs & maintenance. Any

differences in space not utilized by partners is picked up by WIA. The dedicated space (workstation) or office that is 100% dedicated to a partner is shown in the occupancy costs on the 3rd page of the document (screen). Reviewed Partner Shares for all partners in Stark County OMJ Center who are occupying space which are WIA, ODJFS, SCJFS, Job Corps. In Tuscarawas OMJ Center, the following partners have dedicated space: ODJFS (1 workstation), OOD (1 workstation and 1 office).

Byrd noted in Stark County the OMJ Center **Shared Personnel** and OMJ **Shared Resources** is \$96,471, and in Tuscarawas County the OMJ Center Shared Personnel and OMJ Shared Resources is \$61,484. (Shown on Screen). He asked if there were any questions on the methodology. No questions were asked.

The total **Occupancy Costs** for Stark County is \$434,712. Byrd reviewed on the screen how the allocated cost per square foot is calculated. He noted WIA covers WIA Admin and Meeting Room Space. Reviewed the **Allocated Cost** section and the allocated cost per square foot figure results are \$18.69. Each workstation = 143 sq. ft. allocated and Each office = 253 sq. ft. allocated.

Direct charges of **furniture costs** if used in a dedicated workstation or office is \$225 / year per workstation and/ office. Referenced Stark County Center and Tuscarawas OMJ Center of which partners who have furniture. Byrd noted OOD has its own furniture, so they are not charged for furniture.

Phones are only charged if used and the cost is \$35 per month. Byrd referenced on screen partners using phones in Stark County center (WIA, ODJFS, SCJFS). Carver noted one of her ODJFS employees (Melissa Axline) does not have a phone.

For **Tuscarawas County**, under "**Lease**," it has been updated with a reduction of space. This OMJ center renovation should be completed by the time the new MOU is in place using the same methodology with different square footage. The allocated per square foot is more in Tuscarawas because of the smaller space and less partners so allocation increases. With the renovation, we are reducing the overall cost of the rent but with the renovation costs affect the lease rate which makes the square foot higher than before.

Under the **Shared Cost** section on page 1:

Byrd recapped the current shared cost per partner program in Stark County is \$5028 and in Tuscarawas County it is \$4446. The new shared cost for Stark County will be \$ 5360 (lost 1 partner-Pathway Home Grant) and in Tuscarawas County it will be \$4392 (reduction).

Today's discussion is based on the first year of the budget and with this MOU it is a 2-year budget. There is a second year to project out with some small inflationary increases to the budget. Byrd asks if there are any questions. No questions were asked.

Next Steps:

Breedlove said she will reach out to Julie Wirt, ODJFS (State Partner) for a discussion on the topics of the partner programs of Trade, Migrant Seasonal Farmworker and Unemployment Insurance.

Question:

Beisel asked with the Executive Orders with the White House “How does this affect our collective partnerships and programs?” Breedlove said, there is still much conversation about a Continuing Resolution (CR) moving forward or the possibility of a government shutdown. As stakeholders, we are all invested in these activities, conversations, updates that appear to be in constant motion and that may have impacts on our funding/systems. We continue to monitor these activities from the public workforce system standpoint as best as we can. Breedlove indicated she has no clear response to Beisel’s question.

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

NEXT MEETING: –

3rd MOU Negotiations Meeting - March 21, 2025, at 9:00 a.m.