

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

**OCTOBER 21, 2002 at 2:00 P.M.
Lake County Department of Job and Family Services
177 Main Street, Painesville, Ohio 44077**

PLANNING COMMITTEE

MEMBERS

Dave Kalina
Joe Francesconi
Roger Sustar
Paul Magnus

OTHER WIB MEMBERS

Eric Barb
Sandy Halpert

STAFF MEMBERS

____ Donna Mona
Pam Fiederer
Carol Anderson

Call to Order

The meeting was called to order by Dave Kalina.

Review and approval of Minutes of May 21, 2002.

A motion was made by Joe Francesconi and seconded by Roger Sustar to approve minutes of May 21, 2002, and corrected Minutes of April 16, 2002.

Old Business

Minutes were reviewed of the June 18th meeting for which there was not a quorum. No action was taken as this was informal meeting.

Joe Francesconi said he did not see anything in minutes about validation of performance. Pam Fiederer said that we do require validation. The validation should be signed off by employer. It was also discussed that the training provider should provide validation signed off by the employer. Sandy Halpert brought up the fact that there would be some difficulty with the Privacy Act. Joe Francesconi agreed - said that employee needs to sign some type of release of information.

Discussion on the draft letter to Mr. John Weber, Chief, Bureau of WIA, regarding the concern over reporting requirements for training provider performance. The committee wants to change line four in the letter to "what remedies, if any" in place of "what sanctions, if any". Change signature on letter to be signed by Dave Kalina and also change phone number to Dave Kalina's. Committee members all agreed to the changes.

New Business

Performance Measures - Pam Fiederer went over page 11 of the minutes "Workforce Investment Act Quarterly Summary Report". Pam explained that this report was taken from the State computer system. She received an E-mail this morning saying that the State found some incorrect logic in the report. We should not be concerned with the report at all. This is not the final performance report for 2001. It's the fourth quarter report, but the final report which hopefully will be more accurate won't be coming out until the month of December.

Joe Francesconi said we need to be sure we have valid and accurate data. Pam Fiederer explained that we can verify employment, however, we have no way of knowing how much the individuals are going to earn in the next six months. Joe suggested we would be able to predict this. Paul Magnus asked if once individuals are enrolled in Intensive Services, could we track them? The only ones we cannot track are the ones who find employment on their own. Donna explained that also the ones that we refer or people that have moved. We do track intensive and also do a follow-up. Pam Fiederer said to keep in mind this report is not the final report that is going to be used to determine whether we achieve our performance or not.

Joe Francesconi said that some things are outside of our control. We have to be able to track, measure and monitor what is inside of our control. There was more discussion on how this could be accomplished.

There was discussion on pages 11, 12 and 13 of the report (page 13 is ETD's report "Classroom Training Report PY 2001").

Paul Magnus felt there should be more information on this report. Also would like to break down more. Pam said she could re-do report with more information. Earlier in the year the Committee had asked about training completed. We are starting to pick that information up now. As of this July 1st we started recording this information on individuals.

It was suggested that we take our data and try to break up in same categories as Federal, using the same format. We could then relate our numbers to their categories so we could compare. Dave Kalina suggested that if Pam could take the data on page 13 (Classroom Training Performance Report) and put it in same category as page 11 and 12 (State performance Standard) so that when State comes out with data that is correct, we can compare our data to their data.

There was discussion on how we should set up our mechanism for periodically reviewing provider performance. Dave Kalina said that in looking at the data that we have here we have two goals; entered employment goal and wage goal. It was thought that a mechanism should be set up to meet with providers; what would trigger the need to bring providers in was discussed. Pam will do an overview of how State tracks

Paul Magnus expressed concern regarding the cost of one school vs. another. He felt we should be comparing the programs and their costs. Also discussed the cost of education vs. the wages received for a particular educational program.

There was a suggestion that the customer should pay 10% of the cost of training, with the thought that they would pick a school that cost the least amount of dollars to attend. The question was asked of how much leeway do we have in saying a student has to attend a certain school

Donna Mona explained that all clients that come in get information on the performance of the schools so that they can make an informed decision and have their choice. Staff talks to the client about entrance requirements; when we send a potential student to a school, the school does not have to accept them.

There was discussion on how to determine expenditures. Pam Fiederer explained that we take total number that actually took the training and entered employment, and divide into the total amount of tuition that was paid during the same time period and come up with a figure

ITA/Supportive Services Policies

There was discussion on our current policy and cost caps. It was decided that our current policy is fine. All agreed there was no need to change current policy.

There was discussion on the median cost of sending a person to training; travel, lodging. We do not define what outside of the commuting distance is. It was determined that a reasonable commuting distance would be a radius of 25 miles from where the client lives to the provider. Donna Mona said we have to make a policy on restrictions

There was discussion on the cost of lodging and looking at the reason someone wants to go to a specific school. The fact that people have the right to select a provider. Are we going to pay someone lodging if they are going a distance to school? Who determines what is reasonable?

Donna Mona explained that staff would. The counselor takes into account other avenues of dollars and WIA is supposed to be a supplement.

There was discussion on paying for reasonable barriers and need. PA clients need to get first choice. We should exhaust ODJFS funds first.

The median cost of travel and lodging was discussed. Dave Kalina will bring statistical information on supportive services to the next meeting. We will not take any action this meeting, we will review at next meeting. We will also review other policies

Bob Haus said that we can't refuse training based on the cost. Donna explained that we can say no for other reasons but not based on cost.

The question was asked, if the provider is already on the State list, do they have to be registered with us? Donna Mona said we have the right to have an agreement with them. It is good business practice to have an agreement because we are going to pay tuition, but it is not required. The Board can make policy on what is and is not in demand for Lake County. The Board could say that our Board will not write an ITA if they do not think there is a labor market for Lake County.

Next meeting was set for November 12, 2002, at 11:00 a.m. Joe Francesconi will attend the Youth Council meeting, and Eric Barbe will attend the Planning Committee meeting.

Dave Kalina asked if there was any other old or new business.

Joe Francesconi talked about Reed Act funds. The State has made Reed Act funds available to all One Stops. Joe explained where dollars can be used and that to receive dollars, you have to be a certified One Stop. The dollars will be divided over three years.

Motion was made to adjourn meeting by Dave Kalina and seconded by Paul Magnus

The meeting was adjourned.