

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

January 8, 2003 at 11:00 a.m.

At

Lake County Department of Job and Family Services

Committee Members Attendance

Joe Francesconi	David Kalina
Eric Barbe	Keith Miller
Nancy Brown	Art Iacofano

Staff Attendance

Donna Mona
Nancy Johnson
Judy Gance
Carol Anderson

Approval of Minutes of July 31, 2002, Meeting

Motion was made by Joe Francesconi to approve minutes of July 31, 2002 Executive Committee Meeting and seconded by Eric Barbe.

Nancy Brown gave an update on the Marketing Committee. Ms. Brown discussed the One Stop name and other names that are used for One Stop. She explained that the Marketing Committee's recommendation is to have one common name so that the community will not be confused as to who and what the One Stop is. Ms. Brown also discussed the upcoming event that the Marketing Committee is conducting with the Mentor Chamber of Commerce. The purpose of this event is to educate businesses and individuals about the One Stop system.

Dave Kalina suggested changing the sign in front of the LCDJFS building to a larger sign with a logo so that people could more easily see who and where the One Stop is. Mr. Kalina also suggested the carpeting be replaced in the lobby, fix the front lobby door, and to have an information booth in the lobby. Mr. Kalina feels these changes would give us a better image in the community. Mr. Francisconi asked Nancy Brown to take these issues back to the next Marketing Committee to make a formal recommendation.

There was discussion on Lake One Stop Web site. How businesses would benefit from the One Stop Web site. The cost effectiveness of posting job descriptions on website as opposed to the newspaper.

Nancy Johnson, LCDJFS Business Administrator, gave an overview of WIA funds, youth and adult dislocated. Ms. Johnson went over projections for the remainder of this fiscal year, as well as the next biennium.

Ms. Johnson distributed a report for the first current fiscal year. Ms. Johnson reviewed the allocations on adults, dislocated, rapid response, and administrative allocations. The report shows that there is more dollars being spent on adults than dislocated youth.

Ms. Johnson explained that there will be some carry over balance taken to fiscal year '04 in dislocated dollars. There will be youth dollars carried over to next year, as well as some administrative dollars. If ITA's continue to be issued at the current level for adults, all of the adult monies may be used with no carry over to next fiscal year. The question was asked if the dollars could be carried over into next year. Ms. Johnson explained that they could be because these dollars represent PY '02.

Ms. Johnson discussed the Rapid Response dollars. It is stipulated that the dislocated dollars be spent before utilizing Rapid Response dollars. This will not be achieved this year so we will not be able to use the Rapid Response dollars this year. Nancy reviewed how the Rapid Response dollars should be used and what the State's expectations are regarding this. Due to the state wide funding situation, the state is asking that if there is no expectation of using the Rapid Response Dollars this fiscal year, the State will rescind the allocations. Ms. Johnson talked about the cuts in WIA dollars being between 4% and 15%.

Nancy Johnson talked about children services benefiting from the youth dollars. There was discussion on how this could be accomplished and the restrictions on how to tap into youth dollars.

Joe Francesconi asked Dave Kalina if the Planning Committee could take a look at and make recommendations on how to loosen restrictions on these dollars; realigning or rearranging.

The question was asked if an open contract could be done. Nancy Johnson will look into this. Discussion on contracting contents; how and if this could be done.

WIB size and composition was tabled. Joe Francesconi will write a memo to everyone regarding this, and get some feedback directly from each person.

Mr. Francesconi talked about the One Stop website; how the committee meeting minutes could be reviewed from here, meetings that are scheduled, when scheduled and location of these meetings. This will help members on the Board to stay current with information.

Joe Francesconi explained that Kathy Haworth of Economic Development and Regionalization, will be giving a presentation at the full Board meeting on what is going on in the various economics development in Lake County; how Workforce Investment is fitting into this.

Mr. Francesconi discussed how there is talk about creating a common Economic Development Board for the region. Discussion on creating a regional Executive Board.

Mr. Francesconi reviewed the handouts: Proposed schedule for soliciting RFP's, WIA Guidance letter #2-2002 and #4-2002, LCWIB By-Laws. Also brief discussion on the Board Member Job Description. Mr. Francesconi wanted everyone to review Board Member Job Description and get back to him with feedback on this information.

Mr. Francesconi reviewed the agenda for the upcoming WIB meeting; committee members will do a summary of status update, what priorities for next month are.

Nancy Brown suggested prearranged seating at the WIB meeting. Placing public members with non-public members. This could promote more information sharing and discussion.

Eric Barbe suggested we could "sell" one major thing. Mr. Barbe would like to talk about regionalization - what this has to do with this Board.

Nancy Brown suggested that every board member go back to their job and tell their Human Resource Manager to look on the One Stop website. Our own board needs to be familiar with website, and use this website as an everyday procedure.

Donna Mona suggested that WIB Board members be taken into the lab to view the lab. Art Iacofano suggested we show them the website.

There was discussion on the composition of the Board members.

Ms. Mona talked about members not coming to the meetings and not having a quorum. Maybe this could be put on as an agenda topic. There was some discussion on proxy votes. Ms. Mona said the by-laws would have to be changed for this.

Dave Kalina asked if other committee members could make up the quorum? Mr. Iacofano said no, that the quorum is made up of each individual committee members.

Joe Francesconi discussed the possibility of developing another committee. He would like an Income Committee to solicit grants that can not be supported through WIA.

Donna Mona will send out an updated memo with upcoming meetings to Committee Members and Board Members.

MOTION TO ADJOURN MEETING MADE BY JOE FRANCESCONI AND SECONDED

BY ERIC BARBE

Meeting adjourned.