

MINUTES OF A MEETING OF THE
EXECUTIVE COMMITTEE
OF LAKE COUNTY WORKFORCE INVESTMENT BOARD

August 1, 2001 -12:00 noon
at Dept. of Job & Family Services
177 Main St., Painesville, Ohio

COMMITTEE MEMBERS

ATTENDING:

Nancy Brown
Bob Dawson
Joe Francesconi
Sandy Halpert
Art Iacofano
Keith Miller

STAFF ATTENDING:

Donna Mona
Susan Moran

Meeting was called to order by Bob Dawson, Chair.

APPROVAL OF MINUTES OF AUGUST 16, 2000 MEETING Mr. Dawson

Motion was made by Mr. Iacofano and seconded by Ms. Brown to approve the minutes of the Executive Committee meeting of August 16, 2000. Motion passed.

**RESIDENCY ISSUES FOR WIA TRAINING AND
INTENSIVE SERVICES, AND DEFINITION OF
LIMITED FUNDING**

Mr. Dawson

Ms. Mona asked the Committee for guidance on the issue of providing intensive and training services to out-of-county residents.

Ms. Mona explained that two truck driving schools in the Akron/Canton area, because of their preference for working with Lake County ETA, had been referring non-Lake County residents to us for service, by-passing their local area WIA office. She referred to Attachments 2a and 2b of the agenda package, for the state's response to her request for guidance on this issue.

Another residency issue is that Lakeland Community College charges a higher tuition rate for out-of-county residents. Since the training provider agreement specifies the amount charged to ETA, Committee questioned if Lakeland would charge the same amount to ETA regardless of the county of residence of the

client. It was recommended that this question be reviewed by ETA's legal counsel. Although there are plenty of training funds available now, if our funds become limited, we may want to restrict training and intensive services to Lake County residents.

Committee recommended that we may want to find out how other counties are handling residency issues. They also requested that Ms. Mona provide the ratio of out-of-county residents that we are serving.

Ms. Mona advised that, while presently our training funds are not low, at the time of its monitoring visit, the state requested that a "limited funding" definition be established for our local area. When this "limited funding" level is reached, then a priority system is activated for determining which customers may receive intensive and training services (residency requirements may be included in this priority system). The Planning Committee has recommended that this "limited funding" level be set at the point when 70% of the annual budgeted training funds have been obligated or spent.

It was suggested that possibly the "limited funding" definition might be set up as a graduated system (i.e., if 50% of funds are utilized by January 1 of the program year, 70% are utilized by March 1 of the program year, etc.). It was agreed that the Planning Committee will revisit the issue of the local definition of "limited funding."

Motion was made by Mr. Halpert and seconded by Mr. Francesconi to table the residency issues for W IA training and intensive services, and the issue of the definition of limited funding. Upon discussion, motion passed.

INCREASE IN FEES -TDDS TECHNICAL INSTITUTE

Mr. Dawson

Ms. Mona explained that the Program Review Committee reviews increases in tuition or fees charged by training providers if the increases are more than 2530%. The issue of TDDS Technical Institute's fee increases for U. S. Dept. of Transportation's Physical Exams and Drug Screenings were being brought to this Committee for review because the Program Review Committee is not scheduled to meet in the near future, and it was believed the issue could be addressed at this meeting.

Motion was made by Mr. Iacofano and seconded by Mr. Francesconi to approve the increased fees charged by TDDS Technical Institute for U. S. Dept. of Transportation Physical Exams to \$75 and for U. S. Dept. of Transportation Drug Screens to \$75. Following discussion, motion passed.

GUIDELINES ON TYPES OF ISSUES THAT SHOULD BE PRESENTED TO THE FULL BOARD

Mr. Dawson

Ms. Mona explained that this topic was being brought to the Committee in response to a Board member's suggestion that only policy-related issues be brought before the full Board. The Committee reviewed the By-Laws and discussed the type of issues which are currently being brought to the full Board. Committee concluded that bringing more than just policy-related issues to the full Board keeps the Board well informed about the activities of the Committees and the activities of Lake County ETA. Committee recommends no change at this time with regard to the types of issues being brought before the full Board.

FIVE KEY TOP STRATEGIES FOR PY01

Mr. Dawson

Committee discussed setting key strategies for Program Year 2001. One suggestion was developing more corporate involvement, getting commitments at the executive level for hiring, especially from large employers. It was suggested that WIA funds be used to enhance skills of employees so that they could be moved into higher positions, thus opening up lower level jobs for new hires. It was suggested that we seek recommendations from Board members about who to contact at local businesses, and that we get a commitment from one local employer to develop a pilot program with us to see how this could work. As a first step in developing such a pilot program, Committee requested that Ms Mona provide an overview about what is possible under the provisions of WIA, what kind of training could be funded to upgrade existing employees' skills, and what an employer's contributions and commitments would have to be under such a program.

In order to help the Board get an understanding of the local service we are supplying and the number of people we are serving, it was suggested that more local performance statistics be presented to the Board, such as the number of clients entering service, the number exiting service, the number entering employment, their wages at the time they enter employment. Committee asked Ms. Mona to develop such a system of reporting.

Committee also recommended that more success stories be brought to the Board and to the public to help the community better understand our services. The Committee recommended that there be cross-section representation in these stories, that they should come from more than one demographic group. They also suggested that several substantial news/public relations releases be developed before the end of the year regarding who we are and who we have served, these releases to be geared toward the general public, toward the client, and toward employers.

Motion was made by Ms. Brown, seconded by Mr. Halpert, and upon discussion passed, to set the following as the 5 key strategies for Program Year 2001:

1. Develop employer partnering.
2. Present local performance statistics to the Board.
3. Develop public relations release geared to the general public.
4. Develop public relations release geared to clients.
5. Develop public relations release geared to employers.

It was agreed that Mr. Dawson will review, put in writing, and assign these tasks to the appropriate Committees.

ADJOURNMENT

There being no further business the Committee adjourned at 1:40 p.m.