

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

**February 11, 2003**

**At**

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

Committee Members Attendance

Joe Francesconi  
Eric Barbe  
Nancy Brown  
Daniel Deitrick  
Helen Drake  
Louis Falk  
Sandy Halpert  
Catherine Haworth  
Art Iacofano  
David Kalina  
Spencer Kline III  
Paul Magnus

Jeff Malish  
Patricia McAteer  
Keith Miller  
Terri Richards  
Tom Shultz  
Gretchen Skok  
Roger Sustar  
Steven Tsengas  
Joe Augis (alternate for Johnnie Wooten)  
Fred Zawilinski

Staff Attendance

Donna Mona  
Pam Fiederer  
Marty Singer  
Carol Anderson

Commissioner Attending

Daniel Troy  
Robert Aufuldish

Meeting was called to order by Joe Francesconi

**Floor Open to Public:**

none

**Introductions:**

Joe Francesconi welcomed Commissioner Aufuldish and Commissioner Troy and Joe Augis who is setting in as an alternate for Johnnie Wooten.

**Approval of Minutes from Meeting of April 30, 2002**

**A Motion was made by Joe Francesconi to approve minutes of the April 30, 2002 meeting.  
All approved. Motion passed.**

Joe Francesconi reviewed Attachment #1 to the agenda "Documents & Information to be posted on the Lake1Stop Website."

Marty Singer will do an E-Mail to all Board members with the internet link. Mr. Singer will assist anyone who would like his assistance in being set up with the internet.

Joe Francesconi discussed the recommendation made to the Commissioners for ten Board Members to be re-appointed for the term ending February 2006. Mr. Francesconi read the list of names to the WIB

Board members.

There was discussion on new nominees. Mr. Francesconi would like to see someone from the medical field or financial services area. Also would like to get a good representation on the ages. Art Iacofano said that if someone has a nomination, they will need to go through the Chamber of Commerce with recommendations. These recommendations could be sent to Lou Falk for review and he will put them through Painesville Chamber of Commerce.

Joe Francesconi opened the floor for discussion to amend the by-laws to allow for proxy vote of the WIB member by Executive Committee and full WIB only. The reason the individual committees will not be allowed the vote by proxy is because the individual committees is where the work gets accomplished. There may be less attendance if they were able to vote by proxy.

The questions were asked, “if a person is voting by proxy, how will he know what has been discussed?” and “what if something comes up that is new business?” Mr. Francesconi explained that the agenda and the board minutes going to members would cover 90% of the information. Donna Mona would clarify if something is addressed at the Board and it is brought to vote would the proxy still stand? Ms. Mona felt that the answer was yes, however, she will look in to this further and clarify.

**Motion was made by Cathy Haworth and seconded by Tom Schultz for the ability to vote by proxy at the Executive Committee level and Full Board meetings. All approved. Motion passed.**

Donna Mona reviewed attachment #2 to the agenda, “Lake County One Stop Activities July 1, 2002 through January 31, 2003.” Ms. Mona explained Core services and Intensive services to committee. Donna stated there was a correction on Lake One Stop Website “Hits”. The amount of “Hits” to website is 174,114. Donna informed the group that she would provide them with a report each month.

## **COMMITTEE REPORTS**

### **YOUTH COUNCIL:**

Keith Miller explained to WIB Board deobligation of funds for both Catholic Services and Willoughby Eastlake Schools because of the under-expenditures in the summer activity. Mr. Miller explained the need to solicit for an individual or organization with experience to do a study on why we are not serving out of school youth, why these youth are not applying for WIA services. A proposal was received from Markell Company. An offeror’s proposal must receive a score of 70 or more to be considered for funding. The proposal from Markell received a score of 62.

**Motion to disapprove the RFP submitted by Markell Company made by Cathy Haworth and seconded by Tom Shultz . All in favor. Motion passed.**

## **PROGRAM REVIEW AND COORDINATING COMMITTEE:**

Eric Barbe reviewed the training program proposals.

### *Computer Quest Technical Institute*

The Program Review Committee recommends the disapproval of Computer Quest Technical Institute's proposal for Computer Operator and Computer Technician. Programs require students to assemble computers and this would be too costly.

**Motion to disapprove both programs proposed by Computer Quest made by Helen Drake and seconded by Paul Magnus; Joe Francesconi abstained. All in favor. Motion passed.**

### *Hamrick Truck Driving School*

Recommendation by Committee to grant conditional approval for Hamrick Truck Driving School's proposal for Advanced Truck Driver Training (244 hours) through June 30, 2003; subsequent approval based on performance. Committee had concerns about school's policies permitting potentially uninsurable persons to be admitted; i.e., persons with felony and/or DUI convictions.

**Motion for conditional approval of Hamrick Truck Driving School's proposal for Advanced Truck Driver Training made by Jeff Malish and seconded by Roger Sustar. All in favor. Motion passed.**

### *Certified Solid Works Professional Training Program (Cadworld)*

Eric Barbe reviewed the training program offered by Cadworld. This is training in solid works which is three dimensional drafting software; this is typically used in manufacturing. This is a highly sought after position in manufacturing. The Committee recommends full approval of Certified Solid Works Professional Training Program's proposal.

**Motion to approve Certified Solid Works Professional Training Program proposal made by Tom Shultz and seconded by Jeff Malish. All approved. Motion passed.**

Donna Mona will keep Planning Committee advised on compliance or non-compliance of providers.

## **PLANNING COMMITTEE:**

Dave Kalina discussed the letter issued to the Ohio Department of Job & Family Services asking for clarification of State policies on training provider performance and subsequent eligibility of training providers.

If the Lake County Workforce Investment Board places a vendor on the eligible training provider list and the vendor does not perform, Lake County WIB can remove the vendor from the list. If another Workforce Investment Area puts them on, we cannot remove.

The Committee is recommending a change in the policy under which clients may receive WIA funds to pay for lodging while enrolled in training. The Committee recommends the same policy that is used by the Lake County Department of Job & Family Services for paying for lodging of staff traveling on business. The new policy would provide that no reimbursement may be made for lodging which is within Lake County; within the client's county of residence (if other than Lake County), or within 60 miles of either the client's residence or of the Lake County Department of Job and Family Services building, whichever is less.

**Motion made by Eric Barbe and seconded by Spencer Kline to make a change in the policy under which clients may receive WIA funds for lodging and travel expenses to the same policy used by Lake County Department of Job & Family Services. All approved. Motion passed.**

#### **ONE STOP COMMITTEE:**

Art Iacofano reviewed the One Stop Certification. Mr. Iacofano explained that at this time, no one is certified. Mr. Iacofano talked about the Memorandum of Understanding (MOU) generated by the State of Ohio that each local agency has adapted to their setting. All the One Stop Partners (mandated and non-mandated) at the 12/5/02 One Stop meeting were able to review a draft copy of the MOU. They will eventually be signing this document.

Mr. Iacofano explained the Reed Act funds. If we get certified we will qualify for hardware, software, and marketing funds.

All the partners are attempting to redesigning the types of services that will go in the One Stop. Everyone turned in a survey of what they thought we should provide in terms of services. When the survey is complete, we will sit down and try to identify the services we need; the next step would be determine who would provide those services and who will be stationed in the facility. Our goal is to sign the MOU. Until this is signed we cannot get certified.

Mr. Iacofano talked about the size of the Request for Proposal document. The goal is to reduce the size of the the proposal to 10 - 12 pages. Hopefully this may help in getting a better response.

#### **MARKETING COMMITTEE:**

Nancy Brown talked about the open house held on May 21, 2002. There was a low turnout. Ms. Brown talked about the Lake county Business Show at the Radisson Hotel on November 13, 2002. The Marketing Committee is trying to educate business and individuals on what Lake One Stop is all about. The Marketing Committee decided to hold a breakfast co-sponsored by the Lake County Chambers of Commerce. This event was canceled and will be moved to a later date.

#### **EXECUTIVE COMMITTEE:**

Joe Francesconi talked about the July 2002 meeting in which Art Iacofano reported the successful merge of Employment and Training with Lake County Job and Family Services. Mr. Iacofano talked about the WIA five year plan which was modified so that some of the verbiage would be in line with LCDJFS.

Mr. Francesconi requested a brief report from the chair of each committee at the January 2003 meeting.

At the January 8, 2003, meeting Dave Kalina suggested some changes to the front of the JFS building as well as the inside lobby area. The Executive Committee Chair asked Nancy Brown to take these suggestions to the next Marketing Committee Meeting for the purpose of developing formal recommendations.

Nancy Johnson attended the January 8<sup>th</sup> meeting and gave an overview of the WIA funds, youth, adult, and dislocated worker. Ms. Johnson distributed a fiscal report for the first current fiscal year.

Nancy Brown suggested prearranged seating for the full Board meetings to promote more information sharing and discussion.

Mr. Francesconi discussed the possibility of developing another committee to solicit grants for costs that cannot be supported through WIA Funds.

#### **Cathy Haworth, Economic Development and WIA Regulations**

Ms. Haworth gave a presentation on what is going on in Economic Development in Lake County and how the One Stop fits into Economic Development.

Economic Development is experiencing budget cuts. Ms. Haworth talked about how cooperation between organizations is necessary as resources dwindle. It is necessary to go out and work together with other agencies.

Ms. Haworth talked about when funding for School-to-Works left, our agency decided to regroup,

and more funding became available at the State level. The funding became available in the form of higher skilled partnerships, so we entered into an agreement with Lakeland Community College, Auburn Career Center, and Lake County Economic Development Center.

Ms. Haworth talked about the “missing component” which is what happens when someone calls their office and asks where to find resources; this is where One Stop comes in. More now than ever the One Stop linkage is needed. We need to have a workforce ready when the economy recovers and help employers find qualified employees. Ms. Haworth feels Job Site takes burden away from employers.

Ms. Haworth talked about Team NEO. Lake County will be asked to become a part of this, however, it was believed that Lake County would not benefit from Team NEO.

#### **OPEN DISCUSSIONS:**

There was discussion on shortages of nurses. Sandy Halpert asked the question “is Lake County doing anything to get individuals into this field?” Pam Fiederer and Donna Mona reviewed what ETD was doing in this area. Dave Kalina talked about a task force that is being put together regionally.

Dave Kalina asked the question “on an annual basis, how many people are we putting to work? What is the economic impact of what we are doing? What is the community getting for what we are doing?” Joe Francesconi asked Donna Mona to do this calculation and put together this information for the Planning Committee.

Meeting adjourned at 1:38 p.m.

