

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

June 22, 2005 - 11:30 a.m.

At

Lake County Department of Job and Family Services

Board Members Attendance

Eric Barbe
Dr. Morris Beverage
Carol Darr
Daniel Deitrick
Ann DiDonato
Helen Drake
Susanne Friedland
Cathy Haworth
Dave Kalina
Terry Lazar
Tom Schultz
Gretchen Skok-DiSanto
Roger Sustar
Steve Tsengas
Jeff Malish (Proxy attached)
Jim Dillard (Proxy attached)

Staff Attendance

Bob Dawson
Marty Singer
Pam Fiederer
Carol Anderson

Other Attendance

Commissioner Daniel Troy
Ron Weber, One-Stop Coord., ODJFS

The meeting was called to order by Eric Barbe.

Floor Open to Public:

None

Introductions:

Eric Barbe welcomed Lake County Commissioner Dan Troy and Ron Weber, of Ohio Department of Job and Family Services.

Approval of Minutes from Meeting of November 16, 2004:

A motion was made by Helen Drake and seconded by Roger Sustar to approve the minutes of the April 5, 2005, meeting. Motion passed.

Administrator's Report:

Mr. Robert Dawson

Mr. Dawson reported Mr. Ken Kastelic submitted his resignation to the WIB. The Commissioners will be filling this position as soon as possible. Mr. Kastelic represented the

labor sector. Bob stated he is anticipating that Mr. Joe Francesconi will be resigning from the WIB also. Joe is relocating to the West Coast. Mr. Francesconi represented the private sector. We will be soliciting for replacements at the appropriate time.

Mr. Dawson talked about the Youth contracts. Willoughby-Eastlake Schools, Catholic Charities, and Goodwill Industries of Ashtabula have been finalized. The JPC Intensive Computer Training contract has also been finalized. All of the contracts are at the Commissioners Office for their final approval at the present time.

Mr. Dawson reported we have received our final allocation for the year beginning July 1, 2005.

Our total WIA allocation is in excess of 1.8 million dollars. Bob Dawson reviewed the allocation with the group. The coming year could be the first time we are able to use funds to train incumbent workers. We negotiated adjustments for the performance standards.

Mr. Dawson discussed Workforce Services Month Reed Act Funds. Marty Singer will be working with the Marketing Committee on how to use these funds. We hope to use some of the funds for Jobapalooza and as a follow-up to the Employer Outreach CD ROM.

Mr. Dawson talked about the Business Plan. There are twenty Business Plans in the State. The Governor's Workforce Policy Board (GWPB) was not impressed with any of the Business Plans as a whole. They were very critical of Lake County's Business Plan. Several Board Members took exception to the rating and methodology used on the Business Plan by the GWPB and ODJFS. Commissioner Troy told the group that he had heard Commissioners from other counties express dissatisfaction over the whole Business Plan situation.

There was some discussion regarding some of the compliance issues. We are now in compliance with all the issues. Marty Singer will put the amendments of the Plan on the web site for review.

Bob Dawson reported he and Eric Barbe attended the Workforce Summit on held on June 16, 2005. Bob and Eric felt the dialogue at this meeting indicated that the GWPB wants Workforce Boards to be more involved in the larger picture of Economic Development. There will be more sessions held later in July. When the next sessions are scheduled, Mr. Dawson said they would attend and bring more information back with them to submit to the WIB for review.

Executive Committee:

Mr. Eric Barbe

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

Mr. Barbe talked about the Workforce Summit meeting he attended with Bob Dawson in June. Mr. Barbe reported that one of the things he found interesting was that across the state there is

a lot of common thoughts among the Workforce Boards. The Boards would like to have more individual control and less bureaucracy. It is felt the Workforce Policy Board should be an advocate for all the local WIBs from the bottom up, not from the top down.

Youth Council:

**Mr. Robert Dawson
(for Keith Miller)**

Mr. Dawson reviewed the Youth Contracts with the group. Willoughby-Eastlake Schools, Catholic Charities, and Goodwill Industries of Ashtabula have been negotiated and finalized. All of the contracts are at the Commissioners Office for signature at the present time. Mr. Dawson reported that the allocations were higher than anticipated.

Mr. Ron Weber, ODJFS One-Stop Coordinator, explained that Ohio's economic situation is worse than other states', therefore, we get a larger portion of the funding.

One-Stop Committee:

Ms. Cathy Haworth

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

Cathy Haworth announced Ohio Department of Job & Family Services' full time staff will be leaving LCDJFS One-Stop. Effective July 1, there will be one ODJFS staff member at the One-Stop 20 hours per week.

Planning Committee:

Mr. Dave Kalina

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

Marketing Committee:

Ms. Ann DiDonato

The Marketing Committee has not met since the last Board meeting, however, we had a very successful Spring Jobapalooza. More than 1,200 people attended, 133 job seekers received makeovers, and more than 100 individuals are employed as a result of the event. Marty Singer talked about the Employer Outreach CD ROM. The Employer Outreach CD was mailed on June 13th. We will be doing a survey in the future to determine how many businesses have looked at the CD ROM.

Program Review & Coordinating Committee:

Mr. Terry Lazar

The Program Review Committee met on June 6, 2005, to review five new training program proposals. The Committee is recommending approval of all five proposals for purposes of issuing Individual Training Accounts for clients.

Mr. Lazar reviewed the programs with the group.

JPC Learning Center:

Four of the training programs are offered by JPC Learning Center, Currently JPC offers a 270 hour PC Specialist Certificate Program teaching skills in Microsoft business applications. The four new programs proposed are PC Fundamentals, Enhanced PC Fundamentals, Microsoft Word Application Specialist, and Microsoft Excel Application Specialist.

Mr. Dawson distributed a comparative graph to the group which illustrated the differences between the programs. There was additional discussion regarding the amount of required hours and the cost of programs.

MOTIONS:

A Motion was made by Tom Schultz and seconded by Terry Lazar to approve an amendment adding the PC Fundamentals Program to the Training Provider Agreement between the Lake County Department of Job and Family Services and JPC Learning Center. All approved; motion passed.

A Motion was made by Dave Kalina and seconded by Cathy Haworth to approve an amendment adding the Enhanced PC Fundamentals Program to the Training Provider Agreement between the Lake County Department of Job and Family Services and JPC Learning Center. All approved; motion passed.

A Motion was made by Susanne Friedland and seconded by Helen Drake to approve an amendment adding the Microsoft Word Application Specialist Program to the Training Provider Agreement between the Lake County Department of Job and Family Services and JPC Learning Center. All approved; motion passed.

A Motion was made by Susanne Friedland and seconded by Steve Tsengas to approve an amendment adding the Microsoft Excel Application Specialist Program to the Training Provider Agreement between the Lake County Department of Job and Family Services and JPC Learning Center. All approved; motion passed.

Northeast Ohio Culinary Institute, Auburn Career Center:

The fifth program recommended by the Committee is the Northeast Ohio Culinary Institute offered by Auburn Career Center. This is a two year program in culinary arts, offered in collaboration with Lakeland Community College. Students who successfully complete the program are awarded 30 semester credit hours which can be applied towards an Associate of

Technical Studies degree in culinary arts at Lakeland Community College.

MOTION:

A Motion was made by Helen Drake and seconded by Carol Darr to approve an amendment adding the Northeast Ohio Culinary Institute Program to the Training Provider Agreement between the Lake County Department of Job and Family Services and Auburn Career Center. Majority approved; motion passed. Dr. Morris Beverage, President, Lakeland Community College, Ms. Gretchen Skok-DiSanto, Manager, Enterprise Ohio located at Lakeland Community College, and Mr. Tom Schultz, Superintendent, Auburn Career Center, abstained.

Other Business:

Recommended By-Law Changes:

Article IV, Section I. Regular Meetings: The language currently reads, “The Board shall hold no less than **four** regular meetings annually.” Recommendation to the Board to change the language to read, “The Board shall hold no less than **three** regular meetings annually.” After some discussion, a motion was made to accept the recommendation.

MOTION:

A Motion was made to approve changing Article IV, Section 1 of the By-Laws to three regular meetings annually. All approved; motion passed.

Article VII, Section 4. Appointment of Committee Chairpersons: The language currently reads, “The Chairpersons of standing committees and ad hoc committees are appointed by the Chairperson of the Board **for one year terms, and may be re-appointed.** Recommendation to the Board to change the language to read “The Chairpersons of standing committees and ad hoc committees are appointed by the Chairpersons of the Board, **and serve until replaced by the Chairperson of the Board.**”

The group felt it would be beneficial to review appointment of committee chair persons periodically. There was further discussion on changing the terms of the Chairperson.

MOTION:

A Motion was made by Susanne Friedland and seconded by Helen Drake to approve changing the By-Laws in Article VII, Section 4 to allow Committee Chairpersons to serve until replaced by the Chairperson of the Board. All disapproved; motion failed.

Carol Darr of Painesville ABLE, asked the Workforce Investment Board to write a letter of

support of the Defense Finance Accounting Services Jobs being lost in Cleveland.

MOTION:

A Motion to the Workforce Investment Board was made by Tom Schultz and seconded by Roger Sustar to submit a letter of support to the President, Secretary of Defense, Congressman, and Senators in support of the Defense Finance Accounting Services Jobs being lost in Cleveland. All approved; motion passed.

There being no further business, meeting was adjourned.