

# MEETING OF THE LAKE COUNTY WORKFORCE INVESTMENT BOARD

Tuesday March 30, 2010 @ 11:30 AM

Held at

Lake County Department of Job & Family services

177 Main Street, Painesville, OH 44077

## In Attendance

Eric Barbe	Dave Kalina	Matt Battiato	Lou Falk
Spence Kline	Diana Harrison	Ron Maruszak	Maggie Lynch
Keith Miller	Terry Lazar	Keith Hocesvar	Jeffrey Jaces
Gale Leonard-Stawieri	Carol Darr	Mark Rosborough	Ben Reutter
Gretchen Skok-DiSanto	Jennifer Rooney	Jeff Yaist	Alan Weaver
Morris Beverage (P)	James Dillard (P)	Dan Hart (P)	Jeff Mallish (P)

## Others in Attendance

Commissioner Dan Troy      Allison Motz (ODJFS)      Leslie Ryan (JFS)      Bob Dawson (JFS)

## I. Call to Order

Chairman Kalina called the meeting to order following lunch.

Floor was opened to the public. There were no visitors.

## II. Introduction of New Members and Guests

Bob Dawson introduced two new WIB members appointed by the Board of Commissioners effective February 15, 2010. Mr. Jeffrey Jaces is with BB Bradley, Inc. located in Concord. He was nominated by the Concord-Leroy Area Chamber of Commerce. Mr. Ben Reutter is a new member with Transfer Express in Mentor. Ben was nominated by the Mentor Area Chamber of Commerce. Bob also introduced Allison Motz a consultant and workforce specialist representing the Ohio Department of Job & Family Services. Allison was formerly the WIB Director for City of Cleveland. Bob recognized Allison as being a good friend and an expert in the area of Workforce Development and thanked her for her support.

## III. Minutes

Dave Kalina asked for additions, corrections and/or a motion to approve the minutes from the meeting of November 10, 2009. **A motion was made by Eric Barbe to approve the minutes as submitted and distributed. Jeff Yaist seconded the motion; all were in favor; motion carried.**

## IV. Administrators Report

Bob Dawson presented and reviewed the 1<sup>st</sup> Quarter PY09 WIA Common Measures Performance report received from the Ohio Department of Job & Family Services. Lake County is "Exceeding" the performance standards in all Adult & Dislocated Worker measures and all Youth categories with the exception of Youth Literacy and Numeracy where one youth had exited the system without receiving a timely TABE test. Bob also reviewed the WIA Return on Investment analysis for the first half of PY 09 showing a NET ROI of 3.9 (390%). Other items distributed and discussed included information on the Project HIRE initiative showing that eighteen (18) On-the-job training agreements had been written totaling \$83,867 and information explaining the new Federal Hire Act whereby employers receive a tax credit on the non-Medicare portion of FICA for up to fifty-two (52) weeks when hiring an unemployed worker.

**A. One Stop Committee**

Committee Chair Jeff Yaist reviewed the Lake1Stop Balanced Scorecard for the first half of PY 09 and noted that excellent results or progress had been made in all but one area which had been affected by the DOL's failure to renew Ohio's request for a Waiver. Jeff shared that at last report, Lake County was leading the State in the number of employers that had responded to the Gold Standard Customer Services survey on-line. Jeff reported that the One-Stop Partners met on January 27<sup>th</sup> to review the preliminary PY10 Cost Sharing Budget and other matters. The Partners considered and tabled a request from a "for-profit" training provider to be signatory on the One-Stop Memorandum of Understanding. The Partners Committee asked Bob Dawson to review best practices from other one-stops and to request the County Prosecutor's opinion on how to deal with requests from "for-profit" entities. The Committee is scheduled to meet again on April 28<sup>th</sup>.

**B. Program Review Committee**

Committee Chairman Eric Barbe reported that the Program Review Committee had met twice since the November WIB meeting. The first meeting took place on January 28<sup>th</sup> where the committee reviewed a number of performance reports related to Adult and Dislocated Worker operations at Lake1Stop. At that meeting the committee determined it was in our best interest to continue to contract for staffing services like the ones currently being supplied by CGI Federal Inc. The committee adopted specifications and evaluation criteria for an RFP that was published on February 5<sup>th</sup>. The committee also performed an Independent Cost Estimate for the procurement.

On March 24<sup>th</sup> the Committee met again to review three proposals that were submitted in response to the RFP. The proposers were Berea Children's Home and Family Services, CGI Federal and Staffing-Solutions. After reviewing the evaluation team's ratings and summaries on the proposals, the Program Review Committee recommends CGI Federal for the PY 10 staffing contract. CGI had the highest evaluation rating and the lowest cost proposal. Eric clarified that this was an "unofficial" recommendation since the committee did not have a quorum at their March 24<sup>th</sup> meeting but "it is a strong recommendation none-the-less". Following questions and discussion Chairman Kalina accepted the following motion:

**Lou Falk motioned a resolution recommending the establishment of a contract with the Lake County Board of Commissioners and CGI Federal, Inc., to provide Adult & Dislocated Worker staffing services at Lake1Stop during Program Year 2010, in an amount not to exceed \$467,987.62, subject to final budget allocations and contract negotiations. The motion was seconded by Matt Battiato; all were in favor; motion carried.**

**C. Youth Council**

Keith Miller reported that the Youth Council had met twice in recent months. He announced that they have a new member on the Youth Council. Miss Alcia Allen from Painesville was appointed to a three year term effective February 14, 2010. Alcia is representing the "Former Participant" category.

At a meeting held January 25<sup>th</sup> the Youth Council reviewed the status of the current year-round Youth programs including the number of youths being served, current performance and program expenditures. The council also reviewed the special 2009 Summer Youth Work Experience Program from last summer that was funded with Stimulus funds. 165 youths were served by that program. The committee considered and approved a number of actions in order to proceed with

publishing a Request for Proposals (RFP) for PY10 Youth Programs including establishing need for an RFP, adopting a Youth Spending Strategy, RFP Specifications and an Independent Cost Estimate. As a result of these actions the staff published four RFPs on February 5<sup>th</sup>. Two RFPs were for year round programs and two for another summer work experience program if funds become available.

The Youth Council met again on March 24<sup>th</sup> to review the proposals that had been submitted in response to the RFPs. The committee reviewed the Evaluation Team's ratings and a summary for each program. Keith directed WIB members to the meeting handouts which addressed the individual and composite ratings for the proposals, program summaries and a list of recommended resolutions from the Youth Council to the WIB. Bob Dawson walked the board through the procurement process, ratings, summaries and the proposed resolutions. Following questions, Chairman Kalina accepted the following actions:

### **"In & Out-of-School" Youth Programs for PY 2010**

**Eric Barbe moved for a 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 Program Year 2010, in an amount not to exceed \$165,007.93, subject to final budget allocations and contract negotiations. Gayle-Leonard-Stawieri seconded the motion; all were in favor; Spence Kline abstained; motion carried.**

**Eric Barbe motioned 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 Program Year 2010, in an amount not to exceed \$132,302.00, subject to final budget allocations and contract negotiations. Mark Rosborough seconded the motion; all were in favor; Carol Darr abstained; motion carried.**

**Spence Kline moved 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 Program Year 2010, in an amount not to exceed \$318,410.97, subject to final budget allocations and contract negotiations. Keith Hocevar seconded the motion; all were in favor; Keith Miller abstained; motion carried**

### **"Out-of-School" Youth Programs for PY 2010**

**Jeff Yaist made a motion for a 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 2010, in an amount not to exceed \$138,790.75, subject to final budget allocations and contract negotiations. Lou Falk seconded the motion; all were in favor; Spence Kline abstained; motion carried.**

**2010 Summer Youth Work Experience Program**

**Eric Barbe made a motion for a resolution to the Lake County Board of Commissioners recommending the establishment of a contract with Catholic Charities Community Services of Lake County to serve as Program Operator for a 2010 Summer Youth Work Experience Program, in an amount not to exceed \$109,953.96, subject to final budget allocations and contract negotiations. Maggie Lynch seconded the motion; all were in favor; Spence Kline abstained; motion carried.**

**Eric Barbe moved for a resolution to the Lake County Board of Commissioners recommending the establishment of a contract with North Service, Inc., dba Snider-Blake Personnel, to provide payroll services and to serve as the Employer of Record, for a 2010 Summer Youth Work Experience Program, in an amount no to exceed \$290,000.00, subject to final budget allocations and contract negotiations. Carol Darr seconded the motion; all were in favor; motion carried.**

Carol Darr complemented the great work that Leslie Ryan, Bob Dawson and his staff put in on the procurement, evaluations and reporting. "They do a great job here and it deserves special recognition."

**VI. Other**

Dave Kalina announced that he had appointed Eric Barbe (Chair), Matt Battiato and Lou Falk as a Nominating Committee and thanked them for agreeing to serve. The Nominating Committee will submit a slate of officers for consideration at the next WIB meeting scheduled for June 11, 2010. Dave said this was his second to the last meeting as WIB Chair and he wanted to echo Carol Darr's praise for the work Leslie Ryan and Bob Dawson do on a daily basis. Dave stated that he continually receives all kinds of notices and other correspondence loaded with dollars and numbers and has often wondered how all of the information was kept straight.

Commissioner Troy thanked WIB members for their service and expressed the importance of the work being performed. Mr. Troy talked briefly about the economy and indicated he hoped funding could be identified for another summer work experience program that allowed a large about of youth to gain work experience and put a substantial sum of money into the local economy.

**VII. Adjournment**

There being no further business the meeting was adjourned by call of the Chair at 12:50 PM.