

**MEETING OF THE LAKE COUNTY WORKFORCE INVESTMENT BOARD**

**Thursday – April 3, 2008 at 11:30 a.m.**

**Lake County Department of Job and Family Services  
177 Main St., Painesville**

**In Attendance**

**Eric Barbe  
Jeff Yaist  
Allen Weaver  
Dave Kalina  
Carol Darr  
Jennifer Rooney**

**Jeff Malish  
Sam Delzoppo  
Spence Kline  
Terry Lazar  
Mark Rosborough**

**Traci Conkling  
Ron Marusak  
Matt Battiato  
Sandy Halpert  
Keith Miller**

**By Proxy**

**Morris Beverage  
Gretchen Skok-DiSanto**

**Gale Leonard**

**Dan Hart**

**Not in Attendance**

**Dan Deitrick  
James Dillard  
Pat McAteer**

**Ann DiDonato  
Louis Falk**

**Tom Schultz  
John Forbes**

**Others in Attendance**

**Ron Weber-ODJFS  
Commissioner Dan Troy**

**Jennifer Gurgles-DOD**

**Staff in Attendance**

**Bob Dawson**

**Leslie Ryan**

**Nanette Grupe**

**I. Call to Order/ Introductions..... Jeff Malish**

**Jeff Malish welcomed everyone to the meeting at 11:45 a.m. Jeff opened the floor to the public. There were no public comments. The floor was closed to the public. Jeff referenced the handouts that would be discussed during the meeting which include: Executive Summary for PY 2008 Youth Proposals for July 1, 2008, through June 30, 2009, Lake County Workforce Investment Board Roster dated March 1, 2008, Gold Standard WIB Meeting Survey, Lake1Stop Balanced Scorecard (updated through 03/31/08) and a list of recommended resolutions for the Board's consideration.**

**II. Old Business**

**Minutes of the November 15, 2007 ..... Jeff Malish**

**Sam Delzappo motioned to approve the Minutes of November 15, 2007 the motion was seconded by Sandy Halpert; all were in favor, motion carried.**

**III. Administrator's Report..... Bob Dawson**

Bob Dawson noted the copy of the Lake1Stop article written in a recent Gazette Newspaper. The article noted dates and times of upcoming workshops. The Gazette is publishing these free on a monthly basis. Bob passed around photos of the new Lake1Stop billboards and the Post-it-Note and briefly discussed where they were located. Bob discussed the PY 07 WIA Performance Report for the first half of the program year, the Ohio Skill Bank Initiative and noted that Lakeland Community College has been selected for a leadership position for the planning phase of Skills Bank. Bob introduced Ron Weber from the ODJFS' One-Stop Section. Ron spoke about the WIB Meeting Survey and new Gold Standard Continuous Improvement Plan for One-Stops. Bob also introduced Jennifer Ruggles who is with Ohio's Department of Development serving as the Economic Development Director for our DOD region. Jennifer outlined a number of new workforce programs that are in the process of being made available to employers.

**IV. Committee Reports**

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

Jeff reported that the Executive Committee met on March 27, 2008. The Committee reviewed the past two years of the Incumbent Worker Training Program and expenditures. The PY 07 IWT spending plan calls for a set-aside of \$160,000 including \$85,000 for Individual Training Accounts (ITAs) to fund for-credit classroom training and \$75,000 for Customized Training Agreements. All ITA funds have been spent or obligated and \$24,000 in Customized Training is in process. All indications are that most of the Customize Training monies will be spent or obligated by the end of the program year.

The committee received and reviewed a list of conditions that employers are required to meet in order for their Customized Training request to be considered. The committee also reviewed the new Pre-Award Survey that is being performed before an employer's Customized Training application is approved and their agreement is finalized.

Jeff noted that the DOD's IWT program requires a 50% match by the employer, may not exceed \$1,000 per employee and is capped at \$200,000 per employer. It has been announced that on a state-wide basis, there is \$7.0 million available for IWT for the balance of PY 07 with an additional \$9.0 million to be available for PY 08.

The committee also considered a request to expand our Lake County's IWT program to include Manufacturing. The Executive Committee approved the expansion of our current IWT program to include Manufacturing and to allow customized Training Agreements in the total amount not to exceed \$50,000 for the balance of PY 07. All other IWT program conditions are to remain the same.

Local Approved Training Provider Computer Savvy announced their move to a new location at 1605 Drenik Drive in Wickliffe, OH - 44092.

**Youth Council..... Keith Miller**

**The Youth Council met on January 24, 2008 and reviewed the current year's Youth enrollments and expenditures and discussed Ohio's change to the Common Measures performance standards and how it will affect Youth programming. The Council revisited the PY 07 Youth Spending Plan. The Committee adopted a PY 08 Spending Plan which continued to address the Out -of -School expenditure requirement. Dollars will be contracted and spent in accordance with the actual allocations when they become known.**

**The Council also reviewed and discussed the statutory requirements for Youth eligibility and programming components as well as proposed specifications for the PY 08 Youth Request for Proposal(s) (RFPs). RFP Specifications were adopted, an Independent Cost Estimate was preformed and the RFP timeline was approved.**

**The Youth Council met again on March 18, 2008 and reviewed the Independent Evaluations Team's Executive Summary, including the ratings, for all proposals submitted and adopted recommendations as reflected in the list of proposed resolutions being offered for review and approval at this WIB meeting.**

**Bob Dawson reported on all of the Youth proposals and Jeff Malish offered the following resolutions as recommended by the Youth Council:**

**“Traditional” Youth Programs**

**1. Resolution to the Lake County Board of Commissioners recommending the establishment of a contract with Catholic Charities Community Services of Lake County to provide Youth program services during the Program Year 2008, in an amount not to exceed \$186,093.67, subject to final budget allocations and contract negotiations.**

**Spence Kline motioned for Resolution #1; seconded by Eric Barbe; all were 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 2008 in an amount not to exceed \$334,002.52, subject to final budget allocations and contract negotiations.**

**Spence Kline motioned for Resolution #2; seconded by Eric Barbe; all were in favor with Keith Miller abstaining, motion carried.**

**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 2008 in an amount not to exceed \$59,974.00, subject to final budget allocations and contract negotiations.**

**Sam Delzappo motioned for Resolution #3; seconded by Spence Kline; all were in favor with Carol Darr abstaining. Motion carried.**

4. Resolution to the Lake County Board of Commissioners recommending that a contract not be established with Special Socials/Lake County Career Connection, to provide Youth program services during the Program year 2008.

Bob Dawson carefully explained that Resolution #4 was recommending that a contract not be established. Spence Kline motioned for Resolution #4 that a contract not be established with Special Socials/Lake County Career Connection, to provide Youth program Services during the Program year 2008. The motion was seconded by Sam Delzappo; all were in favor, motion carried.

**“Out-of-School” Youth Programs**

5. Resolution to the Lake County Board of Commissioners recommending the establishment of a contract with Catholic Charities Community Services of Lake County to provide Out-of-School Youth program services during Program Year 2008 in an amount not to exceed \$136,084.61, subject to final budget allocations and contract negotiations.

Spence Kline motioned for Resolution #5; seconded by Jeff Yaist; all were in favor, motion carried.

One-Stop Committee ..... Jeff Yaist

Jeff Yaist presented the Lake1Stop Balanced Scorecard that was included in the meeting handouts. Jeff discussed the issues, performance measurements, targets, and current year-to-date status for each item as well as the comments section.

Goals were divided into the areas of outreach, customer service, internal operations, development and fiscal. Most all areas have seen significant process toward the stated goal. The One-Stop is having difficulty engaging consumers to pursue the Workkeys Career Readiness Certificates. The special allocation for this initiative runs through June 30, 2008.

Planning Committee ..... Dave Kalina

The Planning Committee had not met since the prior WIB Board meeting. The Planning Committee was pleased by the action of the Executive Committee committing funding towards incumbent worker training in the manufacturing sector. This had been a prior recommendation of the Planning Committee.

Program Review Committee ..... Eric Barbe

The Program Review Committee met on January 29<sup>th</sup> and again on March 25<sup>th</sup>. At the January meeting the committee reviewed and discussed the current level of Adult & Dislocated Worker spending, the Lake1Stop PY 07 Balanced Scorecard and the status of the PY 07 Incumbent Worker Training program. The committee

also reviewed and discussed items related to publishing a Request for Proposal to outsource job development and job placement activities for PY 08 including: determining a need to procure services and establishing RFP specifications and evaluation criteria. They also performed an Independent Cost Estimate and authorized staff to proceed with a Request for Proposal for a (one) Job Search services provider for PY 08.

On March 25th the committee reviewed proposals that were received during the RFP process. There were two very good proposals submitted: Lakeland Community College and CGI Technologies Inc. (the current provider of the service). The Program Review Committee proposes that the WIB Board recommend the establishment of a contract with CGI Technologies, Inc., to provide job search and job development services at Lake1Stop, during the Program Year 2008. Resolution #6 was presented to the WIB Board and voted upon.

**“Adult and Dislocated Worker” Job Search/Job Development Services**

6. Resolution to the Lake County Board of Commissioners recommending the establishment of a contract with CGI Technologies, Inc. to provide job search and development services at Lake1Stop during the Program Year 2008 in an amount not to exceed \$224,767.00, subject to final budget allocations and contract negotiations.

Sam Delzoppo motioned for Resolution #6; seconded by Carol Darr; all were in favor with Ron Maruschak abstaining, motion carried.

Marketing Committee .....Pat McAteer

Bob Dawson presented Pat McAteer’s report in her absence. Bob spoke about the highway billboards and the Post- It-Note campaign. The Marketing Committee had received a grant from ODJFS for the purpose of performing outreach for Lake1stop. Two Billboards were purchased; one at the Lake County Fairgrounds and one in and other advertisements have been purchased in two newspapers with the grant money. Spence Kline commended the Marketing Committee for their work and suggested that a thank-you go to ODJFS in Columbus letting them know that the grant is making a difference and to express our hope that ODJFS grant monies will continue to be available in the future.

Eric Barbe motioned that a thank-you letter be sent to ODJFS including and explanation on how the money has made a difference for Lake1Stop. Sandy Halpert seconded the motion; all were in favor, motion carried.

V. Other Business..... Jeff Malish

Jeff Malish appointed a Nominating Committee comprised of Tom Schultz Chair, Matt Battiato and Lou Falk to develop a slate of officers for PY 08 & PY 09 to be voted on at the next meeting of the WIB (June 12, 2008).

**VI. Meeting Announcement**

**Next WIB Meeting – Thursday June 12, 2008 at 11:30 a.m.**

**VII. Adjournment**

**There being no further business the meeting was adjourned at the call of the Chair at 12:55 p.m.**