

**MINUTES OF A MEETING OF THE
LAKE COUNTY WORKFORCE INVESTMENT BOARD
Held at
AUBURN CAREER TECHNICAL CENTER**

MARCH 30, 2004 - 11:30 A.M.

COMMITTEE MEMBERS ATTENDANCE

Eric Barbe	Dan Hart
Dr. Morris Beverage	Catherine Haworth
Carol Darr	Gale Leonard
Daniel Deitrick	Dr. Keith Miller
Ann DiDonato	Tom Schultz
James Dillard	Roger Sustar
Helen Drake	Steven Tsengas
Joe Francesconi	Fred Zawilinski
Susanne Friedland	
Sandy Halpert	
Art Iacofano	

STAFF ATTENDANCE

Bob Dawson
Pam Fiederer
Marty Singer
Carol Anderson

COMMISSIONERS ATTENDANCE

Commissioner Ray Sines

GUESTS ATTENDANCE

Patrick Arcaro, Cuyahoga Cty WIB
Jeff Yaist, ODHS
Jane Beebe-Hill, ODHS
Doug Daugherty, Auburn Voc. Ctr.

INTRODUCTIONS

Mr. Robert Dawson and Mr. Joseph Francesconi

Bob Dawson welcomed Commissioner Sines. Joe Francesconi introduced Patrick Arcaro of Cuyahoga County WIB, Jeff Yaist of Ohio Department of Job & Family Services, and Jane Beebe-Hill of Ohio Department of Job and Family Services.

INTRODUCTION TO AUBURN TECHNOLOGY CENTER

Mr. Tom Schultz

Mr. Tom Schultz introduced the Auburn staff who will be assisting during the course of the meeting. Mr. Jeff Butler, Business Coordinator, Mr. Doug Daugherty, Adult Director and Mary Ann Bitner, High School Principal.

APPROVAL OF MINUTES OF THE MINUTES OF DECEMBER 5, 2004

A Motion was made by Helen Drake and seconded by Fred Zawilinski to approve the minutes of the December 5, 2003 meeting as submitted. All approved; motion passed.

ADMINISTRATOR'S REPORT

Mr. Robert Dawson

Bob Dawson talked about the RFP's that were submitted, and reported we were a month ahead of last year in completing the evaluations and reviewing the programs. This will allow for more time to work with the providers on the contracts and submit to the Commissioners.

Mr. Dawson distributed the "WIA SFY 2004 Budget to Actual Summary," and briefly reviewed this information with the group. Mr. Dawson reported there could be leftover money in the area of dislocated workers. We are currently addressing this. Mr. Dawson reviewed the registration process for dislocated workers. Mr. Dawson explained it was felt there is too much documentation required. We are currently working on simplifying the registration process.

Mr. Dawson reported there will be an estimated \$600,000 available for youth programs. The resolutions today will be subject to final allocation.

Mr. Dawson talked about the increase in the number of people that come into the One-Stop Center on a weekly basis for Core and Intensive Services. Mr. Dawson also talked about information available on the Lake One-Stop Web Site and the increase in the number of Website visitors.

YOUTH COUNCIL COMMITTEE REPORT

Dr. Keith Miller

Keith Miller reported the Youth Council met on March 17, 2004 to review proposals for youth programs for the period of July 1, 2004 through June 30, 2005.

Dr. Miller reviewed the following changes made in this year's procurement process:

- The RFP form was reformatted and shortened to make it user friendly.
- The RFP was made available for downloading from the Lake One Stop Website.
- A Bidder's Conference was held explaining procurement process.
- All questions from Bidders and answers were posted on the Lake One Stop Website.

Ten proposals were received, which was a large increase from last year's number of three.

Proposals were rated by three independent evaluators from Lake County Department of Job & Family Services. The team presented its ratings to the Youth Council for review. The Youth Council is recommending four proposals for funding.

ONE-STOP COMMITTEE REPORT

Ms. Cathy Haworth

There have been no One-Stop Committee Meetings since the last full board meeting in December 2003,

however, there has been much activity.

All partners have signed the Memorandum of Understanding with the exception of ODJFS. ODJFS is currently in the process of negotiations. Many partners have moved into the One-Stop Center.

EXECUTIVE COMMITTEE REPORT and STRATEGIC PLANNING REPORT

Mr. Joseph Francesconi

Mr. Francesconi reported the Executive Committee discussed strategic planning and the fact that the Workforce Investment Board does not have a Mission/Vision Statement with clear goals.

Cathy Haworth, Dave Kalina, Gretchen Skok and Nancy Brown are putting together some questions which will ask what the needs of the community are.

It was determined the Planning Committee would work on developing a Mission/Vision statement

PLANNING COMMITTEE REPORT

Mr. Joseph Francesconi

There have been no Planning Committee meetings since the last full Board meeting in December 2003. However, there was a Planning Committee Work Group session held on March 18, 2004. The purpose of the work group was to develop a Mission/Vision Statement for the Workforce Investment Board. After some discussion the work group came up with some recommendations.

A recommendation is on the table for the Vision/Mission Statement. Mr. Francesconi distributed and reviewed this information with the group and asked comments be sent to Dave Kalina.

PROGRAM REVIEW & COORDINATING COMMITTEE REPORT Mr. Eric Barbe

The Program review Committee has met twice since the last report to the full Workforce Investment Board. The Executive Committee has already acted on recommendations from the First Program Review Meeting, and additional recommendations are being presented to this Board today.

The first recommendation is for the selection of a service provider to offer training in personal computer skills and work readiness skills on the premises of the Lake County One Stop Center. One proposal was received, and the Program Review Committee is recommending its approval.

The second and third recommendations concern training programs for clients. The Program Review Committee recommends approval of the Six Sigma Black Belt program offered by Lakeland Community College.

The Committee also recommends approval of changes to a current program offered by CAD World, Inc., in use of SolidWorks three-dimensional drafting software.

The final recommendation concerns this Board's policy on the maximum amount that can be paid for a single client's training without requiring an administrative review of the training request.

The Committee recommends raising the level at which administrative review is required to \$9,000 to allow more rapid processing of training requests and better service to clients.

Bob Dawson will present the resolutions recommended by the Program Review Committee.

MARKETING COMMITTEE REPORT

Ms. Ann DiDonato

There have been no Marketing Committee Meetings since the last full board meeting in December. However, there has been much communication by E-Mail.

Nancy Brown arranged for the Project DayMaker mobile salon to visit again this year to help Lake One Stop customers "Groom for success." Volunteers from Ladies & Gentlemen Salon & Day Spa, Jennifer & Company and Hair Designs by Chic & Bella Donna administered free hair cuts, style makeovers, makeup, shampoo and stress massages to 108 customers. The News Herald ran a full-color photo and story on the front page of the newspaper.

Bob Dawson distributed a copy of the full front page report in the News Herald to the group about "Project Daymaker." Mr. Dawson commended Nancy Brown for her efforts on the "Daymaker" Project and the ability to get the "message out" about the One Stop. We do not have funds for marketing and Nancy Brown was able to this at no cost.

PRESENTATION OF RESOLUTIONS

Mr. Robert Dawson

(Eric Barbe, Vice Chair, assumed the Chair to oversee Resolutions)

PROGRAM REVIEW & COORDINATING COMMITTEE RECOMMENDED RESOLUTIONS:

Proposal of JPC Learning Centers:

A motion was made by Keith Miller and seconded by Dan Hart for a resolution to recommend to the Lake County Board of Commissioners to establish a contract with JPC Learning Centers, Inc., to provide Occupational Skills Training and Prevocational Skills Training at the location of LCDJFS for Program Year 2004. The amount of training to be provided will be determined by number of Individual Training Accounts established based on client needs. Cost of said training will be determined based on JPC's Tuition and Fee Schedule subject to final budget allocations and contract negotiations. All approved; motion passed. Mr. Joseph Francesconi abstained.

Lakeland Community College - Six Sigma Black Belt Training Program

Mr. Dawson explained this resolution is amending a list of programs Lakeland Community College already offers.

A motion was made by Tom Schultz and seconded by Cathy Haworth for a resolution to recommend to the Lake County Board of Commissioners to approve an amendment adding the Six Sigma Black Belt Program to the Training Provider Agreement between Lake County Department of Job & Family Services and Lakeland Community College. All approved; motion passed. Dr. Morris Beverage abstained.

CADWorld - SolidWorks Professional Training Program

Mr. Dawson talked about the curriculum being revised. Due to the increase of the number of training hours, the cost has also increased. Mr. Dawson reported Pam Fiederer researched on the internet, other areas and the costs were higher in Chicago and other cities.

A Motion was made by Helen Drake and seconded by Carol Darr for a Resolution to recommend to the Lake County Board of Commissioners to approve amendments to the Training Provider Agreement between the Lake County Department of Job & Family Services and CADWorld, Inc. as follows: to change the name of the provider entity from CADWorld, Inc., to CADventure, Inc.; and to increase the number of contact hours and tuition for the SolidWorks Professional Program. All approved; motion passed.

Policy on Training Costs

Mr. Dawson explained to the group the Board set the \$7,000 level four years ago. Due to inflation, many programs have increased costs over the \$7,000 level.

A motion was made by Dan Hart and seconded by Tom Shultz for a Resolution to amend the policy on maximum training costs contained in the Lake County Workforce Investment Act Training Provider & Individual Training Account Policies and Procedures to read as follows: A maximum of \$9,000 (nine thousand dollars) per customer may be spent for training costs, i.e., tuition, books, fees, registration, etc. Exceptions will be made on a case-by-case basis following administrative review. All in favor; motion passed.

YOUTH COUNCIL RECOMMENDED RESOLUTIONS: (Proposals Recommended for Contracts)

Bob Dawson gave a brief explanation of the recommended proposals to the group.

Mr. Dawson explained that the programs that are not recommended are good programs and have a lot of validity; however, we do not have the dollars to fund all of the programs. The programs approved

were based on the highest evaluated proposals.

Catholic Charities Services Corporation, dba Catholic Charities of Lake County

A motion was made by Dan Hart and seconded by Roger Sustar for a Resolution recommending the establishment of a contract with the Lake County Board of Commissioners and Catholic Charities Services Corporation, dba Catholic Charities of Lake County, to provide Youth Program Services during Program Year 2004 in an amount not to exceed \$250,204.80, subject to final budget allocations and contract negotiations. All in favor; motion passed.

Willoughby Eastlake City Schools

A motion was made by Tom Schultz and seconded by Cathy Haworth for a Resolution recommending the establishment of a contract with the Lake County Board of Commissioners and Willoughby-Eastlake City Schools, to provide Youth Program Services during Program Year 2004 in an amount not to exceed \$253,991.20, subject to final budget allocations and contract negotiations. All in favor; motion passed. Dr. Keith Miller abstained.

Goodwill Industries of Ashtabula, Inc. (Personalized Retail Employment Program)

A motion was made by Dr. Keith Miller and seconded by Helen Drake for a Resolution recommending the establishment of a contract with the Lake County Board of Commissioners and Goodwill Industries of Ashtabula, Inc., to provide Youth Program Services (Personal Retail Employment Program) during Program Year 2004 in an amount not to exceed \$93,529.00, subject to final budget allocations and contract negotiations. All in favor; motion passed.

JPC Computer Learning Centers, Inc.

A motion was made by Dan Hart and seconded by Gale Leonard for a Resolution recommending the establishment of a contract with the Lake County Board of Commissioners and JPC Computer Learning Centers, Inc., to provide Youth Program Services during Program Year 2004 in an amount not to exceed \$42,700.00, subject to final budget allocations and contract negotiations. All in favor; motion passed. Joe Francesconi abstained.

PROPOSALS NOT RECOMMENDED FOR CONTRACTS

Mr. Dawson gave a brief explanation to the group on each proposal of the reason for recommending disapproval of the following proposals:

Proposal of Goodwill Industries of Ashtabula, Inc. (Youth Employment Development Services)

A motion was made by Tom Shultz and seconded by Helen Drake for a Resolution recommending that a contract not be established with the Lake County Board of Commissioners and Goodwill Industries of Ashtabula, Inc., to provide Youth Program Services (Youth Employment Development Services) during Program Year 2004. All in favor; motion passed.

Proposal of Lakeland Community College

A Motion was made by Fred Zawilinski and seconded by Helen Drake for a Resolution recommending that a contract not be established with the Lake County Board of Commissioners and Lakeland Community College, to provide Youth Program Services during Program Year 2004. All in favor; motion passed. Dr. Morris Beverage abstained.

Proposal of Ashtabula County Joint Vocational School

A motion was made by Tom Shultz and seconded by Dan Deitrick for a Resolution recommending that a contract not be established with the Lake County Board of Commissioners and Ashtabula County Joint Vocational School, to provide Youth Program Services during Program Year 2004. All in favor; motion passed.

Proposal of Pittsburgh Institute of Aeronautics, dba PIA Career Services

A motion was made by Helen Drake and seconded by Tom Shultz for a Resolution recommending that a contract not be established with the Lake County Board of Commissioners and Pittsburgh Institute of Aeronautics, dba PIA Career Services, to provide Youth Program Services during Program Year 2004. All in favor; motion passed.

Proposal of Painesville Adult Basis & Literacy Education

A motion was made by Dan Hart and seconded by Tom Schultz for a Resolution recommending that a contract not be established with the Lake County Board of Commissioners and Painesville Adult Basic & Literacy Education, to provide Youth Program Services during Program Year 2004. All in favor; motion passed. Ms. Carol Darr abstained.

Proposal of Goodwill Industries of Ashtabula, Inc. (Educational Development to Generate Employment)

A motion was made by Tom Schultz and seconded by Roger Sustar for a Resolution recommending that a contract not be established with the Lake County Board of Commissioners and Goodwill Industries of Ashtabula, Inc., to provide Youth Program Services (Educational Development to Generate Employment) during Program Year 2004. All in favor; motion passed.

2004 Nominating Committee

Keith Miller, Tom Shultz and Roger Drake agreed to be on the nominating committee for new WIB officers.

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

TOUR OF AUBURN CAREER TECHNOLOGY CENTER

Mr. Tom Shultz

Tom Shultz showed a video to the group which gave a short introduction to Auburn Career Center.

After viewing the video the group toured the Auburn Technology Center.