

MEETING OF THE LAKE COUNTY WORKFORCE INVESTMENT BOARD

Tuesday March 27, 2007 at 11:30 AM

Held at

Lake County Department of Job & Family Services

177 Main Street, Painesville, OH 44077

In Attendance

Eric Barbe
Carol Darr
Ann M. DiDonato (Proxy)
Catherine Haworth
Jennifer Rooney (Proxy)
Jeff Yaist
Terrance Lazar
Sam Delzoppo
Dan Hart (Proxy)
Matt Battiato
David Kalina
Spence Kline
Jeff Malish
Ron Maruszak
Pat McAteer
Dan Deitrick
James Dillard (Proxy)
Helen Drake
Sandy Halpert
Keith Miller
Gale Leonard
Mark Rosborough
Morris Beverage (Proxy)
Louis Falk
Gretchen Skok-DiSanto (Proxy)

Not in Attendance

Susanne Friedland
Ed Phillips
John Forbes
Tom Schultz

Others in Attendance

Leslie Ryan
Bob Dawson
Nanette Grupe
Ron Weber (ODJFS)
Doug Daugherty (Youth Council)

Commissioner

Dan Troy

I. Introduction of Local Officials and Guests Jeff Malish

Jeff Malish welcomed everyone to the meeting at 11:50 AM. Jeff also introduced Ron Weber, One-Stop Coordinator with ODJFS. The floor was opened to the public. There were no public comments. The floor was then closed to the public.

II. Old Business: Jeff Malish

Eric Barbe motioned to Approve of the Minutes from the Meeting of December 5, 2006, Spence Kline second the motion. The minutes were Approved by all.

III. Administrator's Report: Bob Dawson

Bob Dawson explained the handouts for the meeting; Handouts included the Youth Request for Proposal Procurement Schedule, 2007 Preliminary Youth Spending Plan, and the PY 2007 Youth RFP Bid Evaluation Summary. Several newspapers articles involving WIB members, Lake1Stop and other workforce issues were part of the handout package. Bob acknowledged Leslie Ryan for the great job she has been doing, making and handling employer and job seeker contacts as the Lake1Stop Operator. Employers are responding to the personalized service and Lake1Stop is growing which will be supported by the data presented in the Marketing Committee Report. A sample of a letter being used to make initial contact with area employers was also distributed.

IV. Special Recognition: **Bob Dawson**

It was announced that Helen Drake will be retiring from the Ohio Rehabilitation Commission effective June 1, 2007. Bob Dawson read and presented Helen with a special plaque to thank her for all her contributions as a member of the Private Industry Council, WIB and Youth Council over her fifteen years of service.

V. Standing Committee Reports:

Executive Committee:..... **Jeff Malish**

The Executive Committee met on January 25, 2007. All members were present. The Executive Committee reviewed the Program Review Committee's recommendation that CGI Inc. of Cleveland, Ohio to be selected to provide Job Search/Job Placement and Job Development services at Lake1Stop. The Executive Committee voted to recommend to the Board of Commissioners to enter into a contract with CGI Inc.

Program Review Committee: **Eric Barbe**

A Program Review Committee Meeting was held on January 16, 2007. The Committee reviewed the Job Search RFP procurement process, an executive summary of the proposals received and the RFP Evaluation Team's ratings for the proposals. Following their review, the Program Review Committee voted to recommend CGI Technologies Inc. as the preferred provider. The Committee also questioned staff and discussed the status of Rapid Response services being provided to displaced TOPS employees.

Planning Committee: **Dave Kalina**

The Planning Committee had not met since the December '06 WIB meeting. Dave Kalina briefly discussed the possibility of expanding the success we are having with the Incumbent Worker Training Program and the Healthcare Career Pathways to Advanced Manufacturing. Bob Dawson said we have begun to look at Advanced Manufacturing pathways models around the country and Lake County will be part of possibly two regional W.I.R.E.D. grant applications, both of which have considerable focus on Advanced Manufacturing. Bob also reported that Ohio's WIB Directors Group had

requested that ODJFS Office of Workforce Development, make application for PY 07 Incumbent Worker (and other) Waivers from the DOL.

Marketing Committee:Pat McAteer

Pat McAteer reported that since the last WIB meeting, the Lake1Stop Outreach Initiative went into full swing. Pat reviewed the initiative's four outreach goals, tactics and outcome measurements and the spending for the project. The four primary goals of the plan were:

- 1.) Increase the number of core customers using Lake1Stop services by 20% by June 30, 2007. The pre-program baseline was 248 customers per individuals visiting the Resource Room each week. Since the start of our outreach activities we are averaging close to 300 visitors per week.
- 2.) Increase the number of resumes posted on the Lake1Stop website by 20% by June 30, 2007. The baseline was 101 resumes which has increased to 150 resumes since outreach activities started posted.
- 3.) Increase the number of employers posting job orders on the Lake1Stop Job Board by 20% by June 30, 2007. The baseline was 61, which is the average number of employers posting jobs each quarter (not the total number of total jobs being posted.) The current number of employers in now at 73 employers posting jobs. However, forty three (43) new employers have used this service since our outreach activities have started.
- 4.) Increase the general brand awareness of Lake1Stop By 5% by June 30, 2007. Brand Awareness will be measured by website hits per week. The pre-outreach baseline for this measurement was 8,889 hits per week. Hits have grown to about 15,000 per week.

Bob Dawson requested that Mr. Weber take note of the measured improvements as a result of our Outreach activities and carry the message back to Columbus that we would like Outreach specific allocations on an on-going basis and that they can "make a difference".

One Stop Committee:Cathy Hayworth

The One-Stop Partners met on January 17, 2007 at 10:00 AM. The Partners reviewed current activities at Lake1Stop and then agreed to develop and execute a two-year MOU for the period beginning July 1, 2007 though June 30, 2009. The Shared Cost Budget decreased approximately 15% for the year beginning July 1, 2007. The Partners will review the MOU's second year's Shared Cost Budget next January (2008). There is one Partner's signature left to secure. The fully executed MOU should be submitted to Columbus by the end of the week (March 30, 2007).

Youth Council Committee..... Keith Miller

Dr. Miller reported that the Youth Council met several times since the last WIB meeting including the better part of the day on February 2nd to address strategic planning issues. The session was facilitated by Carol Wargo from The Center for Workforce Learning. A number of the outcomes from that day's work were placed into the PY 07 Youth RFPs which were published on February 9th. Keith reported that the Council had performed the necessary RFP procurement steps including a review of the current state of our Youth programs, the development of bid specifications and the adoption of an Independent Cost Estimate. Keith reported that the Youth Council had most recently met on March 21st to review the results of the procurement process. Council utilized bid ratings from the RFP Evaluation Team and passed Council resolutions recommending to fund four proposals and to not fund three. It was also reported that Mr. Michael Stanic, Administrator at the Lake County Juvenile Court, had replaced Juvenile Judge Weaver on the Youth Council.

Bob Dawson explained the Evaluation Team's rating methodology, discussed the PY 07 Youth Spending Plan and the state of the funding situation. Total available Youth funding for PY 07 is not expected to be in excess of \$600,000 but could be as little as \$500,000. A minimum of 30% of each year's Youth allocation must be spent on Out-of-School Youth so even if we have carry-over monies they may not be available for In-School Youth programs. After discussion, Chairman Malish presented the following Resolutions as recommended by the Youth Council:

- 1.) 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 Program Year 2007 in an amount not to exceed \$205,126.27, subject to final budget allocations and contract negotiations.

Spence Kline motioned to approve the first resolution, Seconded by Sam Delzoppo; All in favor; Motion carried.

- 2.) 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 Program Year 2007 in an amount not to exceed \$366,094.65, subject to final budget allocations and contract negotiations.

Louis Falk motioned to approve the second resolution, second by Jeff Yaist; All in favor; Motion Carried. Keith Miller, Superintendent of W/E Schools, abstained.

- 3.) 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 Program Year 2007 in an amount not to exceed \$94,510.00, subject to final budget allocations and contract negotiations.

Dan Deitrick motioned to approve the third resolution, second by Helen Drake; all in favor; Motion carried. Carol Darr from Painesville ABL (Lesser for Goodwill), abstained.

“Out-of-School” (only) Youth Programs

- 4.) Resolution to the Lake County Board of Commissioners recommending the establishment of a contract with Catholic Charities Services Corporation to provide Out-of-School Youth Program Services during Program Year 2007 in an amount not to exceed \$149,733.71, subject to final budget allocations and contract negotiations.

Jeff Yaist motioned to approve the fourth resolution, second by Spence Kline, All in favor; Motion carried.

- 5.) Resolution to the Lake County Board of Commissioners recommending that a contract **not be** established with Goodwill Industries of Ashtabula, Inc., to provide Out-of-School Youth Program Services during Program Year 2007.

Sam Delzoppo motioned to approve the fifth resolution, second by Eric Barbe; all in favor; Motion carried. Carol Darr from Painesville ABL (Lesser for Goodwill), abstained.

- 6.) Resolution to the Lake County Board of Commissioners recommending that a contract **not be** established with New Avenues to Independence, Inc., to provide Out-of-School Youth Program Services during Program Year 2007.

Helen Drake motioned to approve the sixth resolution, second by Spence Kline; all in favor; Motion carried.

- 7.) Resolution to the Lake County Board of Commissioners recommending that a contract **not be** established with Crossroads Lake County Adolescent Counseling Service to provide Out-of-School Youth Program Services during the Program Year 2007.

San Delzoppo motioned to approve the seventh resolution, seconded by Eric Barbe; all in favor; Motion carried.

Other Business: Jeff Malish

Dave Kalina will chair for Jeff Malish at the next WIB Meeting, scheduled to be held on June 12, 2007 at 11:30 A.M. at Lake County Job and Family services.

There being no further business, Mr. Malish adjourned the meeting at 12:35 P.M.