

**MINUTES OF A MEETING
PROGRAM REVIEW AND
COORDINATING COMMITTEE**

March 22, 2005 - 8:00 a.m.

At

Lake County Department of Job and Family Services

COMMITTEE MEMBERS ATTENDANCE

Jim Dillard
Lou Falk
Ken Kastelic
Susanne Friedland –By Proxy (attached)

STAFF ATTENDANCE

Marty Singer
Pam Fiederer
Carol Anderson

REVIEW AND APPROVAL OF MINUTES OF OCTOBER 29, 2004 MEETING

A Motion was made by Lou Falk and seconded by Ken Kastelic to approve the minutes of the October 29, 2004 Program Review meeting. All approved; motion passed.

REVIEW OF PROPOSALS FOR PY 05 INTENSIVE/TRAINING SERVICES

Marty Singer reviewed the Evaluation Team Executive Summaries with the group.

JPC Learning Centers, Inc.

The Evaluation Team recommends approval of the RFP submitted by JPC .

A Motion was made by Lou Falk and seconded by Ken Kastelic to approve the RFP submitted by JPC Learning Centers for WIA Adult Intensive/Training Services. All approved; motion passed.

Vocational Guidance Services

The Evaluation Team recommended not to approve the RFP submitted by Vocational Guidance Services. Some of the reasons not to approve include: 1) They were over our established cost guidelines; 2) They were promising performance well below what we are currently receiving.

A Motion was made by Ken Kastelic and seconded by Lou Falk not to approve the RFP submitted by Vocational Guidance Services for WIA Adult Intensive/Training. All approved; motion passed.

Training Provider Applications

Cisoria Academy of Cosmetology – The recommendation is not to approve this program. Ms. Pam Fiederer reviewed the reasons not to approve this program with the group. Ms. Fiederer explained the

labor market oversupply; the number of training completers is more than 200% of expected job openings.

A Motion was made by Lou Falk and seconded by Ken Kastelic not to approve the Training Provider application for a Cosmetology and Nail Technician Program submitted by Cisoria Academy of Cosmetology. All approved; motion passed.

The following programs were submitted by Tech Skills:

- Medical Administrative Specialist
- Medical Coding Associate
- Medical Transcriptionist
- Medical Reimbursement Specialists

The recommendation is to approve the above programs. Ms. Fiederer reviewed reasons for approval. The training institution has provided training for Lake County WIA students in information technology. These are new programs; no training performance data is available.

A Motion was made by Ken Kastelic and seconded by Lou Falk to approve the training provider application submitted by Tech Skills for Medical Administrative Specialist. All approved; motion passed.

A Motion was made by Lou Falk and seconded Ken Kastelic to approve the training provider application submitted by Tech Skills for Medical Coding Associate. All approved; motion passed.

A Motion was made by Ken Kastelic and seconded by Lou Falk to approve the training provider application submitted by Tech Skills for Medical Transcriptionist. All approved; motion passed.

A Motion was made by Ken Kastelic and seconded by Lou Falk to approve the training provider application submitted by Tech Skills for Medical Reimbursement Specialist. All approved; motion passed.

A Motion was made by Ken Kastelic and seconded by Lou Falk to approve the training provider application submitted by Tech Skills for Pharmacy Technician. All approved; motion passed.

Office Administrator – The recommendation is not to approve the Office Administrator Program submitted by Tech Skills. Ms. Fiederer explained to the group the recommendation not to approve is due to the fact that the length of training time does not appear sufficient to provide entry level occupational skills.

A Motion was made by Lou Falk and seconded by Ken Kastelic not to approve the training provider application submitted by Tech Skills for Office Administrator. All approved; motion passed.

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