



Workforce Development Area 16
 Belmont, Carroll, Harrison & Jefferson Counties

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Workforce Development Board Meeting

3/13/26 10:00 am
GoToMeetings
Meeting Minutes

1. **Call to Order: Meeting** called to order by Nicole Paulette, Board Chair at 10:04am.

2. **Roll Call** by Rob Guentter

Board Member Attendees: Jeremy Morris, Ed Good, Crystal Lorimor, Alaire King, Jeff Vaughn, Sherri Lewis, Mark Trew, Dean Petersen, Nicole Paulette, William Moore, Dave Wheeler, Kevan Brown, Marc Manheim, and Brian Palmer. Quorum established.

Non-Member Attendees: Mike Schlantz, Hope McAfee, Rebecca Safko, Rob Guentter, Jacob Barr, Rich Gualtiere, Alex Logan, Jana Kizito, Hannah Titi, Lisa Duvall, Alley (Congressman Mike Rulli) and Nick Ulan (Senator Husted).

3. **Virtual Meeting Policy**

Rob reviewed the state law around virtual meetings. He noted that all votes require voice votes on all agenda items.

4. **Approval of Board 12/5/25 Minutes**

Motion 01-2026 Motion to approve 12/5/25 Meeting Minutes
 1st Wheeler 2nd Manheim

Roll Call Vote NH- Not Heard

Morris	Good	Lorimor	King	Vaughn	Lewis	Trew
Yes	Yes	Yes	Yes	Yes	Yes	Yes
Petersen	Paulette	Moore	Wheeler	Brown	Manheim	Palmer
Yes	Yes	Yes	Yes	NH	Yes	Yes

Motion Approved

5. **Financial/Participants Reports and Transfers**

Rebecca provided the financial report based on the January 2026 statement. All expenditures are in line for this time of the year, although administrative dollars are getting very tight. She also shared that the annual Audit went very well and the final report

will be released soon with no audit findings for the area. She thanks all of the staff for another great year

Transfers: None

Accept: \$21,000 of RESEA funding through 6/30/26 and modify JCCAC RESEA contract to reflect this increase.

Motion 2-2026 Motion to approve financial report, receipt of RESEA funding and modification of JCCAC RESEA contract.

1st Good 2nd Trew

Roll Call Vote NH- Not Heard

Morris	Good	Lorimor	King	Vaughn	Lewis	Trew
Yes	Yes	Yes	Yes	Yes	Yes	Yes
Petersen	Paulette	Moore	Wheeler	Brown	Manheim	Palmer
Yes	Yes	Yes	NH	Yes	Yes	Yes

Motion Approved

6. WIOA Update

Rob Guentter shared a written Staff-to-the-Board report which included:

WIOA Update: Staff Report

- WIOA Reauthorization
- WDB16 2-year Board appointments/recertification-Approved
- OMJ Center Recertifications-All 4 counties OMJs recertified
- ARC ARISE Apprenticeship update
- 4-year Youth Elements Assessment
- AI Eligibility and Tracking Project Special Grant update
- Industry Sector Partnership (ISP) Activity in WDA16

7. Operator updates

Belmont Co: Mike Schlantz reviewed the Belmont Co data handout report. OMJ traffic was 130 in Jan and 123 in Feb. Rapid Response worked with Turf Care and Value City Furniture, both who announced layoffs. Mike highlighted the upcoming May 7, 2026 Ohio Valley Job Fair (10am-1pm at the Ohio Valley Mall). Currently 70 employers and agencies are registered, and the final count usually exceeds 100. Rob shared that both the Governor and Lt. Governor have been invited this year since the event aligns with IN DEMAND Jobs Week.

Carroll Co: Alex Logan gave an overview of the OMJ including that over 100 clients visit the center monthly. They have been tracking that about 15 hours per month of staff time is devoted to unemployment issues. Additionally, 17 businesses are currently using the OMJ for job search. The new OMJ Center at the Carroll Co Anex Building (211 Moody Ave SW Carrollton OH) will be hosting a ribbon cutting on March 19, 2026 at 2pm. An open house will take place from 2:30pm-6pm.

Harrison Co: Jacob Barr shared the Harrison Co OMJ data report. They will be supporting a social service outreach event April 25, 2026, likely at Sally Buffalo Park. Rob suggested that he connect with Jeff Co JVS and Belmont College about a flooring installation training

course that could help a local business Jacob mentioned. Jeremy (Belmont College) said he would contact Jacob.

Jefferson Co: Hope McAfee discussed their submitted written report. They are catching up with their adult and dislocated waiting lists and the youth CCMEP waiting list is caught up. Hope has started working on their August Job Fair and is excited to do it again at Steubenville HS (Big Red). She is participating in an online GRIT Q and A on April 13 and has agreed to be a panelist at the SE Ohio Workforce Summit in Marietta on April 16. As our area RESEA vendor, they are setting up meetings with the other 3 counties to improve understanding and coordination to benefit our RESEA recipients. They are also working on scheduling a Partners meeting.

8. **Cyber Policy:** Rob explained that there is a new state requirement that all government entities have a Cyber Policy. WDB16 does not maintain any client or financial records, and all work is done through our counties and fiscal agent (Belmont Co. DJFS). Resulting, the proposed plan is largely based off the Belmont Co. adapted cyber policy. The proposed cyber plan meets the new requirement, but as more is learned about cyber security, Rob expects some modifications in the future.

Motion 03-2026 Motion to approve Cyber Policy for WDB16

1st Wheeler 2nd Petersen

Roll Call Vote NH- Not Heard

Morris	Good	Lorimor	King	Vaughn	Lewis	Trew
Yes	Yes	NH	Yes	Yes	Yes	Yes
Petersen	Paulette	Moore	Wheeler	Brown	Manheim	Palmer
Yes	Yes	Yes	Yes	Yes	Yes	Yes

Motion Approved

9. **ARC-ARISE Apprenticeship Implementation Grant:** Rob explained that a grant writer has been secured by the project fiscal agent in PA for the project and that 10 workforce areas (PA, WV, and Ohio) have each been asked to contribute \$1,000 for this service to prepare and submit a full ARC-ARISE application. A letter of intent has already been submitted and we are waiting for ARC to “invite” a full application.

Motion 04-2026 Motion to approve providing up to \$1,000 for the grant preparation of the ARC-ARISE Apprenticeship Implementation grant. 1st Vaughn 2nd Manheim

Roll Call Vote NH- Not Heard

Morris	Good	Lorimor	King	Vaughn	Lewis	Trew
Yes	Yes	Yes	Yes	Yes	Yes	Yes
Petersen	Paulette	Moore	Wheeler	Brown	Manheim	Palmer
Yes	Yes	Yes	Yes	NH	Yes	Yes

Motion Approved

10. **Professional Development for WDB16 Board members:** Rob noted the upcoming SE Ohio Workforce Summit in Marietta on April 16, 2026 that will feature Board Orientation and Engagement sessions. This motion will provide funds for Board members to attend, covering the \$75.00/per person registration and milage for this 1-day event. He encourage the Board to fund ongoing professional development for the Board in the future as well.

Motion 5-2026 to provide up to \$2,000 WIOA funding for board member professional development to 6/30/26. 1st Good 2nd Petersen

Roll Call Vote NH- Not Heard

Morris	Good	Lorimor	King	Vaughn	Lewis	Trew
Yes	Yes	NH	Yes	Yes	Yes	Yes
Petersen	Paulette	Moore	Wheeler	Brown	Manheim	Palmer
Yes	Yes	Yes	Yes	NH	Yes	Yes

Motion Approved

11. **Library MOUs:** Every 2 years the OMJs are required to enter a Memorandum of Understanding (MOU) with at least one (1) library in their county. This process helps build partnerships and extends OMJ services/outreach to other parts of each county. A few more MOUs will be coming in for our June 2026 meeting.

Motion 6-2026 to approve the following Library MOUs from 7/1/26 to 6/30/28:

- **Belmont Co:** Bellaire Public Library, Belmont Co District Library, Barnesville Hutton Memorial Library
- **Carroll Co:** Carroll Co Library District
- **Jefferson Co:** Public Library of Steubenville and Jefferson Co
1st Trew 2nd Manheim

Roll Call Vote NH- Not Heard

Morris	Good	Lorimor	King	Vaughn	Lewis	Trew
Yes	Yes	NH	Yes	Yes	Yes	Yes
Petersen	Paulette	Moore	Wheeler	Brown	Manheim	Palmer
Yes	Yes	Yes	Yes	NH	Yes	Yes

Motion Approved

Lisa Duvall mentioned that Belmont Co is restarting their Book Mobile and that there may be an opportunity to promote workforce services with that program. Mike and Rob will check into this opportunity.

12. **RFP and RFQ Approval to Bid:** Rebecca requested that all persons attending this meeting, who may potentially be bidders on any of this work, to exit the meeting. A number of participants did leave. Rob then went over each RFP/RFQ in general and indicated all will be advertised as required and posted on OMJ16.com within the next 2 weeks.

Motion 7-2026 to approve the bidding of the following RFPs or RFQ:

- Youth Elements RFP (all 4 WDA16 counties) as per each County assessment effective 7/1/26-6/30/30
- Outreach RFQ (\$ 10,000 to \$40,000 recommended) effective 7/1/26-6/30/30
- Jefferson Co. Youth Design and Framework RFP effective 7/1/26-6/30/30
- Jefferson Co. Adult and Dislocated Worker Framework and Design RFP effective 7/1/26-6/30/30
- Staff to the Board RFP services, effective 7/1/26-6/30/30

1st Manheim 2nd Vaughn

Roll Call Vote NH- Not Heard

Morris	Good	Lorimor	King	Vaughn	Lewis	Trew
Yes	Yes	NH	NH	Yes	Yes	NH
Petersen	Paulette	Moore	Wheeler	Brown	Manheim	Palmer
Yes	Yes	Yes	Yes	NH	Yes	Yes

Motion Approved

13. Open Discussion: None

14. Motion to Adjourn

Motion 8-2026 to adjourn.

1st Good 2nd Morris

Roll Call Vote NH- Not Heard

Morris	Good	Lorimor	King	Vaughn	Lewis	Trew
Yes	Yes	NH	NH	Yes	Yes	NH
Petersen	Paulette	Moore	Wheeler	Brown	Manheim	Palmer
Yes	Yes	Yes	Yes	NH	Yes	Yes


Motion Approved

Next Meeting: Fri June 5, 2026 10:00am

In person at Puskarich Public Library Cadiz, OH

Future meetings: 10:00am 9/11/26 TBD and 12/4/26 TBD

Adjournment- 11:22am


 Vice Board Chair, Dean Petersen

6-5-26
 Date