

**MINUTES OF A MEETING  
PROGRAM REVIEW AND  
COORDINATING COMMITTEE  
LAKE COUNTY WORKFORCE**

**February 19, 2004 - 10:00 a.m.**

**At**

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

**COMMITTEE ATTENDANCE**

Eric Barbe  
Bob Schiebli  
Jim Dillard  
Lou Falk  
Ken Kastelic

**STAFF ATTENDANCE**

Bob Dawson  
Pam Fiederer  
Marty Singer  
Carol Anderson

**GUEST ATTENDANCE**

Jack Nettis, LLCC

**Motion to approve minutes of the August 20, 2003, meeting was made by Jim Dillard and seconded by Lou Falk. All approved, motion passed.**

**OLD BUSINESS**

Jack Nettis from Lakeland Community College (LLCC) gave a presentation on Applied Nuclear Technology. Mr. Nettis explained that this program was brought to LLCC by First Energy. This program is a two-year program with an Associates Degree. It specifically targets people and channels them into positions at First Energy, therefore, actually providing jobs for the individuals. There was further discussion with questions and answers regarding the Applied Nuclear Technology Program.

Bob Dawson talked about the Program Review Committee's decision to reconsider the application from Lakeland Community College for the Applied Nuclear Technology Program. Mr. Dawson explained if the data we have is not sufficient to make a determination to fund a program, in the future we will be more assertive in making the information available to this Committee ahead of time so everyone will have a better opportunity to review the data.

**Reconsideration of Training Provider Application:**

Eric Barbe noted that the reason this program was initially disapproved was the concern as to how many people would be effected; the committee felt there would be few employment opportunities available.

**A motion was made by Bob Schiebli and seconded by Lou Falk to approve reconsideration of Lakeland Community College, Applied Nuclear Technology application. All approved; motion**

**passed**

Bob Dawson asked Pam Fiederer to call the Nuclear Power Plant and inquire as to how many job openings there may be available. Jack Nettis will provide the information to Ms. Fiederer on whom she may contact at the power plant to make the inquiries to.

**NEW BUSINESS:**

There was a brief presentation given by Jack Nettis regarding the Lakeland Community College Six Sigma Green Belt program. Mr. Nettis explained the purpose of the Green Belt is to assist in increasing productivity in an organization based on quality. The Six Sigma Program is broken into two different levels. One is a Green Belt level and the other is Black Belt. The Green Belt handles the working level and the Black Belt oversees the projects. There was further discussion regarding the Six Sigma Green Belt/Black Belt Program and the organizations in the community that have currently implemented this process with great success.

Bob Schiebli talked about Lake Hospital System's implementation of Six Sigma Green Belt/Black Belt and the success of the program within Lake Hospital System.

Lakeland Community College, application for Six Sigma Green Belt:

**A motion was made by Lou Falk and seconded by Bob Schiebli to approve Lakeland Community College's application submitted for Six Sigma Green Belt. All in favor; motion passed.**

Academy of Court Reporting Training Provider Applications

Pam Fiederer gave a brief summary for the group of the applications submitted by the Academy of Court Reporting for the following programs.

- Court Reporter - Recommendation not to approve
- Scopist - Recommendation not to approve
- Legal Office Clerk - Recommendation to approve
- Legal Secretary - Recommendation to approve
- Paralegal - Recommendation not to approve
- Private Investigator - Recommendation not to approve.

The Committee agreed to approve/disapprove these programs based on the recommendations of the LCDJFS staff.

**A motion was made by Lou Falk and seconded by Bob Schiebli for the approval or disapproval of the applications submitted by the Academy of Court Reporting based on the**

**recommendations made by the LCDJFS staff. All approved; motion passed.**

Beachland Technology Group:

Pam Fiederer explained to the Committee that additional information was requested from the provider, however at this time, we have not received a response.

**A motion was made by Bob Schiebli and seconded by Lou Falk to table the applications submitted by Beachland Technology Group until further information is received All in favor; motion passed.**

Total Technical Institute:

**A motion was made by Bob Schiebli and seconded by Lou Falk to approve the application submitted by Total Technical Institute for Pharmacy Technician. All approved; motion passed.**

## **OTHER BUSINESS**

Bob Dawson reported we are receiving requests for approval of individual programs that would lead to employment. Auburn Career Center submitted requests for approval of three courses - medical terminology/anatomy; medical billing; medical transcription. These courses could lead to getting individuals into the workforce.

There was discussion on whether individual courses which do not lead to a degree, but could lead to employment, should be approved. Bob Dawson suggested he and Pam Fiederer will discuss this and research the labor market. Mr. Dawson and Ms. Fiederer will meet with Doug Daugherty, Auburn Career Center, to gather additional information. This Committee will be meeting again in a month and can review the data at that time. The group was in favor of this idea.

Bob Dawson reported to the group that this year's RFP was reduced from approximately 50 pages to 11. Mr. Dawson also reported the Bidder's Conference was a success. There were approximately 20 people in attendance. The questions that are received regarding the RFP are being put on the website along with the answers.

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

/caa

February 26, 2004