

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

OCTOBER 26, 2005 – 3:30 P.M.

AT

Lake County Department of Job & Family Services

COMMITTEE ATTENDANCE

Lou Falk
Terry Lazar
Susanne Friedland
Dan Hart (Proxy)

STAFF ATTENDANCE

Bob Dawson
Pam Fiederer
Leslie Ryan
Carol Anderson

Lou Falk called the meeting to order.

A Motion to approve minutes of the June 6, 2005, meeting was made by Susanne Friedland and seconded by Terry Lazar. All approved, motion passed.

NEW BUSINESS

I. Training Provider Applications:

Kent State University

- Nursing (Associate Degree in Applied Science)

Lou Falk asked how the rate of return on training costs was determined. Pam Fiederer explained that the total training costs is divided by the average annual wage.

Susanne Friedland expressed that she felt the average hourly rate shown was too high for the area. Bob Dawson discussed the basis for the LMI used to evaluate these programs.

There was a revision in the Total cost of this program. The total cost on the Review Summary was shown as \$12,852. The revised total is \$11,627.

A Motion was made by Terry Lazar and seconded by Susanne Friedland to approve Kent State University's Nursing Program. All approved, motion passed.

Stanford-Brown Institute

- Criminal Justice

Bob Dawson reviewed the LMI report with the group. The program's training is in excess of the level necessary for non-degreed jobs in the occupation field, and the most recent information suggests there may not be a demand in this field. After further discussion, a motion was made not to approve the "Criminal Justice" Training Program.

A Motion was made by Terry Lazar and seconded by Lou Falk not to approve the Sanford Brown Institute's Criminal Justice Program. All approved; motion passed.

Terry Lazar talked about Pell grants and the fact that Pell Grants do not need to be paid back. Bob Dawson stated our policy is to always pay after the Pell Grant pays.

- Diagnostic Medical Sonography

The group talked about the the recommendation not to approve this program. The supply of trained workers exceeds projected job openings; there is a low return on investment, and clients meeting entrance criteria would be employable without additional training. The group agreed with the recommendation and a motion was made not to approve the "Diagnostic Medical Sonography" program.

A Motion was made by Terry Lazar and seconded by Susanne Friedland not to approve Sanford Brown Institute's Diagnostic Medical Sonography Program. All approved; motion passed.

- Advanced Massage Therapy

Bob Dawson explained that it was hard to determine wage gain in this field due to wages being in part by tips and cash payment. It would be hard to meet performance standards because of this. After some discussion a motion was made not to approve the "Advance Massage Therapist" program.

A Motion was made by Susanne Friedland and seconded by Terry Lazar not to approve Stanford Brown Institute's Advance Message Therapy Program. All approved; motion passed.

- Medical Billing and Coding Specialist

There was some discussion on the high performance rate of this program. Susanne Friedland asked how these rates compared to other approved program for Medical Billing and Coding.

Pam Fiederer gave a breakdown of medical coding performance rates in comparison

to a currently approved Medical Billing and Coding Specialist program. The group agreed with the recommendation to approve this program.

A Motion was made by Terry Lazar and seconded by Lou Falk to approve the Sanford Brown Institute's Medical Billing and Specialist Program. All approved; motion passed.

- Medical Assistant

The group reviewed the reasons for recommendation not to approve this program. The supply of trained workers is highly in excess of projected job openings, and the return on investment is low. After some discussion, a motion was made not to approve this program.

A Motion was made by Susanne Friedland and seconded by Terry Lazar not to approve Sanford Brown Institute's Medical Assistant Program. All approved; motion passed.

II. Revised Training Provider and ITA Policy

Bob Dawson review the proposed changes to the WIB's Training Provider and ITA Policy that will be necessary for us to comply with the timelines required of the State's new Electronic Training Provider Online system. In essence, the Policy revisions would authorize the Lake County Department of Job and family Services Director (Art Iacofano) to appoint a "review team" that will review and recommend training providers (and their programs) to the Director who would have the final approval or disapproval of what is placed on the State's Approved Training Providers list. This procedure would replace the current procedure where the Program Review Committee reviews the Training Provider requests and recommends actions on the requests to the WIB who in turn makes a recommendation to the Commissioners to add or not add the Training Providers. This procedure would be for new requests and changes, including tuition and fee increases.

After considerable discussion, a Motion was made by Susanne Friedland and seconded by Lou Falk that the Program Review Committee approve the Revised Policy with the consideration that the particulars of the Revised Policy be brought to the full WIB's attention in the upcoming meeting Agenda mailing. All approved; motion passed.

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