

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

November 21, 2002 at 2:30 p.m.

at

Lake County Department of Job & Family Services

Committee Members Attending

Dave Kalina
Joe Francesconi
Paul Magnus
Roger Sustar

Other WIB Members

Eric Barb

Staff Attending

Donna Mona
Pam Fiederer
Carol Anderson

Approval of Minutes of October 21, 2002, Meeting

Review and approval of the minutes of October 21, 2002 Planning Committee meeting. **Motion was made by Dave Kalina to approve minutes and seconded by Paul Magnus. Motion passed.**

Old Business

Pam Fiederer reviewed the Classroom Training Provider Report. The Planning Committee requested this report display the same information as the Performance Standards report generated by the State Service Link computer system. We are unable to do this due to the fact that we do not have enough information to provide this request. The Employment and Training Division, however, did try to put some of the other information that this committee had requested into this report. The committee requested more of a breakdown of costs and to see the completion, and to see this broken down by adult dislocated workers. Pam explained that these were individuals who were served between July 1, 2002 and June 30, 2002; the number exited would be the number exited during that time period. This report shows the costs. We are not spending much on support service costs (travel and lodging costs). There was discussion on reasons people choose specific schools; distance, more or less structure, etc.

It was asked if our goals were associated with the totals. Donna Mona explained that our performance is based on the totals. There was discussion on wage rate.

Paul Magnus asked who is providing intensive services. Donna Mona explained that our staff does this. Our staff has the ability to send customers to some pre-vocational outside. There was

discussion on who is put in intensive. Pam explained that originally the purpose was to spend more dollars on intensive.

Now most dollars are being spent on Core services. Our staff found that the individuals need a person to talk to and guide them and answer their questions. There was some concern that there would not be enough dollars left over for training services.

Members asked to have the difference between Core services and Intensive services explained to the committee. Pam Fiederer explained that Core services are mostly information types of services. We assist them with job search, show them the lab and software, computers, website, preparing resumes, etc. Intensive includes people who need a more significant assistance -assistance with job search, individuals who are going on to training, skill assessment testing, etc.

Donna Mona talked about the WARN notices for Bard, Miltronics, and the Coe Mfg. layoffs. Also explained the press release that would be going out for Miltronics explaining services available at this Agency.

Paul Magnus explained that the State is not going to re-allocate unspent funds. The state is not getting money back into the system. The larger counties can go back and re-code the funds or shift allocations around. This is due to some of the areas that were originally going to turn in money last year - they are no longer doing that. Joe Francesconi asked Donna Mona to look into this. Joe asked if Lake County was eligible for any dollars to come back to us. Did we give any dollars back, and would we get any back. Donna said we did not return any dollars. There was discussion on if there were any dollars available, how could we get them re-coded.

Dave Kalina asked if the average training cost for enrollment is the total training cost divided by the total number enrolled? The answer to this question was yes. Dave thinks the cost associated with the number exited divided by the number placed would be a better figure. This would give us a better idea on how much we were spending to place someone who exited the program.

Joe Francesconi asked if we could send letters to providers to get an updates on individuals. We could pick up more people that were placed. There was discussion on individuals who exited, how to get information on these people. Pam explained that our staff tracks these people. We follow up every month or at least every other month. One of the most common reason people get exited is that we have lost contact.

Donna Mona said we could send a letter. Should the letter be from this committee or from the agency. Joe Franceconi felt it should be from this agency.

Supportive services budget was discussed. Dave Kalina talked about \$150,000 in Rapid Response funds, which it looks like we will most likely end up spending. He asked the following questions: Should we think about a policy for using this for something else in the event that it is not spent? Can these dollars be rolled over if not used? Can we shift funds 2

around internally if we need dollars in other areas? Dave Kalina asked if Donna Mona would check into what flexibility we have with this money so that we could look for some guidance on how we could use these dollars in the event that we have any left.

Reviewed ITA/Support Services Policy. It was decided to keep the current Lake County Policy on Cost of Training.

Members asked if there were any providers that we had on probation? Donna Mona explained that we did not. When this committee is looking at performance, it would identify someone that would be at risk. One of the actions you could take would be to put a hold on referrals on a particular provider until all the currently involved individuals exited.

There was discussion on comparing costs of vendors to be sure vendors are charging a reasonable amount for services. Also discussion on using a rating scale. We would not be able to deny the individual but we would be able to provide them with information on the provider.

It was stated that our current policy says a maximum of \$7000 per customer may be spent for training. The issue was brought up that this may be taken advantage of. It appears most people are coming thru the vendors. The vendors are informing individuals of this service. The question was asked - do we need to strengthen this policy or change the policy in some manner so it doesn't read as an entitlement?

Dave Kalina asked if we wanted to change anything on the current Lake County Policy on cost of training regarding the \$7,000 per customer? Committee members agreed there was no need to change this policy at this time. If there are examples of abuse in the future we will review this policy at that time.

The other issue was the discussion the committee had at the last meeting regarding supportive services, and defining commuting distance so that it would be easier for staff to make a determination of when the support services would be available. Pam Fiederer distributed information to members regarding the commuting distance from various points to our approved providers. There was discussion regarding this information.

There was discussion regarding the need for implementing a priority status. Donna Mona said she would get expenditures of where we are currently to see if we need to apply.

A motion was made by Joe Francesconi to adopt the Lake County Department of Job and Family Services staff policy for supportive services and make this part of our policy; motion seconded by Paul Magnus. All committee members were in favor. Motion passed.

New Business

Pam Fiederer discussed pages 13 and 14 of today's agenda, "Office of Workforce Development Memo" that we received from the State regarding their reporting system, Service Link, not giving accurate information. The State has asked local areas to provide any kind of information that we have that we are already keeping to collect documentation to prove to Federal Government that the local areas are actually producing results even though Service Link is not showing this. There was some discussion regarding this information. No action to be taken - information only.

The next meeting date is set for January 23, 2003 at 2:30.

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

The meeting was adjourned.