

**MINUTES OF A MEETING OF THE
LAKE COUNTY WORKFORCE INVESTMENT BOARD
Held at
LAKE ERIE COLLEGE HOLDEN CENTER**

JUNE 29, 2004 - 11:30 A.M.

BOARD MEMBERS ATTENDANCE

Eric Barbe
Nancy Brown
Carol Darr
Ann DiDonato
Louis Falk
Joe Francesconi
Sandy Halpert
Dan Hart
Catherine Haworth
Art Iacofano
David Kalina
Spencer Kline III
Patricia McAteer
Tom Schultz
Gretchen Skok-DiSanto
Roger Sustar
Steven Tsengas
Fred Zawilinski

STAFF ATTENDANCE

Robert Dawson
Pam Fiederer
Marty Singer
Carol Anderson

COMMISSIONERS ATTENDANCE

Commissioner Daniel Troy

INTRODUCTIONS OF LOCAL OFFICIALS

Mr. Joseph Francesconi

Joe Francesconi welcomed Commissioner Dan Troy.

OLD BUSINESS

A motion was made by Tom Schultz and seconded by Fred Zawilinski to approve the minutes of the March 30, 2004 meeting. All approved; motion passed

ADMINISTRATOR'S REPORT

Mr. Robert Dawson

Mr. Dawson distributed an Administrative Report to the group. Mr. Dawson talked about what has occurred since the last WIB Meeting on March 30, 2004. We have had two audits in that period of time. The first audit was a program audit that reviewed the operations of the program (non-fiscal issues). This audit was a success.

There was also a Financial Management Review which was also successful. There were a couple of issues that were discussed in reviewing the RFP process that leads to our contracts. ODJFS officials explained their perspective to us of developing an independent estimate prior to bidding out the RFP's so we would have some indication of where the costs were when they come in. We will be adding this to our procedure. There was some discussion on closeout details. We have an updated contract that was used this year which requires less detail.

There was another issue that was brought up regarding documenting Board Conflict of Interest. After July 1, we will be sending out a new document that can stay in effect until there is a reason to change it or if a member leaves the Board.

It was also recommended that when abstentions are made, it should be noted what the relationship of the abstention is. This would be documented via the secretary.

Mr. Dawson reported the Employment & Training Division added one new full-time staff. This was necessary because Employment Specialists took over additional activities earlier in the year. We also designated a Youth Coordinator, Nancy Brown.

Mr. Dawson reviewed Attachment A "WIA Individual Training Accounts" with the group. There has been improvement in the number of ITA's written for adults. We will end the year with approximately 106 ITA's which is almost double what it was last year.

Mr. Dawson talked about dislocated Workers. There will be about \$200,000 left unspent this year to carry over to next year. Fortunately, we will be able to carry these dollars over to the next program year. This is because most of the workers recently laid off chose to access Trade Act funds for training.

Mr. Dawson reviewed Attachments B & C (WIA Performance Report). In this current program year, a number of people have not exited training yet but the results are very strong on the ones that have. One hundred percent of the people that left the program have entered employment. The average wage is more than \$2.50 over the performance goal.

Mr. Dawson reported the primary pot of money that we have been utilizing has been substantially reduced. Mr. Dawson reviewed the allocations for this year and next year. We had hoped to fund the youth training aspect of the program at about \$650,000; however, we only contracted out \$475,000. We are able to maintain all four programs. Statewide, it appears there is not a lot of dislocated worker dollars being spent. Unless there are more major closings that are not Trade Act type, some of this money could go unspent in this next program year.

Joe Francesconi asked if there is something the Board should be looking at to free up Dislocated dollars to offset Adult dollars? Bob responded not at the present time. Staff is working on getting something in writing from the State that would lessen the documentation that we currently require to register as a Dislocated Worker. Our Employment Counselors would like to see us require less documentation which they believe can discourage people from registering as Dislocated Workers. We have not been able to accomplish this thus far but the staff will continue to investigate this situation.

Mr. Kalina asked how much of our expenditures are actually spent on classroom training? Mr. Dawson responded between \$500,000 and \$600,000 for 115 trainees. Mr Kalina said that using the placement percentage and the average wage at placement information from the Performance Standards report, the 115 trainees should earn annual wages easily in excess of \$2,000,000 which represents an excellent return on the investment.

Eric Barbe suggested we add another column to the WIA report which would indicate how much we have impacted the economy with the training dollars that were spent. Mr. Francesconi asked Mr. Dawson if this could be done for the next meeting. Mr. Dawson said we could do this.

COMMITTEE REPORTS:

EXECUTIVE COMMITTEE

**Mr. Joseph
Francesconi**

The Executive Committee has not met since the last Board meeting.

YOUTH COUNSEL

**Mr. Robert Dawson for
Dr. Keith Miller**

We expended approximately \$475,000 in Youth Contracts. The four providers were Catholic Charities of Lake County (contract amount just under \$198,000), Goodwill Industries of Ashtabula (just under \$75,000) JPC Computer Learning Center (\$21,000), Willoughby-Eastlake (\$179,000). There will be 65 in W-E Program, 40 in Catholic Charities program, Goodwill Industries will have 48 slots over the year, and JPC will have five.

ONE STOP COMMITTEE

Ms. Cathy Haworth

The One Stop Committee last met on June 25, 2004.

The Committee re-examined the MOU. We updated the operational and shared costs, changed the date of signatory, and put in the new Chair. It was unanimously approved at the meeting. Ms. Haworth talked about the need to re-sign once a year on July 1st. If anyone has not signed, Ms. Haworth asked to please do so at the end of this meeting.

The committee talked about the partners using a swipe card method to enter and exit the building as a more efficient way of documenting the partners participation. The partners were in agreement with this method.

PLANNING COMMITTEE

Mr. Dave Kalina

The Planning Committee has not met since the last Board meeting. We currently have the Vision and Mission Statement on the table.

The approval of Eric Barbe as Chair Person of the WIB and Jeff Malish as Vice Chair of the WIB is effective as of this meeting date, June 29, 2004.

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

/caa