

**CORRECTIONS OF  
MINUTES OF A MEETING OF  
THE PLANNING COMMITTEE OF LAKE COUNTY  
WORKFORCE INVESTMENT BOARD**

**April 16, 2002 at 3:00 P.M.**

at

Lake County Dept. of Job and Family Services  
177 Main Street, Painesville

PLANNING COMMITTEE

WIB MEMBERS

Joe Francesconi  
Dave Kalina  
Paul Mangus  
Roger Sustar

STAFF MEMBERS

Donna Mona  
Nancy Johnson  
Judy Gance  
Nanette Grupe

OTHER MEMBERS

Art Iacofano

1. The meeting was called to order by Joe Francesconi, Chair
2. Joe Francesconi introduced Nancy Johnson, Business Administrator and Judy Gance, Fiscal Supervisor.
3. **REVIEW AND APPROVAL OF MINUTES OF OCTOBER 24, 2001:**

Motion was made by Roger Sustar and seconded by Dave Kalina to approve the minutes of the meeting of October 24, 2001. Motion passed.

4. OLD BUSINESS:

None

Joe Francesconi moved onto new business introducing Nancy Johnson, Business Administrator to speak on the status of funding and fiscal review.

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5. NEW BUSINESS:

## **A. Status of Funding/Fiscal Review**

- Fiscal Overview under ODJFS and Reporting One
- Stop Cost Allocation (FTE)
- Status of current funding and projections for the coming year.

Nancy Johnson went over the Status of Funding/Fiscal Review. Nancy included a handout to follow along with a presentation on the overhead projector. The handout included Fiscal Overview under ODJFS and Reporting, One Stop Cost Allocation (FTE) and Status of current funding and projections for the coming year.

Art Iacofano explained that once the Employment & Training merges into the Lake County Job & Family Services the budget will be approximately 22.5 million. The Job & Family Services offices uses a Random Moment Sample to charge off costs. The staffing costs will be charged off first and then the balance left from programing will be determined once this happens. The costs projected today are our best estimate. Nancy went over the figures and she pointed out that the figures appear to be low and with good reason. Part of what WIA currently has are some CDs/money markets where they have a little over \$90,000. WIA is maintaining this for sick leave/ vacation buy outs and the accrued monies set it aside in a money market. When WIA merges as of July, WIA can no longer continue the practice of CD's/money markets. WIA will have to close these accounts and turn the monies back over to WIA as program income. This will also go against the expenditures for the April-June quarter, that is why the expenditures appear so low. The carry over is very important.

A question was raised by Roger Sustar, Why is this happening? Is this part of the act to merge these programs and is it part of the accounting system to make this happen?

The answer was yes to all the above by Art Iacofano. The State reorganized who was going to be administered over the Workforce Program and JFS, and this is going to be the fiscal system here at FJS . Art Iacofano wanted the Board to know that this is very critical for this meeting. He wanted the committee to give some projection of what we think our funding will be like come next fiscal year and for the purposes of identifying what monies will be available for contracts and ITA's for the Adult Fiscal Year and what we have done here is listed what we think will be our allocations for State Fiscal Year 2003.

Nancy continued that the latest correspondence is that we have received Adult Allocation and Youth Allocations which would be reduced by 7%. Looking at the packet of attached sheets JFS has already had a 7% reduction added to project what allocation will be in the future. -2Nancy went over the July 2002 -June 2003 projection and hopefully we will have \$319,000.00 to spend. What we are looking at is to come up with a quarterly budget.

One Stop Allocation will not be funded next year.

Nancy Johnson went over costs before the merge and after the merge, showing how monies would be distributed and how RMS (Random Moment Sample) allocates those monies to the different departments. Nancy also explained how RMS works to help allocate the costs between departments and that WIA will only be paying a percentage of the costs.

Nancy also went over the One Stop monthly average \$200,000.00 x 33.53% and explained that the state wants Partners to share the cost of one stop. The \$200,000.00 is for general overhead (see One Stop Sharing and Cost Allocation sheet in hand out from April 12", 2002 meeting).

FTE is a State JFS Mandated Concept on a quarterly basis and has a shared cost pool.

If there are any questions from the Board you may call Nancy Johnson on financial planning.

**B. Program Performance:**

Donna Mona went over Attachments 1- 7. There was some questions about performance and Donna suggested scheduling another meeting at another time to go over performance. Donna explained that the State calculation sets all performance goals and minimum performance. A suggestion was made to set up a performance overview committee.

Joe Francesconi requested having goals reestablished for the next meeting. Art Iacofano advised that Pam Fiederer is excellent at this kind of information and she would be a good person to look into this area of performance.

Joe Francesconi suggested that the committee make a motion for recommendation to have support on the budget.

Dave Kalina recommended that the committee authorize a budget for ITA'S an annual budget for fiscal year 2003 of \$179,050.00.

**Dave Kalina amended the motion and seconded by Roger Sustar** to move to adopt the 2003 budget considering the Youth Committee and Program Committee's approval of the different programs. All approved.

There was discussion of the Funding/Overview and a suggestion to get more state communication information and data to make a better decisions in future meetings.

Dave Kalina raised a question, Is Ohio distributed by formula?

Art Iacofano answered yes. Ohio is distributed by formula except dislocated workers. Each state is different. Art Iacofano then explained the cut backs in the program. In the Fiscal System Donna had a coordinator and two workers, we went down to one worker and a consultant. JFS will absorb the worker and the consultant will disappear. Donna had two counselors and went down to one. Donna had an extra case manager and went down to one. Donna's MIS Director, we (JFS) had an opening and moved that person into that position. We (ETA) generated extra savings by doing all this and we have free rent.

Joe Francesconi suggested that looking at someone coming in, we need to look at the financial challenges that are in front of us and on the revenue side we need to look at how we can credibly identify economic development plans, corporate outreach and charges for services.

Dave Kalina suggested that since we've set ourselves performance measures maybe we need to refine those more because if we are going to be cutting back then we need to know who's giving us the best deal.(Bang for the buck).

Joe Francesconi suggests looking at performance and also look at ITA'S and needs in the market.

#### **6. OTHER BUSINESS:**

Next meeting will be Tuesday, May 21", 2002 at 2:30 P.M.

#### **7. ADJOURNMENT:**

Meeting adjourned at 5:30