

**MINUTES OF A MEETING  
ONE STOP WORK GROUP  
LAKE COUNTY WORKFORCE INVESTMENT BOARD**

**December 5, 2002 at 1:30 p.m.**

**At**

**Lake County Department of Job and Family Services**

**Committee Members Attendance**

Bob Dawson, Chair

Andrea Booth (alternate for F. Zawlinksi), LMHA

Carol Darr, Painesville City Schools - ABLE

Dr. Daureen Larsen (alternate for P. Hoyt), LLCC

Art Iacofano, LCDJFS

Marilyn Pickett (alternate for S. Kline), Neighboring

Jennifer Bruney (alternate for P. Magnus), Mature Services

Tom Schultz, Auburn Career Center

Johnnie Wooten, ODJFS

Yolanda Espada, Rural Opportunities

Jill Oliver, Goodwill Industries

Doreen Costello, Goodwill Industries

The meeting began with a brief introduction around the room.

**Staff Attendance**

Donna Mona

Pam Fiederer

Marty Singer

Carol Anderson

Art Iacofano reviewed the One-Stop certification process and the reason for being certified. It was explained that some of the goals we are looking for at this meeting would be that all the partners represented would have an input into the Memorandum of Understanding (MOU). The goal will be to execute a One-Stop Agreement. Mr. Iacofano explained how the State will come in and do a true certification. They will look at the layout of the building, the involvement of the partners; they will expect us to put together this MOU, and lay out some of the employment and training scenarios. Some of the partners in the room will be housed in this building and some will not be housed in the building. Some will share services or help to share services. Mr. Iacofano discussed the advantages of becoming certified. One of the advantages would be that if an agency becomes a certified One-Stop, they will qualify for Reed Act funds, which would help to pay for some of the operation costs of the One-Stop organization.

Mr. Iacofano explained that an important issue is that the State has created an MOU guide. They have asked this office to adopt it and this particular committee to address it. He discussed the fact that some of the people at this meeting are mandated partners and some are not mandated. There was discussion on getting the MOU signed by all the agencies and input on how it should operate.

The question was asked if we were currently certified. Mr. Iacofano explained that under the old law of the Workforce Investment Act we were certified at one point in time. When the State merged, the certification disappeared; therefore, no one here is currently certified.

Bob Dawson talked about Art Iacofano, Marty Singer and Mr. Dawson getting technical assistance by teleconferencing for several months on the actual certification process, which was 30 - 40 pages long. There has actually been a lot of work done on this prior to today's meeting. Therefore, Mr. Dawson feels the MOU is a relative balance of what the State says we have to have and what we have in place.

Mr. Iacofano discussed the allocation for workforce activity that is funded through this office, and that part of this allocation is used to fund the staffing for the One-Stop operation. In addition, Reed Act funds may be coming on a one time basis that will be allocated over a two to three-year period. This will cover hardware, software and some marketing expenses. Other than this, the budget has to be assumed. Mr. Iacofano discussed sharing the budget with the One-Stop partners that are housed inside this building. For those who are not inside the building, we will try to find other ways that can be contributed to make the One-Stop successful. This is one of our goals. The main goals are to try to get all the partners to agree to the One-Stop operation, what the services will be composed of and what their role will be.

Mr. Iacofano discussed the contribution of the partners and the fact that we will be funding the majority of the partners unless they are housed in this building. We can determine other ways we all can contribute in a positive manor to benefit people taking advantage of the One-Stop.

Mr. Iacofano suggested that everyone at this meeting take the MOU back to their agency with them to review carefully, and make note of some of their concerns and issues they may have, and also to look at some of the services that are offered. The committee will meet again in January to go over some of the areas of concern and try to work thru the agreement together. Mr. Iacofano stressed that this MOU will be developed by this group of partners. The question was asked, "who would be the contact person at this agency if there is a question regarding the MOU?" It was determined that Art Iacofano would be the contact person for any questions.

The question was asked, "what is the role of Rural Opportunities in this area?" Yolanda Espada, of Rural Opportunities, explained their agency's role.

There was additional discussion on the concept of One-Stop agencies and its relationship to the partners involved, and how the One-Stop can make the referral process between agencies for individuals more convenient and expedient.

There was discussion on when the next meetings will be held. It was decided that 1/16, 2/20 and 3/20/03 at 1:30 would be the next meeting dates.

The meeting was adjourned.