

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

**June 25, 2004 at 8:30 a.m.**

**At**

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

**Committee Members Attendance**

Cathy Haworth, Lk. County Economic Develop. Ctr  
Carol Darr, Painesville City Schools - ABLE  
Helen Drake, Ohio Rehab. Services Commission  
Doreen Larson, Lakeland Community College  
Art Iacofano, LCDJFS  
Spence Kline, Neighboring  
Doug Daugherty, Auburn Career Center  
Johnnie Wooten, ODJFS  
Jill Oliver, Goodwill Industries  
Pearl Lozoya, Rural Opportunities  
Marileycla Pfister, Rural Opportunities  
Angel McGuire, Rural Opportunities

**Staff Attendance**

Bob Dawson  
Marty Singer  
Pam Fiederer  
Mary Spencer  
Carol Anderson

Ms. Cathy Haworth called the meeting to order.

**Approval of Minutes**

**A Motion to approve minutes of October 24, 2003, meeting was made by Carol Darr and seconded by Art Iacofano. All approved; motion passed.**

**MOU History and Current Status**

Bob Dawson explained that one of the things that seemed to be cumbersome was the fact that when there is a technical change to be made to FTE's to the MOU it must be re-signed by the partners. Mr. Dawson asked LCDJFS' legal counsel if there is language that could be put into the MOU that would allow for FTE changes without fully amending the contract and the need to go through the complete signature process. Our legal counsel stated the MOU is a contract, and contracts going forward have to be formally changed and executed in order to be valid. Mr. Dawson did not feel there would be too many changes from year to year. He further clarified that it is not necessary to re-sign if changes reduce the shared cost.

Cathy Haworth asked what the effective date of the MOU is. Bob Dawson reported the effective date to be July 1, 2004 through June 30, 2005. The MOU will be examined and renewed on an annual basis.

Mr. Dawson reviewed the proposed changes to the MOU. The only changes proposed are the dates in

Article I (B) relative to the signatories (pg. 1 of 13), and changing one name on the signature page (pg. 11 of 13) to that of the new WIB Chair .

Mr. Dawson stated there have been questions regarding the billing period. Mary Spencer reported that Nancy Johnson, LCDJFS' Fiscal Officer, said this could be done on a monthly or quarterly basis, whichever would be more convenient. Mary Spencer, Fiscal Supervisor, explained that everyone to be consistent, would be sent invoices on a monthly basis but partners may pay quarterly if they wish.

Carol Darr expressed her appreciation for the way the MOU financial attachment is broken down. The staff at ABLE and State Consultant were very pleased to see how this was done. Ms. Darr thanked everyone for the hard work that was done on the MOU.

Bob Dawson reviewed the financial attachments B-1 and B-2 to the MOU. Mr. Dawson reported ODJFS is still not signatory to the agreement but feels we are the closest we have ever been to being signed. He explained that ODJFS has many MOUs to do statewide and they are all different which may be causing the delay. There are many more issues for ODJFS to consider than the other partners have.

Ms. Haworth asked specifically why ODJFS has not signed the MOU. Mr. Iacofano explained to the group ODJFS' main concern is in some of the details in Attachment B-2, as there could be a potentially large audit finding with some of the categories. We wrote to the State Bureau of Audit and asked them to review the worksheets and advise us of potential audit findings and sanctions. If the Bureau of Audit state that ODJFS proposed changes do not expose LCDJFS to any findings, we could sign and use their written Bureau of Audit report to get them to waive future findings. The Bureau of Audit did a complete review, however we have not yet received their report.

Mary Spencer reviewed the budget. There was further discussion on Attachments B-1 and B-2 of the MOU. Bob Dawson reported the costs should go down about 10% after ODJFS becomes signatory.

Carol Darr suggested (on Attachment A-6) "Community Services Block Grant" should read "Community Services - Lifeline." Ms. Darr felt the public would be made more aware of their existence if "Lifeline" was added. Ms. Haworth agreed.

Art Iacofano asked what the amendment process would be. Bob Dawson explained to the group that our legal counselor, John Hawkins, said as long as the partners' financial obligation is going down, we would not need to formally amend the MOU. Mr. Dawson explained we would send a copy of the revisions to the partners and Marty Singer would post the revised document on the website.

#### VOTE TO ACCEPT MOU

**A Motion was made by Spence Kline and seconded by Doug Daugherty to accept the new MOU. All in favor; motion passed.**

#### One Stop Participation/Documentation

Mr. Dawson explained that we are trying to get clarification on how much documentation of partner

participation is required for successful monitoring and audits. Mr. Dawson asked this question directly and was told that a guidance letter will be released in the near future which covers much of one-stop operational requirements; we will share this information with the partners when it is made available. Until then we are planning to refine the sign-in process on the Internet. Mr. Dawson asked the partners to be sure their staff logs in and out.

We are keeping this information on file. Marty Singer is going to put this into a data base that will sort and summarize this information. There will be periodic reports distributed to the partners. When the Guidance Letter comes out, there will be a large level of detail regarding documentation; we will advise you of what this will be in order to comply.

Art Iacofano reviewed the current system of documentation and explains the current system creates a lot of paper. The other system being considered would be to have a time card to swipe when entering and leaving the building. Several of the group were in favor of the time card swiping method. There was additional discussion on which method of documentation would be preferred. It was decided by the group to utilize the swipe card system and abandon the online sign-in process.

Bob Dawson asked the group if there was any information they would like to submit for the One-Stop Newsletter. Please submit any information for the newsletter to Marty Singer.

Mr. Iacofano expressed his appreciation to Johnnie Wooten, who is retiring, for all her work and contributions over the years.

As there was no further business, the meeting was adjourned.