

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

**April 5, 2005 - 11:30 a.m.**

**at**

**Lake County Department of Job and Family Services**

Board Members Attendance

Eric Barbe  
Carol Darr  
Daniel Deitrick  
Ann DiDonato  
Helen Drake  
Louis Falk  
Susanne Friedland  
Sandy Halpert  
Cathy Haworth  
Art Iacofano  
Dave Kalina  
Spence Kline  
Terry Lazar  
Gale Leonard  
Paul Magnus  
Jeff Malish  
Patricia McAteer  
Dr. Keith Miller  
Gretchen Skok-DiSanto  
Roger Sustar

Staff Attendance

Bob Dawson  
Marty Singer  
Pam Fiederer  
Carol Anderson

Other Attendance

Commissioner Dan Troy

Meeting was called to order by Eric Barbe.

**Floor Open to Public:**

none

**Introductions:**

Eric Barbe welcomed Lake County Commissioner Dan Troy.

Bob Dawson introduced new Board member, Terry Lazar, owner Stanley Steemer.

**Approval of Minutes from Meeting of November 16, 2004:**

**A motion was made by Jeff Malish and seconded by Cathy Haworth to approve the**

**minutes of the November 16, 2004 meeting. Motion passed.**

**COMMITTEE REPORTS:**

**Administrator's Report:**

**Robert Dawson**

Mr. Dawson reported the Lake County Business Plan was sent to Columbus (the Governor's Workforce Policy Board) for approval. We are required to have a full business plan along with the MOU. This was completed in a timely manner.

We are beginning to draw on the Reed Act money that came with the certification. A contract was awarded to create a CD Rom to explain Lake1Stop employer services. Nationwide it is determined that only 1.5% of employers know what a One-Stop is. Our goals are to raise the brand awareness to 5%. We expect the CD's to be mailed by mid-May. We will follow-up in June to measure brand awareness.

Mr. Dawson expressed his appreciation to the Board members and LCDJFS staff for all their support and their help in meeting critical deadlines.

Mr. Dawson distributed the Youth and Adult Executive Summaries to the group for their review.

**Executive Committee:**

**Eric Barbe**

The Executive Committee met briefly on January 11, 2005, to authorize staff to begin the procurement process for an Intensive Services and Training Services program offering PC Computer skill training, life skills training, and job placement to adults and dislocated workers, and to perform the independent cost/price analysis for the same.

Mr. Barbe reported the Committee also approved a tuition increase which exceeded 25 % for a training program at Ohio Technical College.

**Youth Council:**

**Keith Miller**

The Youth Council met on March 22, 2005, to review proposals for youth programs. A major change from last year's procurement process was to require **each** bidder to address **all** elements which the WIA legislation requires of Youth Programs.

The Request for Proposal was issued on January 18, 2005. Proposals were rated by three independent evaluators from the LCDJFS staff. A cost-price analysis was done for each proposal. The evaluation team presented its ratings to the Youth Council for review.

**One-Stop Committee:**

**Cathy Haworth**

The One-Stop Committee last met on December 14, 2004, for the purpose of identifying the partners' FTE participation commitment for the year beginning July 1, 2005 and for the purpose of reviewing ongoing operations of the One-Stop. We have had two partner meetings where each of the partners introduced themselves and described their agency's services.

Ms. Haworth reported Lake1Stop has been awarded full certification and has started to draw on the \$225,000 Reed Act money that came with certification. The Business Plan included a forecast on the monthly cost to partners. ODJFS decided to pull most of its staff out of the One-Stop as of July 1, 2005, as a result of the cost forecast.

Ms. Cathy Haworth showed the WIB members a framed resolution and a plaque commemorating the Lake One-Stop Level II Certification.

**Planning Committee:**

**Dave Kalina**

The Planning Committee met on January 11, 2005 to review and approve a final draft of the Lake County Business Plan. This meeting was of the expanded Planning Committee, which was organized by the WIB Chair to develop the Business Plan. The Committee reviewed the Business Plan and discussed the goals that were established in the Plan. The Committee approved the Plan and authorized it to be put out for a required 30-day public notice and comment period. Several changes were made to the Plan as a result of comments received before submitting to Governor's Workforce Policy Board in a timely manner. The Plan is currently under review by the State.

Mr. Kalina talked about economic development in Lake County. Cathy Haworth reported the Strategic Plan is up in 2006. We are just now beginning to plan for the next five years. We are looking for a Lake County Strategic Plan.

**Marketing Committee:**

**Jeff Malish**

We have not had an official meeting since the last Board meeting. However, the committee has been in communication with the staff on two marketing Projects: 1) an RFP was advertised and a contract was issued to Greathouse Productions to create and mail a multi-media CD Rom to explain the Lake1Stop Employer Services; 2) Two Jobapalooza's will take place this year; a Spring event on May 16<sup>th</sup> and a Fall event on September 20<sup>th</sup>.

The Employer Outreach CD Rom was played and received many accolades.

At this point a motion was made to trademark the title "Jobapalooza."

**A Motion was made by Dave Kalina and seconded by Susanne Friedland to trademark**

**the title “Jobapalooza.” All Agreed; motion passed.**

**Program Review and Coordinating Committee:**

**Bob Dawson**  
(For Jim Dillard,  
Program Review Chair)

The Program Review Committee met on March 21, 2005, to review proposals for an Intensive Services and Training Services Program offering PC skill training, life skills training, and job placement to adults and dislocated workers.

Proposal forms were issued on January 18, 2005. Two proposals were received; 1)JPC Learning Centers, Inc.; 2) Vocational Guidance Services. Proposals were rated by three independent evaluators from the staff of LCDJFS and their recommendations were presented to the Committee. The Committee is recommending that a contract be awarded to JPC Learning Centers, Inc. The Committee also recommends that a contract not be awarded to Vocational Guidance Services.

*Resolutions from the Program Review Committee*

After discussions by the WIB members on the Resolutions recommended by the Program Review Committee to approve or disapprove the following programs, the subsequent motions were made by the WIB Board members.

**A Motion was made by Gretchen Skok-DiSanto and seconded by Dave Kalina 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, Prevocational Skills Training, and Job Placement Services at the location of LCDJFS for Program Year 2005. The amount of the 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.**

**A Motion was made by Cathy Haworth and seconded by Dave Kalina for a resolution recommending to the Lake County Board of Commissioners a contract not be established Vocational Guidance Services to provide Occupational Skills Training, Prevocational Skills Training and Job Placement Services at the location of Lake County Department of Job & Family Services for Program Year 2005. All approved; motion passed.**

Training Providers and Programs:

**A Motion was made by Susanne Friedland and seconded by Jeff Malish for a Resolution to approve an amendment adding the Medical Administrative Specialist program to the Training Provider Agreement between the Lake County Dept. of Job & Family Services and Techskills. All approved; motion passed.**

**A Motion was made by Dave Kalina and seconded by Jeff Malish for a Resolution to approve an amendment adding the Medical Coding Associate program to the Training Provider Agreement between the Lake County Dept. of Job & Family Services and Techskills. All approved; motion passed.**

**A Motion was made by Jeff Malish and seconded by Spence Kline for a Resolution to approve an amendment adding the Medical Transcriptionist program to the Training Provider Agreement between the Lake County Dept. of Job & Family Services and Techskills. All approved; motion passed.**

**A Motion was made by Jeff Malish and Spence Kline for a Resolution for a Resolution to approve an amendment adding the Medical Reimbursement Specialist program to the Training Provider Agreement between the Lake County Dept. of Job & Family Services and Techskills. All approved; motion passed.**

**A Motion was made by Cathy Haworth and seconded by Dave Kalina for a Resolution to approve an amendment adding the Pharmacy Technician program to the Training Provider Agreement between the Lake County Dept. of Job & Family Services and Techskills. All approved; motion passed.**

**A Motion was made by Cathy Haworth and seconded by Spence Kline for a Resolution not to approve an amendment adding the Office Administrator program to the Training Provider Agreement between the Lake County Dept. of Job & Family Services and Techskills. All approved; motion passed.**

**A Motion was made by Jeff Malish and seconded by Susanne Friedland for a Resolution not to approve a Training Provider Agreement for a cosmetology/Nail Technician program between the Lake County Dept. of Job & Family Services and Cisoria Academy of Cosmetology. All approved; motion passed.**

*Resolutions from the Youth Council Committee*

After discussions by the WIB members on the Resolutions recommended by the Youth Council Committee to approve or disapprove the following programs, the subsequent motions were made by the WIB Board members.

A Motion was made by Dan Deitrick and seconded by Lou Falk for a Resolution to the Lake County Board of Commissioners recommending the establishment of a contract with Catholic Charities Services Corporation to provide Youth Program Services during PY 2005 in an amount not to exceed \$257,494, subject to final budget allocations and contract negotiations. All approved; motion passed.

A Motion was made by Dave Kalina and seconded by Spence Kline for a Resolution to the Lake County Board of Commissioners recommending the establishment of a contract with Willoughby-Eastlake City Schools to provide Youth Program Services during PY 2005 in an amount not to exceed \$203,959.34, subject to final budget allocations and contract negotiations. All approved; motion passed. Dr. Keith Miller, Superintendent of Willoughby-Eastlake City Schools, abstained.

A Motion was made by Dan Deitrick and seconded by Susanne Friedland for a Resolution to the Lake County Board of Commissioners recommending the establishment of a contract with Goodwill Industries of Ashtabula, Inc., to provide Youth Program Services during PY 2005 in an amount not to exceed \$202,752, subject to final budget allocations and contract negotiations. All approved; motion passed. Ms. Carol Darr, ABLE Coordinator, Painesville ABLE, abstained.

A Motion was made by Dan Deitrick and seconded by Spence Kline for a Resolution to the Lake County Board of Commissioners recommending that a contract not be established with JPC Computer Learning Centers, Inc., to provide Youth Program Services during PY 2005. All approve; motion passed.

A Motion was made by Lou Falk and seconded by Cathy Haworth for a Resolution to the Lake County Board of Commissioners recommending that a contract not be established with the Lake Academy/Lake County Educational Service Center to provide Youth Program Services during PY 2005. All approve; motion passed.

A Motion was made by Dan Deitrick and seconded by Jeff Malish for a Resolution to the Lake County Board of Commissioners recommending that a contract not be established with Vocational Guidance Services to provide Youth Program Services during PY 2005. All approve; motion passed.

A Motion was made by Dan Deitrick and seconded by Jeff Malish for a Resolution to the Lake County Board of Commissioners recommending that a contract not be established with Mentor Exempted Village Schools to provide Youth Program Services during PY 2005. All approve; motion passed. Ms. Gale Leonard, Leonard, Regional Administrator Lakeshore Compact, Mentor High School, abstained.

Helen Drake extended an invitation to the WIB members to attend a presentation by David

Cameron, ADA Specialist, at the Ashtabula One-Stop on April 27<sup>th</sup>. There will also be a Governor's Initiative Presentation Program. Helen will E-mail WIB members of the details of the program.

Commissioner Dan Troy expressed his pleasure in hearing Lake One-Stop was certified. Mr. Troy also talked about follow-up on Workforce Development and the importance of Workforce Development.

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