

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

**October 24, 2003 at 9:00 a.m.**

**At**

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

Committee Members Attendance

Fred Zawilinski, Lk. County Metro Housing Authority  
Art Iacofano, LCDJFS  
Carol Darr, Painesville City Schools - ABLE  
Helen Drake, Ohio Rehab. Services Commission  
Doreen Costello, alternate for Jill Oliver, Goodwill Industries  
Cathy Haworth, Lk. County Economic Develop. Ctr  
Mary Ring, alternate for Dr. Morris Beverage LLCC  
Doug Dougherty, alternate for Tom Schultz, Auburn Career Ctr  
Spence Kline, Neighboring  
Jeff Mackey, ORSC  
Jeff Yaist, ODJFS

Staff Attendance

Donna Mona  
Marty Singer  
Nancy Johnson  
Mary Spencer  
Carol Anderson

Other Attendees

Sue McKitrick, Section Chief  
Ohio Workforce Development  
Tom Hutter, Ohio Workforce Devel.

Approval of August 15, 2003 One Stop Meeting Minutes

**Motion was made by Art Iacofano and seconded by Helen Drake to approve the minutes of the August 15, 2003 One Stop Committee Meeting. All approved, motion passed.**

Cost Sharing Overview and Discussion

Mary Spencer, Fiscal Supervisor reviewed the cost sharing methodology. Nancy Johnson explained calculations on MOU "Attachment B." It was explained that after individual partner negotiations that the figures will change to reflect actual time commitments.

Marty Singer stated the goal is to have the MOU signed within the next two weeks. Joe Francesconi suggested we move on as rapidly as possible. Mr. Singer explained to group that we cannot be certified until we have executed the MOU's and the partners move into one-stop location.

Jeff Yaist asked for details of the cost sharing overview used for the sample calculations. Ms. Johnson responded that 30 full-time equivalents was used for the example.

Cost Sharing Mandatory Requirements

Tom Hutter asked the group if everyone was comfortable with taking the MOU document back to their

boards and able to explain the information. Mr. Hutter expressed concern that the cost sharing information provided may be a little too detailed and suggested simplification with emphasis on the value of the included benefits. Art Iacofano explained that after much discussion it was decided to show the partners full financial detail to prevent suspicion, however, it will be condensed to benefit the group. Tom Hutter emphasized that every partner is required to participate with their program.

Mr. Hutter reported that some other areas have a cost pool for the resource room. Resource room cost includes equipment cost and are generally accepted as direct program costs as opposed to administrative costs.

Sue McKitrick explained that Lake County's One Stop is complete as it is not a startup and that the equipment is already in place.

Tom Hutter suggested that budgeted costs be estimated a little high to assure that actual fluctuation throughout the year would not require amendments.

Mr. Hutter stated once certified we will be eligible to receive Reed Act funds and reviewed the Reed Act to the group its intended use. He stated that Lake County will be one of the first Ohio One-Stops to be certified.

Marty Singer talked about the draft marketing plan from the Marketing Committee. A workgroup planning session is scheduled for November to begin work on a one-stop marketing budget. Mr. Singer stated that for most agencies there is always a shortage of money for marketing purposes. The marketing plan is to utilize some of the Reed Act money to increase awareness of all Lake1Stop partners and to increase customer traffic.

Sue Mckitrick explained the application process for Reed Act funds. The WIB Chair or local official that has signature authority must apply for the dispersment. There was discussion on how the dollars will be divided.

#### Lake One Stop Status Review

Sue Mc Kitrick stated she is pleased with our progress. Sue explained the next steps are to get the "Worksheet B" completed, the MOU signed, request certification and submit the Reed Act Application.

#### What's Next?

Marty Singer stated he would like to start scheduling the individual sessions as soon as possible. Marty asked Nancy Johnson and Mary Spencer how long will it take to do a new "Attachment B." Ms. Johnson reported she will be able to get this done within a couple of days.

There being no further business, meeting is adjourned.