

Job Center Committee
PY25 Quarterly Job Center Committee Meeting
March 6, 2026 @ 9:00 a.m.
Zoom Format

Meeting Minutes

Present:

Absent:

Name	Organization	Name	Organization
Steve Rippeth	Buckeye Career Center-ACTE & Aspire		
Cody Horner (Alternate)	Canton City Schools -ACTE	Michelle Ramsell	Tuscarawas Public Library
Chuck Byrd	Workforce Initiative Association	Stephen Carson	ODJFS
Derek Saylor	Canton City Schools - Aspire	Tammy Bigler	Vantage Aging
Marianna DiGiacomo	Stark Library	Joe Lopez	Job Corps
Janelle Snedden	Opportunities for Ohioans with Disabilities	William Beisel	Kent State University-Tusc.
Joanna James	Project REBUILD	Rodney Reasonover	Stark County Community Action Agency
Armon Cook	Pathway Home 6		
Danelle Lightner	Stark County JFS		
Drew Felberg	Stark State College		
Wendy Azzardi	Tuscarawas County JFS		
STWDB Staff & Other			
JoAnn Breedlove	STWDB		
Rebecca Harris	STWDB		
Aleisha Stout	STWDB		
Chuck Byrd	Fiscal Agent		
Chuck Byrd	Job Center Operator		

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

APPROVAL OF PREVIOUS MEETING MINUTES (Attachment)Steve Rippeth, Chair

MOTION: James moved to accept the meeting minutes dated December 5, 2025. Saylor seconded.
Motion carried unanimously.

MOU Updates..... JoAnn Breedlove, STWDB & Chuck Byrd, Fiscal Agent

PY 2025-2026 MOU Update (Attachment B)JoAnn Breedlove, STWDB & Chuck Byrd, Fiscal Agent

Breedlove presented an update on the Memorandum of Understanding (MOU), referring to Attachment B in the packet as a follow-up to the committee’s discussion in December 2025. She reviewed that two new partner programs are being incorporated into the OhioMeansJobs Job Center MOU for Stark and Tuscarawas Counties: the Pathway Home grant and the Growing Regional Independence Together (GRIT) initiative. She noted that the Board has received Pathway Home funding and that this program is being added as a partner in both Stark and Tuscarawas County Job Centers.

Breedlove explained that GRIT, funded through the designated provider Workforce Initiative Association, will be added as a partner specifically in the Tuscarawas County Job Center. She stated that adding these partner programs will reduce per-partner costs by spreading shared expenses across more partners. When the committee last discussed this item in December 2025, GRIT funding was still pending. Breedlove reported that the funding was awarded in February 2026, and GRIT will now be formally included in the Tuscarawas County MOU. As a result, partners in that MOU will see a further reduction in their cost share.

Breedlove stated that partners will receive an MOU amendment packet for Tuscarawas County, which will include the signed amendment document, an updated partner matrix, and an updated budget reflecting the addition of GRIT and the revised allocations. She noted that this packet will be distributed in the near future.

Byrd added that staff are being trained and preparations are underway to launch GRIT services in Tuscarawas County. He noted that they are pleased to be moving forward now that the funding has been secured and implementation can proceed.

MOU Budget vs. Actual Quarterly Reconciliation (Attachment C) Chuck Byrd, Fiscal Agent

Byrd reviewed the budget to actual reconciliation report through December 3, 2025, as shown in Attachment C. He explained that the first page summarizes Stark County’s expenses for the first six months of the program year by line item and cost pool. Stark County expenditures are at approximately 46 -47 percent of the annual budget at mid-year, slightly below the 50 percent level that would typically be expected. He reported that this indicates a solid financial position and that there are no concerns for Stark County at this time.

Byrd then summarized the figures for Tuscarawas County. As of December 31, 2025, Tuscarawas County expenditures are at approximately 53 -54 percent of the annual budget, which is slightly above the mid-year benchmark. He attributed this variance primarily to lease and occupancy costs connected to the renovation of the Tuscarawas County office and to the timing of those changes. He reminded the committee that the office space there is being reduced and that some of the revised lease-related costs are appearing earlier than originally planned.

Byrd emphasized that partners in Tuscarawas County are not being charged occupancy costs during the renovation and transition period; those expenses are being covered by Workforce Initiative Association. He noted that Tuscarawas County is under budget in several other categories, which helps offset the higher occupancy costs and keeps the overall financial position close to the mid-year target.

He also noted that the remaining pages of Attachment C show the same budget and expenditure information broken out by partner for both Stark and Tuscarawas Counties, including each partner's share of the shared costs and amounts billed to date. Those figures already reflect the addition of Pathway Home and GRIT as partners, which has lowered the per-partner shared cost by distributing expenses across a larger number of partners.

Old Business

Tuscarawas County Office Update..... Chuck Byrd, Fiscal Agent

Byrd provided an update on the renovation of the Tuscarawas County office. He reported that the project is nearing completion and that significant progress has been made in the past week. The workstations have been reinstalled and most of the freestanding furniture, including tables, chairs, and desks, is now in place in the renovated space. He noted that all major construction work has been completed, with only minor punch-list items remaining.

Byrd explained that having the furniture and workstations installed is a key step because it allows the final inspections to be scheduled. Inspectors need to see the layout of the workspaces and placement of the workstations before issuing final approval. He stated that the team is working to get those inspections scheduled, with the goal of completing them in the coming week. Once final inspections are passed, the office can receive its occupancy permit, and the remaining move-in activities can proceed.

He added that the last major task is related to networking and information technology. Existing cabling is being reused, but new switches and related equipment must be installed and connected. Byrd indicated that while there is some work involved, it is not expected to be a major obstacle and should be completed within the next couple of weeks.

Byrd stated that the target is to have all final equipment, files, and miscellaneous items moved into the renovated space by the end of March, so that operations can begin in the new office by the end of the month or early April. He commented that the space now has new carpet, fresh paint, and an updated appearance. Although the basic layout will look somewhat familiar to those who knew the previous office, it has been refreshed and improved. He noted that staff are eager to move into and begin working from the renovated space.

Committee Goals & Metrics (Attachment D) Aleisha Stout, STWDB

Stout provided an update on the committee's goals and metrics and reminded members that these priorities were identified by the committee to ensure the work supports and strengthens

the partnership. Metrics were then selected to measure progress toward those agreed-upon priorities.

She reported that a major focus is the digital promotion of partner programs. One of the main values of the Job Center partnership is directing individuals to partner services, and digital outreach is an important tool for that. Website data show an increase in clicks to partner pages, which indicates that more users are being directed to partners' information online.

Stout noted that the goals and metrics report includes highlights for individual partners and encouraged partners to review their sections, since they know their own programs best. She asked partners to share timely items—such as new programs, events, or success stories—that can be used in digital outreach. Content for social media posts can be sent to Rena Wright at rwright@omjwork.com, and items for the Source newsletter can be sent to Maddy Miller at mmiller@omjwork.com. Wright and Miller coordinate the social media calendar so that posts are well-timed and can reach as many people as possible.

Stout observed that only a small number of partners are currently submitting items for social media, and she encouraged broader participation. She suggested that partners create posts in their own voice and then forward them for reposting, which allows partners to keep control of their messaging while still benefiting from the Job Center's larger audience.

She also addressed the use of the AGS Prime referral system. Referral activity remains low even though the system has been in place for several years. Training on how to use AGS Prime for referrals was offered, led by Amy Miller of the Workforce Initiative Association, but there was no participation in the most recent session. Stout urged partners to ensure at least one staff member is comfortable receiving and managing referrals in AGS Prime so that referred individuals are not missed and the system can be used as intended.

Stout mentioned that the committee had raised the idea of the Connect Well referral initiative as a possible tool. She said that early discussions are taking place to determine whether and how Connect Well might fit into the local referral process, and that this work is still in an exploratory stage.

Finally, she noted that professional development is closely tied to the committee's goals. Stout reported that Job Center Operator contact Renee Steurer will be putting together the professional development offerings for Program Year 2026. Partners will receive a survey before the next meeting to identify training topics for frontline staff, and those responses will guide the development of the training calendar. She added that a recent training on the protection of Personally Identifiable Information (PII), held in February 2026, received positive feedback and was attended by representatives from 11 of the 18 partner organizations.

STWDB Workforce Trends Dashboard Update..... Aleisha Stout, STWDB

Stout provided an overview of the workforce trends dashboard available on the Stark Tuscarawas Workforce Development Board website at www.stwdb.org. She explained that the dashboard can be accessed by going to the site and selecting "Reports and Data," then

“Workforce Trends Dashboard.” Users can filter the information by Stark County, Tuscarawas County, or the combined region to see data most relevant to their programs.

She noted that the dashboard includes information on the local population, including age distribution, which may be helpful for partners serving specific groups such as youth or older workers. It also provides insight into the supply of talent, the demand for workers, and trends in job postings over time. Stout pointed out that there was a significant drop in job postings around September 2025 that has not yet fully recovered, which may help explain why some job seekers are experiencing difficulty finding positions.

Stout highlighted that the dashboard shows data on occupations, including how many are in the area and whether certain occupations are more or less concentrated locally than would be expected. She also described a section that summarizes job postings by scraping information from multiple online sources, such as LinkedIn, Indeed, OhioMeansJobs, and other job boards, and then removing duplicates to provide a clearer picture of current employer demand. She encouraged partners to explore the dashboard regularly to stay informed about local labor market conditions and to use the information to support program planning and decision-making.

New Business / Open Discussion

Chair Rippeth asked whether there was any new business to come before the committee. No new items were raised, and no additional matters were brought forward for discussion.

MOTION: Horner moved to adjourn. Lightner seconded. Motion carried unanimously.

NEXT MEETING: – PY25 Quarterly Job Center Committee Meeting – **June 5, 2026**, at 9:00 a.m. via Zoom