

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

May 14, 2003 at 11:30 a.m.

At

Lakeland Community College

Committee Members Attendance

Eric Barbe	Ken Kastelic
Robert Dawson	Gale Leonard
Pat McAteer	James Lundato
Ann DiDonato	Jeff Malish
Joe Augus	Keith Miller
Joe Francesconi	Terri Richards
Susanne Friedland	Tom Schultz
Sandy Halpert	Gretchen Skok
Catherine Haworth	Roger Sustar
Art Iacofano	Roger Drake
David Kalina	Fred Zawilinski

Guest Attendance

Daryl Hennessy, Exec. Dir., Gov. Workforce Policy Board
John Carter, WIB Chair, Cuyahoga County
Judith Weyburne, Lorain County
Allison Motz, City of Cleveland
Rachel Mitchell, City of Cleveland
Tammy Winters, City of Cleveland
Morris Beverage, Lakeland Community College
Michele Pierce, Student, Mayfield High School
Brian Perry, Student, Mentor High School

Staff Attendance

Donna Mona
Shawn Douglas
Marty Singer
Carol Anderson

Meeting was called to order by Joe Francesconi

Floor Open to Public:

none

Introductions:

Mr. Francesconi introduced Guests, Judith Weyburne, City of Cleveland Workforce Development/Economic Development and Guest Speaker, Daryl Hennessy, Executive Director, Governor's Workforce Policy Board.

Mr. Hennessy talked about broadening the scope of economic development. Mr. Hennessy explained if you do not have a workforce that is active in high skilled area, you have a gap in what the businesses in the State of Ohio need. It is not just about needing the highest skilled worker but a whole range of workforce skills. We need to create an economic development law in the State of Ohio that creates opportunities for people to move up through the system. The functions of the workforce development are recruitment and job search; there are seven goals. Mr. Hennessy reviewed these goals. The highest

on the list of goals are effective employment and recruitment of job search (SCOTI system). Mr. Hennessey explained that Lake County's area designation will expire June of 2003. The Governor's Policy Board is the Board that decides whether or not an area can continue to operate as an area for the purpose of the workforce delivery. Assuming that Lake County would like to continue as a conventional Workforce Investment Board, we will be prepared to go to the Governor's Policy Board in June and ask for an extension of the area. An extension of the area is only until June of 2005, and that is when the State's plan expires.

Bob Dawson asked if any of the counties are ready to become a One Stop? Mr. Hennessey said "no one is ready to go." There are six pilots currently in the State of Ohio. These counties will have an advantage when it comes to designating one of the 36 One Stops. Agencies can still be certified as a level I, which means they have less than nineteen partners in their One Stop.

Mr. Iacofano asked Mr. Hennessey what needed to be done regarding the Workforce Investment Board's term expiring? Will the Governor's Workforce Investment Board act on their own to extend term temporarily or is there something that needs to be forwarded to the Board of Lake County Commissioners? Mr. Hennessey said there would be something needed from the local boards stating that they would in fact want to extend their term.

Old Business:

Approval of minutes from February 11, 2003, meeting.

Motion made by Art Iacofano and seconded by Eric Barbe to approve minutes of Workforce Investment Board meeting on February 11, 2003. All in favor; motion passed.

New Business:

Mr. Francesconi presented Bob Dawson with a Resolution on the behalf of the Lake County Board of Commissioners, for his all of his services as Chair of the Lake County Workforce Investment Board and his work throughout the years.

Motion was made by Tom Shultz and seconded by Bob Dawson to adopt the Resolution recognizing the Lake County One Stop Committee as a consortium of entities pursuant to Section 121(d)(2)(A)(ii) of the Workforce Investment Act, and designating the Lake County Department of Job and Family Services as the One Stop Operator. All in favor; motion passed.

Motion was made by Eric Barbe and seconded by Jeff Malish to adopt the Resolution selecting the Lake County Department of Job and Family Service, 177 Main St., Painesville, Ohio, as the site of Lake County's full-service, comprehensive One-Stop which is eligible to receive allocations of State resources. All in favor; motion passed

Joe Francesconi explained that a letter needed to be sent from this Board to the State saying that we want the current Workforce Investment Board term of June 2003 to be extended to June 2005.

A Motion was made by Gale Leonard and seconded by Tom Shultz to send a letter to the State from the Lake County Workforce Investment Board requesting that Lake County's designation as a workforce investment area be extended until June 30, 2005. All in favor; motion passed.

Committee Reports:

Joe Francesconi changed the order of the committee reports on the agenda because there was presently a quorum. The Program Review and Coordinating Committee will present their report first; there are seven items to vote on out of this committee. Bob Scheibli was unable to attend; therefore, Eric Barbe, Vice Chair of Program Review Committee and Vice Chair of the Workforce Investment Board, presented the recommendations and presided over this portion of the Workforce Investment Board meeting.

PROGRAM REVIEW AND COORDINATING COMMITTEE

Eric Barbe explained to the WIB members that the Youth Council did not have a quorum at their last meeting on April 10, 2003; therefore, the Program Review Committee was asked to review the Request for Proposals (RFP's). Mr. Barbe explained that the RFP's were not completed properly. All of the requested information was not provided. It was felt that the reason for this was that this year's Request for Proposal was reduced by several pages and there was not a bidder's conference this year.

For this reason, the staff will review and negotiate the funding, and also scrutinize any information that may be pertinent to the actual program.

YOUTH PROGRAMS:

A Motion was made by Cathy Haworth and seconded by Roger Sustar to approve the recommendation made by the Program Review Committee that the full Board establish a contract with Catholic Charities of Lake County to provide Youth Program Services for Program Year 2003, in an amount not to exceed \$142,282 subject to staff negotiations and pending additional information to be provided to the Board and/or staff by Catholic Charities of Lake County. Susanne Friedland opposed. Motion passed

A Motion was made by Tom Shultz and seconded by Fred Zawilinski to approve the recommendation made by the Program Review Committee that the full Board establishes a contract with Willoughby-Eastlake Schools to provide Youth Program Services for Program

Year 2003, in an amount not to exceed \$76,049 subject to staff negotiations and pending additional information to be provided to the Board and/or staff by Willoughby- Eastlake Schools. Keith Miller abstained. All in favor; motion passed.

A Motion was made by Fred Zawilinski and seconded by Keith Miller to approve the recommendation made by the Program Review Committee that the full Board establish a contract with JPC Learning Center to provide Youth Program Services for Program Year 2003, in an amount not to exceed \$46,000 subject to staff negotiations and pending additional information to be provided to the Board and/or staff by JPC Learning Center. Joe Francesconi abstained. All in favor; motion passed.

INTENSIVE/TRAINING SERVICES:

A Motion was made by Jeff Malish and seconded by Susanne Friedland to approve the Program Review's recommendation that the full Board approve JPC Learning Center to provide Adult Intensive and Training Services for Program year beginning July 1, 2003. Joe Francesconi abstained. All approved; motion passed.

CLASSROOM TRAINING PROVIDER APPLICATIONS:

There was discussion on ALG Information Technology Program. The question was asked if ALG was on the State provider list. It was determined that they are on the State list.

Mr. Francesconi reviewed the process of being placed on the State list of eligible training providers. Also explained that this does not involve allocating dollars, only that we are willing to try these programs if we have an interested constituency for these programs.

A motion was made by Cathy Haworth and seconded by Roger Sustar to approve the Program Review's recommendation that the courses listed on the attached document entitled "ALG Information Technology Program Information" (Exhibit I), be approved or disapproved per the staff recommendation and that approved courses are added to the list of WIA funded courses available. All in favor; motion passed.

A motion was made by Cathy Haworth and seconded by Bob Dawson to approve the Program Review's recommendation that the courses listed on the attached document entitled "Techskills Information Technology Program Information" (Exhibit II), be approved or disapproved per the staff recommendation and that approved courses are added to the list of WIA funded courses available. All in favor; motion passed.

A motion was made by Tom Shultz and seconded by Jeff Malish to approve the Program Review's recommendation that the courses listed on the attached document entitled

“Lakeland Community College Programs for Consideration” (Exhibit III), be approved or disapproved per the staff recommendation and that approved courses are added to the list of WIA funded courses available. All in favor; motion passed.

YOUTH COUNCIL

A meeting of the Youth Council was scheduled for April 10, 2003, however there was not a quorum present. Keith Miller explained that the members present at this meeting reviewed the RFP's. It was suggested that the proposals be sent to the Program Review Committee at their meeting on April 23, 2003, for review and approval if there is a quorum present at this meeting.

ONE STOP COMMITTEE:

Bob Dawson reviewed the process and the accomplishments to date on the MOU. Mr. Dawson complimented all of the agencies and representatives and Board members for looking at the whole picture and not singling out their own issues.

The question was asked if there was a time frame to complete the MOU. Mr. Dawson said the best that the committee will do is a couple of months and the worse is four months.

Sue McKittrick and Tom Hutter attended the last meeting to provide technical assistance in determining how the services to be offered will be funded.

Mr. Dawson suggested that the WIB members view the web site. All members have access to this. There is information on what services are provided and who provides services.

PLANNING COMMITTEE:

Joe Francesconi reviewed this report. The Planning committee met once - on March 18, 2003. The committee members reviewed the request for proposal format used to solicit Intensive/Training services. The committee worked on reducing the number of pages.

The committee also worked on identifying new resources that are available locally, statewide, and federally. There was discussion on what other resources are available. Mr. Francesconi reviewed the H 1B Grant and how to qualify and access H 1B dollars to our WIA area. There will be a meeting with members of the Planning Committee and staff from Lakeland Community College to discuss H 1B grant in the near future.

EXECUTIVE COMMITTEE:

The Executive Committee has not met since last WIB meeting.

MARKETING COMMITTEE:

Jeff Malish gave the Marketing Committee Report. Mr. Malish explained that the major focus of the Marketing Committee is to get the word out about the WIA One Stop. The committee is working on a breakfast meeting to get the businesses together. Steven LaTourette will be the guest speaker. The committee has elected to postpone this until the One Stop Certification process is completed. We will plan this in the future.

Mr. Malish explained that the committee is developing a five year marketing plan that will be based on the assumption that there will be little or no funding. The committee is going to try to develop a list of employers for marketing and job placement purposes. We hope to utilize some of the participants enrolled in our Youth programs to aid in this effort.

Mr. Malish talked about Project Daymaker event. This resulted in 13 hours of grooming that served 107 people. The committee plans to do this again in August and make it a twice-yearly event.

As there was no further business, meeting adjourned at approximately 2:00 p.m.