

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

March 5, 2004 at 10:00 a.m.

At

Lake County Department of Job and Family Services

Committee Members Attendance

Joe Francesconi
Eric Barbe
Nancy Brown
Dave Kalina
Cathy Haworth
Keith Miller

Staff Attendance

Bob Dawson
Carol Anderson
Marty Singer

Other Attendance

Gretchen Skok-DiSanto

A motion was made by Eric Barbe and seconded by Dave Kalina to approve minutes of the October 20, 2003, Executive Committee meeting. All approved; motion passed

Reconsideration of Training Provider Application; Lakeland Community College, Applied Nuclear Technology

Bob Dawson explained to the committee the reason this application was not initially approved was due to lack of a local labor market data. Jack Nettis from Lakeland Community College attended the Program Review Committee meeting held on 2/19/04 and gave a presentation which explained the demand for this program in Lake County. Mr. Nettis reported there would be potential for 150 job openings at the Perry Nuclear Power Plant.

Joe Francesconi asked if there was any way we can work with the Perry Power Plant to identify the potential for on the job training; can we apply for OJT dollars to help supplement the program? Mr. Dawson thought this program could not involve “on-the-job” training. There was further discussion regarding OJT funding. Bob Dawson will look into OJT dollars and also investigate all the possibilities of putting individuals through the OJT initiative.

The Program Review Committee recommended approval of Lakeland Community College, Applied Nuclear Technology application.

A Motion was made by Eric Barbe and seconded by Cathy Haworth to approve Lakeland Community College, Applied Nuclear Technology application All in favor, motioned passed. Dave Kalina abstained.

New Training Provider Applications

Bob Dawson reviewed the Six Sigma Green Belt program with the group. Mr. Dawson talked about Bob Schiebli's report on Lake Hospital System's implementation of Six Sigma Green Belt/Black Belt and the success of the program within Lake Hospital System.

The Program Review Committee reviewed the Lakeland Community College Six Sigma Green Belt provider application and made a recommendation to approve the application.

A motion was made by Eric Barbe and seconded by Cathy Haworth to approve Lakeland Community College's training provider application for Six Sigma Green Belt. All in favor; motion passed. Dave Kalina abstained.

Academy for Court Reporting:

- Legal Office Clerk - Recommendation to approve
- Legal Secretary - Recommendation to approve

Dave Kalina questioned the cost of the Legal Secretary program and asked if the group felt this was a concern. Mr. Kalina asked if an individual is out of money, how would that person finish the program? Bob Dawson explained if program cost goes over \$7000, there would be an Administrative Review conducted. There was discussion on an individual not finishing a program after the investment was made. Joe Francesconi stated some Boards pay for the last quarters of the program rather than the first quarters to ensure the individual finishes the program.

Bob Dawson suggested the committee table the Legal Secretary and Legal Clerk program until further review. Mr. Dawson is going to look into what the protocol would be on the investment we are making in an individual's education. Eric Barbe and Bob Dawson will work on this and bring to the full Board. The committee agreed with this recommendation.

A Motion was made by Dave Kalina and seconded by Eric Barbe to table the Academy for Court Reporting application for Legal Secretary and Legal Clerk programs until additional information is provided.

The Program Review Committee recommended the following programs be disapproved based on the recommendations of LCDJFS staff.

- Court Reporter - Recommendation not to approve
- Scopist - Recommendation not to approve
- Paralegal - Recommendation not to approve

- Private Investigator - Recommendation not to approve.

2

There was discussion on the reasons these programs were disapproved. Bob Dawson explained the cost of the programs is not an eliminator unless the provider is charging LCDJFS more than the customary rate that is being charged to the general public.

A motion was made by Dave Kalina and seconded by Eric Barbe to disapprove the training provider applications submitted by the Academy for Court Reporting for Court Reporter; Scopist; Paralegal and Private Investigator based on the recommendations of the Program Review Committee. All in favor; motion passed.

Joe Francesconi asked if any of these programs are approved on the State List. As this information was not available at this meeting, Bob Dawson said he would look into this. Mr. Dawson explained ODJFS is going to change this process. ODJFS is trying to work with the Department of Education to develop a better system. Not everything on the state list is approved by the Board. Marty Singer is putting a list of all the programs Lake County has approved on the web site.

Eric Barbe suggested in the future the LCDJFS staff do a search to see if the program is already on the State list and provide this information to the Program Review Committee. The group was in agreement.

Total Technical Institute

A Motion was made by Dave Kalina and seconded by Keith Miller to approve Total Technical Institute, Pharmacy Technician Training Provider application based on the recommendation of the Program Review Committee. All in favor; Motion passed

Administrator's Report

Bob Dawson reported ODJFS is the only partner that has not signed the MOU. We have received our full ADA approval. Joe Francesconi asked what "Conditional Certification" is. Bob Dawson explained Conditional Certification means we could apply for 25% of the Reed Act dollars before we are fully certified; however, if we do not make full certification, we would have to pay these dollars back.

Mr. Dawson talked about the status of the RFP(s) and the success of the Bidder's Conference. The questions and answers were posted on the internet. The RFP(s) are currently in the process of being evaluated.

Bob Dawson talked about the new responsibilities the Employment & Training staff have taken on. Mr. Dawson reported ETD is adding another staff person which will improve customer service.

Mr. Dawson reviewed the fiscal report. The fiscal report indicated fewer dislocated workers registered, and in the adult registrations we are way over last year. We are reviewing and working on simplifying the registration process for dislocated workers.

We are underspending youth dollars this year, however, with the youth proposals we have received (in excess of a million dollars) we will be spending more youth dollars next year.

Dave Kalina asked about the possibility of taking the assessment portion of the One-Stop to other places (i.e., one of the libraries). Mr. Dawson responded we are going to do this with the youth program. We will have a primary emphasis of one person on the youth program for this purpose. There was additional discussion on creating better outreach.

Strategic Planning

A copy of the five year plan was distributed to the group. Joe Francesconi talked about the five year plan.

Mr. Francesconi talked about the Marketing Committee and their work on mission and vision as it relates to the One Stop. Mr. Francesconi discussed how as a Board, we should have a very clear mission and vision that can be easily articulated. Mr. Francesconi would like to make it very easy to understand our Board's priorities, objectives, mission and vision. The Planning Committee will be responsible for developing a Mission Statement.

There was discussion on Team NEO as it relates to regionalization. Mr. Francesconi talked about the importance of Economic Development and how this ties into regionalization.

Eric Barbe asked if we had ever developed a mission statement for the WIB. Mr. Francesconi reported we did have a mission statement for the Lake One Stop, however, we do not have one for our WIB Board. Marty Singer distributed a copy of the One Stop Mission Statement. There was further discussion on developing a Mission Statement for the WIB Board.

Cathy Haworth suggested a survey of individuals currently on the Board which would ask four or five questions that would identify the needs that may exist with the partners. Cathy Haworth, Gretchen Skok, and Nancy Brown agreed to develop a survey. Comments or questions to be E-mailed to Cathy Haworth.

Eric Barbe noted in the minutes of October 20, 2003, it was stated the Program Review Committee review the A+Computer Maintenance and Repair Program offered by Lakeland Community College to review the demand occupation. This will be sent back to the Program Review Committee for

discussion. Mr. Francesconi stated this is an addendum to the questions of the minutes of the last Executive Board meeting.

As there was no further business, the meeting adjourned.