

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

March 19, 2004 - 9:00 a.m.

At

Lake County Department of Job and Family Services

COMMITTEE MEMBERS ATTENDANCE

Eric Barbe
Susanne Friedland
Jim Dillard
Lou Falk
Ken Kastelic

STAFF ATTENDANCE

Bob Dawson
Pam Fiederer
Marty Singer
Carol Anderson

REVIEW AND APPROVAL OF MINUTES OF MARCH 19, 2004 MEETING

A Motion was made by Jim Dillard and seconded by Lou Falk to approve the minutes of the February 19, 2004, Program Review meeting. All approved; motion passed.

OLD BUSINESS

Eric Barbe reviewed the job out look for Nuclear Technicians and Jack Nettis', Lakeland Community College, response to questions regarding the need for the Nuclear Engineering Technology Degree. Mr. Barbe reported the Perry Plant is expecting to loose half of their workforce over the next ten years. Of this number, approximately 150 people will be needed to fill positions from the Nuclear Engineering Technology Degree program. Initially there was reluctance to approve the Applied Nuclear Technology application submitted by Lakeland Community College because a market demand could not be established. However, with this new information, there is clearly a need for this program.

NEW BUSINESS

Resolution Recommending contract with JPC Learning Centers, Inc.:

Bob Dawson Reviewed JPC Learning Centers, Inc., Evaluation Team Executive Summary, WIA Intensive Training Services Proposal 2004. Mr. Dawson reported there was only one bidder for Intensive Training Services.

Mr. Dawson talked about JPC Learning Centers' performance and enrollment for program year 2002 - 2003. Mr. Dawson reported JPC has a very good placement rate.

There was further discussion regarding the training program JPC proposes to provide and the performance of their program.

A Motion was made by Susanne Friedland and seconded by Jim Dillard to approve the Resolution recommending to the Lake County Workforce Investment Board, the establishment of a contract with the Board of Lake County Commissioners and JPC Learning Centers, Inc., to provide Occupational Skills Training and Prevocational Skills Training at the location of the Lake County Department of Job & Family Services for Program year July 1, 2004 - June 30, 2005. The amount of training to be provided will be determined by Individual Training Accounts based on client needs. The cost of said training will be determined based on JPC Learning Centers' tuition and fee schedule and is subject to final budget allocations and contract negotiations. All agreed; motion passed.

TRAINING PROVIDER APPLICATIONS

Lakeland Community College: Six Sigma Black Belt

Eric Barbe reviewed the Six Sigma Black Belt Training Provider Review Summary with the group. Mr. Barbe explained we approved the Green Belt at the last Program Review meeting. At that time, Lakeland did not have the Black Belt Proposal ready for review. Mr. Barbe reported this occupation is in demand and the wages are very good. The recommendation is to approve the Six Sigma Black Belt Training Provider application.

Pam Fiederer reviewed the process that is used to determine the market demand for the program application submitted.

A motion was made by Lou Falk and seconded by Susanne Friedland to recommend approval of Six Sigma Black Belt Training Provider Application submitted by Lakeland Community College. All approved; motion passed.

Academy of Court Reporting - Legal Office Clerk Legal Secretary

These programs were submitted to the Executive Committee at the last meeting on March 5, 2004. There were concerns expressed at this meeting regarding the high cost of these programs. The Executive committee tabled the Legal Secretary and Legal Clerk program until further review.

Mr. Dawson explained to the group that both of these occupations are in demand. Cost of a program cannot be the sole decision maker for approving or disapproving a program. Mr. Dawson explained the fees charged in this program cannot be any more than the amounts charged to the provider's

private pay customers. Currently if a program costs above \$7,000, an Administrative Review is conducted. Bob Dawson reviewed the Administrative Review process.

The group requested staff to get additional information and a more specific breakdown of costs. No action was taken.

Lakeland Community College - A+Computer Maintenance and Repair Program

(Discussion only)

Bob Dawson reported the Executive Committee approved this program at the October 20, 2003, committee meeting. Joe Francesconi, Executive Committee Chair, requested staff re-examine to determine how much this particular curriculum is in demand. We are researching this. There is not good online data. This program is already in place. Lakeland is not the only school that has this program in place. We will continue to monitor this and if something changes, we will let the group know.

CADventure

This training provider is requesting an increase in training program tuition and to change provider's corporate identity. Mr. Dawson reported this company was bought out and the name was changed to CADventure. The curriculum has also been changed to a more rigorous curriculum to qualify for a certificate. The new program has 172 contact hours and the old one has 114. Mr. Dawson reviewed the handout which showed the comparison of the current and proposed programs of Solidworks (3D mechanical design software) Professional Training Program.

Bob Dawson explained that Pam Fiederer, LCDJFS Contract Evaluator, researched the Solidworks website and was unable to locate any other local providers. In order to see if these prices were out of line, Ms. Fiederer researched other places in the country to see what they were charging. It was found that these prices appear to be less than what is being charged in Chicago and other areas. There was further discussion on the cost and curriculum of the program.

The recommendation is to approve CADventure as a provider and to approve the cost and the new curriculum.

A Motion was made by Susanne Friedland and seconded by Jim Dillard to approve CADventure as a provider with the name changed from to CADventure. All approved; motion passed.

A Motion was made by Susanne Friedland and seconded by Jim Dillard to approve the Solidworks Professional Training Program tuition increase. All approved; motion passed.

Administrative Review Limit:

Bob Dawson reviewed the up to date list of all the programs we have on the approved provider list.

Bob Dawson talked about the current \$7,000 Administrative Review level which was set originally in the year 2000. This was never adjusted for inflation. We are currently performing an Administrative Review in almost all cases.

There was further discussion on the Administrative Review Process and the need to increase the Administrative Review limit.

A Motion was made by Lou Falk and seconded by Jim Dillard to increase the Administrative Review limit to \$9,000. All in favor; motion passed.

As there was no further business, meeting was adjourned.