

STARK TUSCARAWAS WORKFORCE DEVELOPMENT BOARD  
**EXECUTIVE COMMITTEE MEETING**  
**February 20, 2026**  
Zoom format

**PRESENT:**

Susan Lenigar  
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 9:00 a.m.

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

**MOTION:** RIPPETH MOVED FOR THE APPROVAL OF THE DECEMBER 3, 2026; MINUTES AS PRESENTED. MANHEIM SECONDED. MOTION CARRIED UNANIMOUSLY.

**Board Policy Timeline Refresher/Review (Attachment B)...J. Breedlove, Director & A. Stout, Assistant Director**

During the review of board policy and timelines, Breedlove explained that Attachment B outlines a year-long effort to review, update, and standardize all board policies, a process first introduced at the December Executive Committee meeting. The goals are to ensure all state-required policies are clearly in place, to document when the local area does *not* offer a particular service (for example, needs-related payments), and to make policies easier for staff and monitors to find and understand.

Stout is leading this work in 2026, bringing a fresh perspective on both compliance and strategy. She noted that almost all of the policies on the timeline are required local policies, with one exception highlighted in pink—the new local criteria for Individual Training Accounts (ITA) eligible training providers—which is being added locally to support quality control and align with related ITA and self-sufficiency work.

**Board Policy Review / Recommended Updates (Attachment C)..... A. Stout, Assistant Director**

Stout noted that policies are being brought forward in “waves.” The first wave, discussed at this meeting, focuses primarily on training-related policies, including the Individual Training Account (ITA) policy and the local definitions of self-sufficiency and family self-sufficiency. In summary, items highlighted in green are those that will require formal board action, while those in blue will be brought to the board for information only (Attachment C). The committee plans to take the green-coded policies from this meeting to the March 4, 2026 board meeting and then bring the blue-coded policies—supportive services, work experience for youth, youth program services, and on-the-job training—to the April 1, 2026 Executive Committee meeting for review before any potential board action. Overall, this policy work is intended to strengthen compliance with monitoring expectations, support more strategic use of training and related resources, and provide clear, consistent documentation for both internal staff and external reviewers.

Under Board Policy Review / Recommended Updates (Attachment C), Stout presented a set of proposed revisions focused on training, eligibility, and cleanup of related policies. She noted that all policies in this wave have been reformatted into a single, consistent template, and that page 10 of Attachment C summarizes the specific content changes.

Stout highlighted key updates to the Individual Training Account (ITA) policy, including a clearer structure (separating individual eligibility, program eligibility, and appropriateness), removal of a specific self-sufficiency percentage from the ITA policy so that future programmatic changes do not require full board action, and the addition of a priority for lower-cost training options to help stretch limited training funds while still allowing exceptions when justified.

Also introduced was a new local policy on criteria for ITA-eligible training providers, adding local performance standards such as completion rates, post-training employment at 6 and 12 months, and median earnings, and excluding degree programs at for-profit institutions where credits do not transfer. This is intended to provide the area a formal quality review tool that supports knowledge and awareness of providers that meet and/or exceed performance standards.

Stout also recommended updates to the self-sufficiency and family self-sufficiency definitions, including clearly separating the individual from household measures and increasing the income threshold from 225% to 300% of the federal poverty guideline, based on ALICE data and current cost-of-living. ALICE represents an acronym for "Asset Limited, Income Constrained, Employed" and represents households that earn above the Federal Poverty Level (FPL) but cannot afford basic necessities like housing, food, childcare, transportation and healthcare. The change would make many currently "over-income" but still financially strained individuals eligible for training support and better align policy with actual economic conditions.

Stout summarized smaller clean-up changes to the Selective Service Registration policy (terminology update), the Serving Applicants with Close Relationships policy (clearer definitions and a formal in-house/regional referral process), and the Priority of Service for Veterans and Eligible Spouses policy (updated terms, modernized notification methods, and documented coordination with Veteran partners).

**Committee Recommendations for March 3, 2026 Meeting..... S. Robinson, Chair**

- **Individual Training Accounts (ITA) Policy**

**MOTION:** LENIGAR MOVED FOR THE RECOMMENDATION TO FORWARD THE REVISED INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY TO THE FULL BOARD FOR ACTION AT THE MARCH 4, 2026 MEETING AS PRESENTED. MANHEIM SECONDED. RIPPETH ABSTAINED.

- **Local Definition for Self-Sufficiency Standard and Family Self-Sufficiency Policy**

**MOTION:** LENIGAR MOVED FOR THE RECOMMENDATION TO FORWARD THE REVISED LOCAL DEFINITION FOR SELF-SUFFICIENCY STANDARD AND FAMILY SELF-SUFFICIENCY POLICY TO THE FULL BOARD FOR ACTION AT THE MARCH 4, 2026 MEETING AS PRESENTED. MANHEIM SECONDED. RIPPETH ABSTAINED.

**April 1, 2026 Meetings.....J. Breedlove, Director**

At the April 1, 2026 Executive Committee meeting, Breedlove explained Stout will bring the next scheduled "wave" of proposed local WIOA policy updates identified in Attachment B. This set will include proposed revisions to the Supportive Services Policy, Work Experience for Youth Policy, Youth Program Services Policy, and the On-the-Job Training (OJT) policy. Using the same approach as this meeting, Stout will present specific changes, summarize the reasons for those revisions (including any state guidance or monitoring considerations), and describe how the updates align with current practice. The Executive Committee will then have an opportunity to ask questions, suggest adjustments, and, if comfortable, vote on whether to recommend these policies to the full board at its subsequent meeting (May 2026), continuing the planned, phased completion of the year-long policy review and standardization project.

**MEETING ADJOURNED AT 10:00 a.m.**  
**Next Meeting:** April 1, 2026 @ 9:30 a.m. Zoom