

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

December 5, 2003 at 11:30 a.m.

At

Lake County Department of Job & Family Services

Board Member

Attendance

Eric Barbe	David Kalina
Nancy Brown	Ken Kastelic
Jack Nettis (alter. for	Spencer Kline III
Dr. Beverage LLCC)	Gale Leonard
Carol Darr	Paul Magnus
Daniel Dietrich	Jeff Malish
James Dillard	Patricia McAteer
Helen Drake	Dr. Keith Miller
Louis Falk	Tom Schultz
Joe Francesconi	Gretchen Skok-DiSanto
Susanne Friedland	Roger Sustar
Sandy Halpert	Johnnie Wooten
Dan Hart	Fred Zawilinski
Catherine Haworth	
Art Iacofano	

Commissioners Attendance

Commissioner Dan Troy
Commissioner Robert Aufuldish

Staff Attendance

Bob Dawson
Pam Fiederer
Marty Singer
Carol Anderson

Floor Open to the Public

None

APPROVAL OF MINUTES OF MAY 14, 2003 WIB MEETING

A motion was made by Jeff Malish and seconded by Art Iacofano to approve the minutes of May 14, 2003 meeting. All approved; Motion passed.

INTRODUCTIONS

Joe Francesconi, Chair, welcomed Commissioner Aufuldish and Commissioner Troy. Mr. Francesconi introduced and welcomed Jack Nettis who is sitting in for Dr. Morris Beverage of Lakeland Community College. Mr. Francesconi also welcomed the new Program Administrator for Lake County Department of Job and Family Services Employment and Training Division and Income Maintenance Division, Mr. Robert J. Dawson, who is also a former WIB Board member.

Mr. Dawson talked about his new position as Program Administrator and expressed how hard he felt the employees at LCDJFS worked. Mr. Dawson expressed his appreciation of his predecessor, Donna Mona, who had an outstanding career in public service and retired after forty years of service.

ADMINISTRATIVE REPORT - Robert Dawson

Mr. Dawson reviewed the organizational chart for Lake County Employment and Training Division.

Mr. Dawson talked about the Request for Proposal process (RFP). This document is currently 54 pages. Staff is working on reducing the RFP to approximately twelve pages in order to simplify the process. The document will also be available electronically. It is felt with the shorter version of the RFP would attract more youth providers and creative programs.

Bob Dawson and Art Iacofano reviewed next year's allocation for youth programs with LCDJFS Fiscal Department; the allocation available for youth training is in excess of \$500,000. There was discussion on scheduling meetings for the Youth Council and the Program Review Committee the week of March 15th. The goal is to get the evaluated proposals to committee members no later than March 8th for their review. Mr. Dawson reported that in order to get proposals approved by the next WIB meeting and sent to Commissioners for timely approval, we will need to have a WIB Board meeting March 30, 2004.

Mr. Dawson reviewed the performance report which he provided to the Board. Mr. Dawson felt this was a good report reflecting excellent performance.

COMMITTEE REPORTS

Marketing Committee: Nancy Brown

Ms. Brown reported the Marketing Committee has not met since February 3, 2003.

Nancy Brown expressed her appreciation to Gretchen Skok-DiSanto and the Committee members for their hard work on the One Stop Work Session held on November 20, 2003.

The marketing plan is to increase traffic to the One Stop Center. This plan is near completion. We need to create a marketing budget and continue to work on our promotion.

One Stop Committee: Robert Dawson

Mr. Dawson reported Cathy Haworth agreed to be the One Stop Chair Person and Mr. Dawson expressed his appreciation of this.

Mr. Dawson reported there has been negotiations between the partners and LCDJFS regarding being housed in LCDJFS's building. LCDJFS's fiscal staff have calculated the cost based on full time equivalency using a formula that was given to us by Ohio Dept. of Job & Family Services. Mr. Dawson reported the majority of the partners have made a commitment to Lake One Stop.

Mr. Dawson reported the Memorandum of Understanding (MOU) is currently being reviewed by the Lake County Prosecutors; the reason the prosecutor's are reviewing the MOU is due to this agency leasing space owned by the Commissioners. The MOU should be returned from the Prosecutor's office in about ten days. We can then begin finalizing the certification process. Mr. Dawson reported the certification process is coming along very well.

Planning Committee: Dave Kalina

Dave Kalina reported the Planning Committee focused on three items. One of items the committee focused on is working on H1B. There has been difficulty getting this started. There was a meeting with Lakeland Community College to discuss H1B. The committee still hopes to get something going with the H1B.

Another issue the committee has been working on is the RFP. The Planning Committee reviewed the RFP and recommended the document be streamlined.

The third item was the results of the performance criteria. The committee has had contact with the State. We are responsible for creating performance criteria, however, the information the State has is outdated or incomplete.

Program Review Committee: Eric Barbe

The Program Review Committee met on August 20, 2003. The committee reviewed a total of 15 training programs. Nine of these programs were from Lakeland Community College; five from Auburn Career Center; one from Total Technical Institute. Mr. Barbe reviewed the recommendations for approval or disapproval of these programs. The approved programs are now put on the State list of eligible providers.

The programs recommended for disapproval is an associate degree program in Applied Nuclear Technology at Lakeland Community College; at Auburn Career Center recommendation for disapproval of Boiler Operator and Rehabilitation Engineering Technology Certificate. The reason

stated for disapproval of these programs is due to declining employment opportunities. There was discussion by the group on the Nuclear Technology program that was disapproved. Jack Nettis reported the Nuclear Program will lose 50% of their workforce due to retirement. Mr. Barbe stated this program can be reviewed again at a later date if the employment opportunities become available.

Susanne Friedland suggested having an open house for the employers in Lake County to have an exchange of ideas in terms of not missing employment opportunities. This would help to determine what the needs are in Lake County.

Youth Council: Keith Miller

Keith Miller reported there has not been a Youth Council meeting since the last WIB meeting.

Executive Committee: Joe Francesconi

Joe Francesconi reported the committee approved the programs the Program Review Committee recommended for approval and disapproval.

The Executive Committee talked about WIA Reauthorization creating personal reemployment accounts. Mr. Francesconi reviewed this process with the group. Johnnie Wooten reported this has been put on the “back burner” for the time being. If this is implemented, it will be administered through the OBES.

The Executive Committee discussed the Third Frontier Internship.

STRATEGIC & OPERATIONAL PLANNING: Joe Francesconi

The Strategic Plan and Operational Fund were discussed. Currently the Board has a five year strategic plan. The Executive Committee would like to bring to the full board, any suggestions or comments on breaking the five year Strategic Plan down into a one, two or three year plan and how this can accomplish this. Mr. Francesconi asked the Board if they wanted to review this or should the Executive Committee review. The Board agreed the Executive Committee should do this. Mr. Francesconi said the Executive Committee would handle this process; if anyone wants to be involved, contact Eric Barbe or Joe Francesconi.

WIA REAUTHORIZATION: Joe Francesconi

Joe Francesconi talked about WIA reauthorization and regionalization.

Mr. Francesconi reviewed the information he compiled for the group relating to losing jobs to China, India and other countries. Mr. Francesconi asked that this information be included as part of the WIB minutes.

Mr. Francesconi reviewed the financial summary which was put together by LCDJFS Fiscal Department.

THIRD FRONTIER INTERNSHIP: Cathy Haworth

Cathy Haworth reviewed the Third Frontier initiative. Ms. Haworth explained this will encourage and enhance high tech industry to come into Lake County and also encourage students to stay and work in the Lake County area.

The program will begin January 1st. There are seventeen slots committed to this county. These dollars can be accessed through Career centers and colleges. There was further discussion regarding Third Frontier Internship.

As there was no further business, Susanne Friedland made a motion to adjourn and Jeff Malish seconded the motion. Meeting adjourned.