

## STARK TUSCARAWAS WORKFORCE DEVELOPMENT BOARD

**EXECUTIVE COMMITTEE MEETING****December 3, 2025**

Zoom format

PRESENT:

Alison Kerns  
 Marc Manheim  
 Steve Rippeth  
 Scott Robinson

ABSENT:

Damus Cole  
 Mike Lauber  
 Joe Sekely

STWDB STAFF

JoAnn Breedlove  
 Rebecca Harris  
 Aleisha Stout

BUSINESS MINUTES**CALL TO ORDER**

**Chair, Robinson** called the meeting to order at 9:33 a.m.

**APPROVAL OF MINUTES-(Attachment)..... S. Robinson, Chair**

**MOTION: KERNS MOVED FOR THE APPROVAL OF THE JUNE 12, 2025; MINUTES AS PRESENTED. RIPPETH SECONDED. MOTION CARRIED UNANIMOUSLY.**

**Executive Committee Composition Reminder..... S. Robinson, Chair**

Robinson provided a detailed reminder of the composition of the Executive Committee. The Executive Committee is comprised of all Board officers, which includes the Chair, Vice Chair, Secretary, and Treasurer, as well as all standing committee chairs. The standing committee chairs represented on the Executive Committee include the Job Center Committee, Dislocated Worker Committee, Youth Committee, and the Marketing, Outreach, and Engagement Committee. Robinson noted that this structure is designed to ensure that both Board leadership and each major programmatic area is represented in Executive Committee discussions and decision-making. This reminder reinforces clarity around who serves on the Executive Committee and to support continuity in governance moving into the next program year.

**Youth Committee Chair Updates-(Attachment).....S. Robinson, Chair**

Breedlove informed the Executive Committee that Alison Kerns has submitted her resignation as Youth Committee Chair, effective at the end of the current calendar year (December 31, 2025). Breedlove noted that Kerns has served as Youth Committee Chair since April 2019, predating the pandemic, and commended her for her long-standing, dedicated leadership and experience in youth services, particularly in relation to CCMEP (Comprehensive Case Management and Employment Program) for youth and young adults in Ohio. Breedlove further reported that Susan Lenigar, a current Board member and representative from Stark County Job and Family Services who has also been closely involved with CCMEP, has expressed her willingness to assume the role of Youth Committee Chair effective January 1, 2026. Following discussion, Robinson proposed that the Executive Committee act on both items. Robinson and committee members expressed their appreciation to Kerns for her years of service and their confidence that Lenigar will provide strong leadership in the role going forward.

**MOTION: RIPPETH MOVED FOR THE ACCEPTANCE OF ALISON KERNS RESIGNATION AS YOUTH COMMITTEE CHAIR AND APPOINTMENT OF SUSAN LENIGAR AS HER SUCCESSOR IN A SINGLE MOTION AS PRESENTED. MANHEIM SECONDED. MOTION CARRIED UNANIMOUSLY.**

## Board Policy and Service Provider Updates.....J. Breedlove, Director & A. Stout, Assistant Director

- **Policy Review, Updates and Timeline- (Attachment)**

Breedlove and Stout presented an overview of the plan and timeline for updating the Board’s programmatic policies during the current program year, with the goal of completing all necessary work by June 30, 2026. Breedlove explained that policies fall into several categories: those the local area is required to develop (primarily related to eligibility and funding tied to participants), those that may be adopted from state policy, and areas where a formal local policy is not required but state guidance exists. Stout reviewed the policy update timeline (Attachment C), noting that the first page highlights the items that require Executive Committee and/or full Board action, while the remaining items are for information and staff-level work. Because several early policies (including self-sufficiency standards and Individual Training Account (ITA) policies) are complex and require review, staff proposed a special Executive Committee meeting in February to review drafts ahead of the March 4 full Board meeting. Stout emphasized that this approach provides structure, aligns policy work with the Board meeting calendar, and clarifies which items need Board approval versus those that are handled administratively. Breedlove added that staff will use the timeline to take a “deep dive” into existing policies, update items that have not been reviewed for many years, and strengthen linkages between related policies, leveraging document-tracking tools and cross-references. She also noted that, while the Executive Committee has authority to approve policies when timing requires, staff intend, whenever possible, to route updated policies through both the Executive Committee and the full Board to ensure transparency and shared understanding.

- **STWDB Designated and Procured Job Center Operator Services (Updates)**

- **Designated Service Scope / Evaluation of Services**

Breedlove provided a status update on the agreement with the Workforce Initiative Association (WIA) as the Board’s designated service provider. She reviewed that the Board annually enters into a subgrant agreement with WIA that outlines the specific designated services they provide, including acting as fiscal agent, delivering CCMEP framework services, providing basic and individualized career services, occupational skills training services, and related program activities. Breedlove explained that, following Executive Committee approval in June 2025, staff and WIA have been working to “scope out” each designated service in more detail so expectations are mutually clear—what each service entails, how it is delivered, and how performance will be evaluated. For Program Year (PY) 2025, the scopes and evaluation tools are primarily qualitative, describing key responsibilities and expectations. The intent is to use this year to gather baseline data and refine understanding of service activity and outcomes, then move to more quantitative performance measures in PY 2026 (e.g., clearer numeric targets and outcome metrics). Breedlove noted that staff are currently working with WIA to identify which data points are already tracked, which need to be added, and how to translate them into meaningful, agreed-upon performance goals. She invited Executive Committee members to share any additional questions they would like data to answer—either now or in the coming months—so that future metrics and reports better reflect the Board’s priorities and provide a clearer picture of impact for both job seekers and employers.

- **Procured Job Center Operator Services Scope/Evaluation of Services**

Breedlove also addressed the procured Job Center Operator services and how those services are scoped and evaluated. She explained that, similar to the designated service provider agreement, staff have clarified the expectations for the Job Center Operator role, focusing on system coordination, partner engagement, and effective presentation of performance information to

the Board. Rather than having the Operator provider simply restate numerical data included in the monthly packet, the Operator provides high-level highlights at Board and committee meetings that illustrate what is happening in the system, how partners are working together, and what the data means in terms of impact and outcomes for job seekers and businesses. Breedlove noted this shift intends to continue to provide data as well as a transition to practical insight and “story behind the data,” aligning with Board feedback that reports should be more accessible and meaningful to all board members. While the current year’s expectations are largely qualitative, these expectations will inform the development of more structured, quantitative and qualitative evaluation criteria for the procured Operator in future program years, ensuring that performance measures reflect both compliance and system impact.

**Other Updates.....J. Breedlove, Director**

- **Report to the Community**

Breedlove provided an update on development of the Board’s “Report to the Community”. She explained that staff have been working with a vendor over the past several months and that the report is now nearly complete, with only minor, last-minute edits requested earlier in the week. The report is intentionally designed to be simple, visually accessible, and impact-focused, highlighting how the local workforce system serves individuals and businesses. Breedlove noted that the report will feature clear, easy-to-understand information and stories that communicate the system’s outcomes for job seekers and employers, reflecting Board feedback about the need to “uncomplicate” the presentation of workforce activities and results. Staff expect to share the final report with the full Board before the end of the calendar year and then conduct a broader distribution to community stakeholders (e.g., via email and other outreach) early in the new year so that partners and the public can better understand the value and impact of the workforce system.

- **Workforce Trends Dashboard**

Breedlove provided an overview of the new Workforce Trends Dashboard that was revealed on December 1<sup>st</sup>. She noted that staff communicated an advance email earlier in the week to Board members and select local elected officials introducing the dashboard, offering brief historical context, and providing a link, and that the dashboard is now accessible through the Board’s website. The tool aggregates and visualizes key labor market and workforce indicators for the local area to help Board members and stakeholders better understand current conditions and trends.. She invited Executive Committee members to review the dashboard, experiment with its interactive features, and share any suggestions for additional data elements, views, or explanations that would make the information more useful and easier to interpret for governance and strategic planning purposes.

- **Job Corps**

Breedlove reported on the status of Job Corps as a partner in the local workforce system. She explained that Job Corps is included as a required partner in the Board’s Memorandum of Understanding (MOU) and maintains a local connection through its training center in Cincinnati, with office space in the Stark County Job Center. Earlier in the year, after the MOU was fully executed, the administration signaled that Job Corps centers might be closed, and local staff received notice that Job Corps would vacate its space. Subsequently, the federal decision was reversed and Job Corps operations continued. Breedlove confirmed that, as of this meeting, Job Corps remains an active MOU partner, continues to occupy space in the center, and is being charged its agreed-upon share of costs under the MOU. Because of this continuity, no changes to the current MOU are required with respect to Job Corps.

- **Pathway Home 6**

Breedlove reported on the integration of the Pathway Home program into the OhioMeansJobs Center System Memorandum of Understanding (MOU) and cost-sharing structure. She explained that the Board is a subrecipient on a Pathway Home 6 grant awarded to Midwest Urban Strategies, supporting pre- and post-release workforce services for individuals returning to Stark and Tuscarawas counties from the Stark Regional Community Correction Center. As part of the program design and budget, staff planned for Pathway Home to participate as a paying partner in both the Stark and Tuscarawas Job Center partnerships. Breedlove noted that adding Pathway Home to the MOU partner group will reduce the individual cost share for existing partners by spreading infrastructure costs across more entities, which is a benefit to the overall system. An addendum to the current MOU will be prepared to formally include Pathway Home as a partner, with cost sharing made retroactive to July 1, 2025, consistent with the program’s funding start date. This item will also be reviewed with the Job Center Committee, chaired by Rippeth, at its upcoming meeting on December 5, 2025.

**Adjournment.....S. Robinson, Chair**

**MOTION: Kerns moved to adjourn. Rippeth seconded. Motion carried unanimously.**

**MEETING ADJOURNED AT 10:56 a.m.**

**Next Scheduled Meeting (April 1, 2026 at 9:30 a.m.)  
with a plan to add an additional meeting in February 2026**