

**COMBINED MEETING**  
**OhioMeansJobs Stark County Office**  
**822 – 30<sup>th</sup> Street NW, Canton 44709**  
**March 13, 2025 @ 11:00 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 11:00 a.m.

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

**Review of STWDB COG & WIA COG Chair / Vice Chair**.....J. Breedlove / C. Byrd  
Byrd noted the main purpose of this Council of Government (COG) meeting is to elect a Chair and Vice Chair for each organization which are Stark Tuscarawas Workforce Development Board (STWDB) and Workforce Initiative Association (WIA). There are two councils of government which are Stark Tuscarawas Workforce Development Board and Workforce Initiative Association. A joint COG meeting of the two organizations is to make it more efficient which generally meets 2 -4 times per year. When we take votes or pass resolutions, there will be separate votes for the STWDB COG and WIA COG. The WIA COG consists of the 2 Commissioners and the Mayor, and the STWDB COG consists of the 2 commissioners and the STWDB Board Chair.

Byrd shared on the screen a highlight of the **By-Laws of the STWDB COG** and also the **WIA COG**. In Article IV of the **STWDB COG** Duties of the Officers, the **CEO** (Chief Elected Official) shall preside at all meetings. The CEO shall exercise, subject to the control of the members of the Council, general supervision over the affairs of the Council and shall perform generally all duties incidental to the office and such other duties as may be assigned by the Council. The CEO has the authority to create, appoint membership, and dissolve all Council committees. The CEO, or Executive Director if designated, shall sign all contracts that the STWDB COG is a party to and as authorized by Council. The **Vice Chair** shall perform all duties of the CEO in his/her absence or during his/her inability to act, and shall perform such other duties as may be assigned by Council.

In the **WIA COG By-Laws**, the Board shall, by simple majority, elect a Chairperson and Vice Chairperson to serve at least a one-year term and to preside over the operation of business meetings, as well as represent the Board in matters pertaining to issues related to the COG. The Chairperson and at least one other member of the Board may conduct business related to these Articles. The Chairperson may designate the Vice Chairperson to act on his/her behalf, as necessary.

Byrd shared **historical examples Chair / Vice Chair** that are responsibilities of both COGs. Items brought to this Board for Action: some past examples are Governance, Budgets, Annual Audits and Compensation/Benefit Policy Changes. Items not brought to this Board for Action: some past examples are Procurements, Operational Contracts (some are signed by the Chair), Program Polices (WDB) and Monitoring Reviews. In addition, Informational Communication of Outside Meetings which the following are past examples-facility closings, customer complaints, customer "banning" and involuntary employee terminations. Byrd noted legal counsel is always consulted in any of these situations. Our legal counsel is Joshua O'Farrell with Buckingham, Doolittle & Burroughs, LLC.

**Election of Officers (STWDB COG Chair / Vice Chair)** ..... C. Byrd  
Every 2 years the STWDB COG elects a Chairperson (Chief Elected Official) and a Vice Chairperson. This election term is January 2025-December 2026. The election term will be retroactive to January 2025 when Commissioners were appointed.

**MOTION: SCOTT ROBINSON MADE THE MOTION FOR COMMISSIONER REGULA TO SERVE AS THE CHAIRPERSON (CHIEF ELECTED OFFICIAL) OF THE STWDB COG FOR THE PERIOD JANUARY 1, 2025- DECEMBER 31, 2026. COMMISSIONER RESS SECONDED. MOTION CARRIED.**

**MOTION: SCOTT ROBINSON MADE THE MOTION FOR COMMISSIONER RESS TO SERVE AS THE VICE CHAIRPERSON OF THE STWDB COG FOR THE PERIOD JANUARY 1, 2025- DECEMBER 31, 2026. COMMISSIONER REGULA SECONDED. MOTION CARRIED.**

**Election of Officers (WIA COG Chair / Vice Chair)**  
Every 2 years the WIA COG elects a Chairperson (Chief Elected Official) and a Vice Chairperson. This election term is January 2025-December 2026.

**MOTION: MAYOR SHERER II MADE THE MOTION FOR COMMISSIONER REGULA TO SERVE AS THE CHAIRPERSON (CHIEF ELECTED OFFICIAL) OF THE WIA COG FOR THE PERIOD JANUARY 1, 2025- DECEMBER 31, 2026. COMMISSIONER RESS SECONDED. MOTION CARRIED.**

**MOTION: COMMISSIONER REGULA MADE THE MOTION FOR COMMISSIONER RESS TO SERVE AS THE VICE CHAIRPERSON OF THE WIA COG FOR THE PERIOD JANUARY 1, 2025- DECEMBER 31, 2026. MAYOR SHERER II SECONDED. MOTION CARRIED.**

**Note:** Commissioner Ress left the meeting at 11:16 a.m. and quorum still met.

**MOTION: ROBINSON MOVED FOR THE APPROVAL OF NOVEMBER 14, 2024; MEETING MINUTES AS PRESENTED. MAYOR SHERER II SECONDED. MOTION CARRIED UNANIMOUSLY.**

**Financial Report Update**.....C. Byrd, WIA

Byrd shared the Financial Report for STWDB / WIA for PY24 (July1,2024-June 30, 2025). 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 January 2025.

Byrd highlighted the report and noted WIA acts as the Fiscal agent for the STWDB. On the STWDB report, the allocations % spent as of the end of January 2025 is 58.1%. The STWDB receives the WIOA formula funding from the Department of Labor (DOL) and other grants. Under **Expenses** Year to Date, the Personnel costs are below what we had budgeted since there were 2 positions to be filled and one of the positions was filled and the other position will be filled by June. Under the **Equipment** line item, the percentage (%) looks high but the amount is only around \$15,000, and this amount is actually an annual software subscription called Executive Pulse for the BRN which was previously paid for by WIA. Referenced **Contracted Services** line items, noting at the beginning of the Program Year (PY), we do not know what additional money we may receive from the state and in addition other grants we may receive. Byrd referenced there is a \$113,348 fund deficit since everything we do is on an expense reimbursement basis, so we have to spend the money and draw it down from the state. All spending is on track.

Byrd referenced "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.

Byrd referenced the WIA side of the report noting WIA receives the TANF funding for the CCMEP youth program in addition to the STWDB WIOA funding. TANF money comes through the state. Staffing costs are below as we have been careful with turnover and transition to see if positions need to be replaced. He noted everything is on track as far as spending, etc.

There are no votes needed for this update as it is just for informational purposes. Once the audits are complete, we will take both audits to the COG boards. As far as an Internal Control standpoint, monthly we provide the COG Chair with a list of all disbursements which are put together by the Fiscal Officer and submitted to Breedlove and Byrd to review and sign off which are then sent to the Chair of the COG through DocuSign, which is an email which is about 6-7 pages. If you have any questions about disbursements, let us know.

**PY23/24 WIOA & CCMEP Performance Metrics Updates**..... J. Breedlove, STWDB

Breedlove referenced the Performance Report and noted to reflect in the last minutes from our November 2024 meeting. Below is the information from the November 2024 meeting.

Breedlove stated Performance will be a regular agenda topic. She noted after reviewing the Intergovernmental Agreement created in 2016 for both Stark and Tuscarawas counties that Federal Workforce Performance should be an agenda item every time the COGs meet, and the performance is how we are measured as a system.

Performance results are communicated to workforce areas separately. The WIOA Performance results and CCMEP Performance results are both included in your packet. The CCMEP Performance packet lists the lead agency responsible for CCMEP Performance. Workforce Initiative Association is the lead agency for the CCMEP program in our 2 counties and also receives the TANF funding that supports the program. Since the inception of the CCMEP Youth and Young Adult program, the board has approved combining our WIOA Youth dollars with the CCMEP TANF dollars to run the program together which includes jointly procuring vendors. With this approach, we can fully utilize both funding streams to serve more youth/young adults in the program. Two separate reports are available for viewing.

Breedlove referenced the documents in the packet (Area 6 Unadjusted Annual CCMEP Performance Report PY 2023 and Area 6 Unadjusted WIOA Performance Report).

In the Area 6 **Unadjusted WIOA Performance Report**, there are WIOA performance measures with Federal WIOA dollars established by Congress for our system and how our system is being measured. The performance measures are listed in this report as:

- 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
- Measurable Skill Gains

Breedlove referenced the WIOA document noting standards say "TBD" on them. She also referenced Area Numerator and Area Denominator, the denominator is all of the individuals for that specific measure that we included in that measure and the numerator is all individuals that have met that specific measure and that gives an "Area Rate," shown as 82.2% in one of the columns. The "Statewide Rate" is used as a measurement and "Negotiated Rate" standard for each workforce has negotiated every 2 years with the state. Referencing back to the sheet, everything up to the "Negotiated Area" standard is the data, and the standard will be adjusted and referenced other columns as "TBD." Success is designated as 90% of meeting the standard and we will not know the results until June 2025 as these are not the final numbers. The final numbers will be shared at the June 2025 meeting.

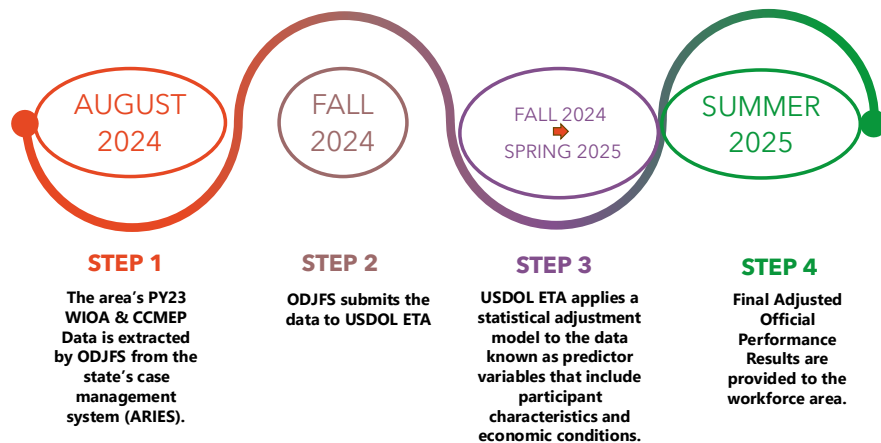
In the Area 6 **Unadjusted Annual CCMEP Performance Report PY 2023 report**. Comprehensive Case Management Employment Program (CCMEP) is the state of Ohio's Youth and Young Adult program created in 2016. This program is a blending of the federal WIOA youth dollars and federal TANF dollars to create this Youth / Young Adult program.

The performance measures are listed in this report as:

- 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
- Measurable Skill Gains

Breedlove referenced the **WIOA & CCMEP Performance Cycle** of a Sample Performance Timeline,

## WIOA & CCMEP Performance Cycle Program Year 2023 (July 1, 2023 - June 30, 2024) Sample Performance Timeline



The illustration shares a performance cycle/timeline reflecting data and specific activities that impact WIOA performance from a Program Year 2023 (7.1.23-6.30.24) period.

**Step 1** – data is extracted from the state's case management system (ARIES). Local areas are informed of a date in August for data extraction to make sure all supporting data is entered such as proof of certifications, diplomas, etc.

**Step 2** - (Fall 2024 (October) – extracted data from workforce areas is submitted to USDOL Employment Training Administration (ETA).

**Step 3** - (Fall 2024 and Spring 2025) - USDOL ETA receives data from all states. Data is reviewed and a statistical adjustment model is applied to the data (known as predictor variables) which includes variables such as participant characteristics and economic conditions from our specific area.

**Step 4** - (around June 2025), Program Year 2023 final adjusted official performance results for our workforce area will be published.

**Executive Session**..... Commissioner Regula, Chair

**MOTION: MAYOR SHERER II MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 11:32 A.M. TO DISCUSS THE EMPLOYMENT OF AN INDIVIDUAL; ROBINSON SECONDED. MOTION CARRIED UNANIMOUSLY. Roll Call: Commissioner Regula-Yes, Commissioner Ress-Not Present, Mayor Sherer II-Yes, Scott Robinson-Yes**

**MOTION: ROBINSON MADE A MOTION TO GO BACK INTO REGULAR SESSION AT 11:44 A.M.; MAYOR SHERER II SECONDED. MOTION CARRIED UNANIMOUSLY. Roll Call: Commissioner Regula-Yes, Commissioner Ress-Not Present, Mayor Sherer II-Yes, Scott Robinson-Yes**

**Other Business**..... Commissioner Regula, Chair

**Current Topics-Recurring Talent Attraction/Retention Issues**

Byrd referenced on the screen and noted this is general information we are bringing to the COG board to see if we should pursue and bring back for action at the next meeting in June 2025.

Currently STWDB and WIA are facing when hiring new employees, especially in senior positions. We wanted to gauge your interest / non-interest in pursuing these ideas. If you feel we should pursue than we will continue to work on these ideas and bring back to this group for action in our June meeting.

Breedlove reviewed information on "**Hybrid Work**" which is only limited to the STWDB staff only (not WIA). The STWDB staff are all salaried exempt and non-service delivery. The consideration is for one day per week to be remote for STWDB staff only. Byrd noted, currently STWDB & WIA are in person only. Breedlove continued by noting if this is a consideration for the STWDB staff to be remote one day per week, it will be governed by clearly thought-out, legally reviewed policy with appropriate productivity controls. This conversation was initially discussed last June of 2024. Mayor Sherer II feels she should pursue. Robinson asked if she had any "model" policies to look at. Breedlove said she had a handful of policies to review.

Byrd reviewed the information "**Exempt Employee Vacation**" for both STWDB & WIA. Currently we can only offer experienced managerial level applicants 2 weeks until 5<sup>th</sup> year as the same current policy covers hourly non-exempt employees. All present members agreed to move forward on this topic and draw up a new policy to review and to take action at the June meeting.

**Adjournment: 11:51 a.m.**

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

**Next COG Meetings**  
June 2025-Approval of PY2025 Budget  
November / December 2025-Review of Compensation