

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

November 16, 2004 - 11:30 a.m.

at

Lake County Department of Job and Family Services

Board Members Attendance

Eric Barbe
Carol Darr
Daniel Deitrick
Ann DiDonato
James Dillard
Helen Drake
Louis Falk
Joe Francesconi
Dan Hart
Art Iacofano
Dave Kalina
Spence Kline
Gale Leonard
Paul Magnus
Patricia McAteer
Dr. Keith Miller
Tom Schultz
Gretchen Skok-DiSanto
Jeff Yaist

Staff Attendance

Bob Dawson
Marty Singer
Pam Fiederer
Carol Anderson

Other Attendance

Ron Maruszak, Computer Savvy

Meeting was called to order by Eric Barbe.

Floor Open to Public:

none

Introductions:

Bob Dawson welcomed Ron Maruszak, President of Computer Savvy, Inc.

Approval of Minutes from Meeting of June 29, 2004:

A motion was made by Dan Hart and seconded by Tom Shultz to approve the minutes of the June 29, 2004 meeting. Motion passed

Bob Dawson reported a Resolution was sent to the Commissioners for the approval of Terrance Lazar

as representative of the private sector business, to replace Roger Drake on the Workforce Investment Board.

Administrator's Report:

Bob Dawson reviewed "Attachment A" to the Administrator's Report - WIA Performance Results for Program Year 2003. Mr. Dawson reported that Bob Haas of Ohio Dept. of Job and Family Services, visited our agency and gave our staff performance training. Mr. Dawson talked about our performance enhancement strategy.

Mr. Dawson reported things have gone very well in the monitoring area this year. Program monitoring was conducted by Larry Monday of ODJFS, August 2nd through August 5th. Mr. Monday felt Lake County WIB has an excellent attendance of Board members to the WIB meetings.

WIA data validation was done by Roger Meyer, ODJFS, on November 2nd. Mr. Meyer felt our files were in excellent shape.

Mr. Dawson talked about the new Local Workforce Investment Area Designation. Our original WIA designation expires June 30, 2005. We have requested A new designation.

The Governor's Workforce Policy Board developed a new Five Year Business Plan template. Planning is currently underway and needs to be in Columbus by March 1, 2005.

Bob Dawson reported the RFP process for Program Year 2005 will begin soon.

Mr. Dawson reviewed "Attachment B" - Return on Training Investment PY 2003. We are currently working on adding data regarding what effect the trickle down impact has on the economy.

COMMITTEE REPORTS:

Executive Committee

Mr. Eric Barbe

The Executive Committee has not met since the last full Board meeting. Eric Barbe reported the Executive Board will be primarily working on engineering the Five Year Plan.

Program Review and Coordinating Committee

Mr. Jim Dillard

The Program Review and Coordinating Committee recommends the following training programs for approval. After much discussion, the following motions were passed:

ATS Institute of Technology

A motion was made by Fred Zawilinski and seconded by Carol Darr to approve ATS Institute of Technology Practical Nursing Program. Motion passed.

Computer Savvy - (This is a change to a currently approved program, rather than an application for a new program.)

A motion was made by Art Iacofano and seconded by Fred Zawilinski to approve Computer Savvy - Personal Computer Specialist Program either by itself or in conjunction with job readiness skill training; approval for clients to take the job readiness skill training, but only when taken in conjunction with the PC Specialist Training. Motion passed.

A motion was made by Tom Shultz and seconded by Helen Drake to approve Computer Savvy - Quick Books Program with the condition that Quick Books may only be taken in conjunction with the PC Specialist training or by clients who have training or experience equivalent to the PC Specialist training, subject to Administrative Review. Motion passed.

New Horizons Computer Learning Center

A motion was made by Keith Miller and seconded by Tom Schultz to approve New Horizons Computer Learning Center - Medical Front Office Assistant/Administration subject to Administrative Review. Motion passed.

A motion was made by Spence Kline and seconded by Carol Darr to approve New Horizons Computer Learning Center - Medical Coding and Billing Associate subject to Administrative Review. Motion passed.

The Program Review and Coordinating Committee recommends the following training programs not be approved. After much discussion, the following motions were passed:

Angels in Waiting Home Health Care, Inc.

Recommendation not approve due to Provider and program not registered with State Board of Career Colleges and Schools.

A motion was made by Keith Miller and seconded by Tom Schultz not to approve Angels in Waiting Home Health Care Program. Motion passed

Hondros College

Recommendations not to approve Series 6 Securities Sales and Series 7 Securities Sales as these programs are a license exam preparation course, and an individual must be employed and sponsored by a brokerage firm in order to sit for the exam. Individuals with the appropriate background for these courses would unlikely qualify to receive training services.

A motion was made by Tom Schultz and seconded by Keith Miller not to approve Hondros College Series 6 Securities Sales program. Motion passed.

A motion was made by Keith Miller and seconded by Gale Leonard not to approve Hondros College Series 7 Securities Sales. Motion passed.

The Committee recommends disapproval of Real Estate Broker, Pre-licensing program because of the small number of job openings per year that are predicted for this occupation.

A motion was made by Paul Magnus and seconded by Spence Kline not to approve Hondros College Real Estate Broker Pre-Licensing Program. Motion passed.

The Committee recommends disapproval of Hondros College Real Estate Sales Pre-Licensing program, Property and Casualty Insurance Sales program, Life, Accident and Health Insurance Sales program, Real Estate Appraisal Program, and the Home Inspection program because most persons in this occupation are self-employed or independent contractors. Earnings performance for our programs depends on reports of employees' earnings filed with the State by employers, and these reports will not capture self-employment income.

A motion was made by Keith Miller and seconded by Carol Darr not to approve Hondros College Real Estate Sales Pre-Licensing Program. Motion passed.

A motion was made by Keith Miller and seconded by Tom Shultz not to approve Hondros College Property and Casualty Insurance Sales. Motion passed.

A motion was made by Tom Shultz and seconded by Dave Kalina not to approve Hondros College Life, Accident, and Health Insurance Sales program. Motion passed.

A motion was made by Ann DiDonato and seconded by Tom Shultz not to approve Hondros College Real Estate Appraisal program. Motion passed.

A motion was made by Ann DiDonato and seconded by Tom shultz not to approve Hondros College Home Inspection program. Motion passed.

Innerstate Beauty School

The Committee recommends disapproval of Innerstate Beauty School Cosmetology program and Nail Technician program due to an oversupply of trained persons in comparison to expected job openings.

A motion was made by Keith Miller and seconded by Spence Kline not to approve the Innerstate Beauty School Cosmetology Program. Motion passed.

A motion was made by Tom Shultz and seconded by Carol Darr not to approve the Innerstate

Beauty School Esthetician program. Motion passed.

New Horizons Computer Learning Center

The Committee recommends disapproval of Healthcare Information Management because of the program's high cost in relation to expected earnings of clients.

A motion was made by Fred Zawilinski and seconded by Tom Schultz not to approve New Horizons Computer Learning Center Healthcare Information Management Program. Motion passed.

Board Member, Joe Francesconi, Vice President JPC Computer Learning Center, abstained on all resolutions to avoid any appearance of a conflict of interest.

Youth Council

Dr. Keith Miller

Keith Miller reported the Youth Council has not met since the last Board meeting.

ONE-STOP COMMITTEE

The One-Stop Committee has not met since the last Board meeting.

Marty Singer reported ODJFS signed the MOU and has moved into the One-Stop. The new State Business Plan requires we quickly adopt a new MOU (for July 1, 2005) for January approval. The new MOU must be submitted to the State by January 2005 for review and approval.

Planning Committee

Mr. Dave Kalina

The Chair and Vice Chair of the WIB and Chair and Vice Chair of the Planning Committee met in early October to determine a strategy for developing the new Business Plan in a timely manner and still allow input from interested parties. The Planning Committee will take the lead in the plan development process. The WIB Chair officially expanded the Planning Committee to obtain additional input from: Eric Barbe, WIB Chair; Jeff Malish, WIB Vice Chair; Cathy Haworth and Gretchen Skok DiSanto, representing economic development; and, Lou Falk, representing Chambers of Commerce.

Marty Singer and Pam Fiederer from Lake County Department of Job & Family Services, received technical assistance on the planning process at a regional training session conducted by the State.

Pam Fiederer update the Labor Market and Workforce Analysis manual and developed an executive summary for the Committee's use.

Staff have attempted to identify interested parties to the planning process. Interested parties have been notified. All information to the plan and planning process is available on the Internet for review and input.

The Planning Committee has directed staff to begin preparing material in accordance with the plan template. Material developed from this meeting will be posted on the Internet.

Marketing Committee

A Project DayMaker event combined with an outdoor job fair was held in September. The event was very successful. Approximately 100 people found employment as a result of the event.

The event was featured on a statewide video conference citing Jobapalooza as a best practice.

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