

MEETING OF THE LAKE COUNTY WORKFORCE INVESTMENT BOARD

Thursday - November 10, 2011 @ 11:30 A.M.

Held at

**Lake County Department of Job & Family services
177 Main Street, Painesville, Ohio 44077**

Board Roll Call:

Eric Barbe	Matt Battiato	Jim Dillard	Dave Kalina
Spence Kline	Terry Lazar	Patricia McAteer	Dan Koncos
Keith Miller	Ed Loftus	Mark Rosborough	Allen Weaver
Carol Darr	Keith Hocevar	Sandy Halpert	Jay Dan Hart (P)
Sam Delzoppo (P)	Morris Beverage (P)	Louis Falk	Eric Wachob
Gretchen Skok-Disanto	Gale Leonard-Stawierzy	Margaret Lynch	Michelle Woods

Others in Attendance

Commissioner Dan Troy	Bob Dawson	Leslie Ryan
Nanette Grupe	Mark Dzurec	

I. Call to Order and Introductions Terry Lazar

Following lunch, Chairman Terry Lazar called the meeting to order. Bob Dawson introduced Mark Dzurec from CGI Federal, Inc. Mark manages the contract staff that work at Lake1Stop.

Michelle Woods gave the Company Spotlight Presentation for the meeting featuring her company, Fusion Incorporated. Fusion was founded in 1933 and is a privately held company. They are a world-wide leader in formulating and mixing pastes, providing paste application equipment and supplying technical expertise in the areas of soldering and brazing for the metalworking sectors. They are headquartered in Willoughby and have a second location in England.

II. Old Business

Chairman Lazar asked for approval of the minutes from the June 7, 2011 WIB meeting. Eric Barbe moved to approve the minutes; Spence Kline seconded the motion. All were in favor; motion carried.

III. Administrator's Report Bob Dawson

Bob Dawson started his report by reviewing the final PY 10 Common Measures Performance Report as recently released by the Ohio Department of Job and Family Services. Also included was a statewide report that listed the performance results for all local workforce areas across Ohio. Lake County was one of only two Areas that "Exceeded" all nine of the required standards. Many Local Areas "Met" standards meaning the Area attained a level of 80% or more of the stated standard. Dave Kalina pointed out to the board that not only did we "Exceed" all nine standards in a tough economy, we were first in the state in six of the nine performance areas including the Adult and Dislocated Worker Entered Employment Rates, Adult and Dislocated Worker Employment Retention Rates, Adult Wage Rates and the Youth Degree Attainment Rate.

Dave also pointed out that over 90% of our clients were employed with a 100% employment retention rate which is outstanding. Commissioner Dan Troy added his approval and thanked the WIB and staff for the great work they continue to do. Commissioner Troy suggested this information be released to the media so that the public can see what is being accomplished and that the positive comments be quoted.

Bob reviewed the Lake1Stop Balanced Scorecard for the quarter ending September 30, 2011 that was in the meeting handouts. Good progress is being made in all of the targeted areas. Bob spoke to a new initiative to promote manufacturing careers and our designation of CNC as this year's "Hot Job". Cleveland Industrial Training Center (CITC) is training CNC candidates and we have been able to place 100% all that have completed the training. We have also started to promote the jobs that are involved in and with the Shale Drilling Industry. Commissioner Troy spoke to the amount area within Lake County that has been identified as having shale drilling potential.

Bob shared the 1st quarter PY 11 Return on Investment Analysis that showed 48 exiters leading to a 478% Return on Investment for the quarter. ODJFS is looking at publishing a form of ROI on a statewide basis. Bob stated that reports out of Washington have the Congressional "Supercommittee" looking at program cuts and he used our performance results including our ROI results in a recent letter he sent to Congressman LaTourette encouraging him to support WIA funding from an "investment" standpoint.

It was also reported that we recently received a notice of additional formula allocations for Adults (\$33,534) and Dislocated Workers (\$50,375).

IV. Committee Reports

A. Executive Committee.....Terry Lazar

Terry Lazar reported that the Executive Committee met on July 20th at the Willoughby-Eastlake Schools Administration Office. The meeting was held jointly with the Planning and Programs Committee. The meeting began with reviews of the final PY 10 Balanced Scorecard, Common Measures Performance Report and the WIA Return on Investment Analysis. All results were very good.

The committee reviewed and adopted minor updates to a number of policies as required by state rules. The updated policies were Determining Dependent Status; Serving Family, Friends **and** Stakeholders and Suitability for Training. Also adopted was an update to the Priority of Service policy.

The committee passed a resolution to set aside \$50,000 from our Adult Formula Funds and \$100,000 from our Dislocated Worker Formula Funds to be used for On-the-Job Training agreements and established the primary guidelines for OJTs. The committees reviewed the Serving Family, Friends and Stakeholders Log as required by board policy.

Meeting dates for the program year were established and were sent out in early August.

B. One Stop CommitteeCarol Darr

Carol Darr reported that the One-Stop Committee met on August 10th. They too reviewed all of the final PY 10 performance reports including the Lake 1Stop Balanced Scorecard, the Common Measurers Report and the Return on Investment Analysis. They also found the results to be outstanding.

The committee also reviewed and discussed the PY 11 Funding situation and the status of the OJT-NEG and Bob Dawson briefed the committee on the policy up-dates that were adopted by the Executive Committee at their July meeting.

The committee reviewed the situation involving the status of the new two-year One-Stop MOU. All partners have signed the MOU except PathStone. Bob is working with representatives from the Office of Workforce Development at the Ohio Department of Job and Family Services, in an attempt to resolve this issue. Even without PathStone's participation the shared costs are running below budget.

The committee reviewed and discussed a number of recommendations for the PY 11 Lake1Stop Scorecard and adopted the scorecard that was in the meeting handouts.

Carol informed the WIB that we recently received news that Steven Knots has left Lake Metropolitan Housing and will no longer be a member of the One-Stop Committee. Dan Cody, Interim Director for Lake Metro Housing has been appointed by the Commissioners to replace Steve. Steve was a very engaged and supportive partner of the One-Stop and he will be missed but we look forward to meeting and working with Dan Cody.

Carol announced that the next meeting of the One-Stop committee is scheduled for January 19, 2012 @ 10:00 A.M. at JFS.

C. Marketing Committee Gretchen Skok-DiSanto

Gretchen Skok-DiSanto reported on a number of marketing related activities that had been taking place since the last WIB meeting. The trademark for Lake1Stop was recently renewed with Ohio’s Secretary of State. We received a \$2,000 grant from ODJFS to promote the OJT-NEG initiative. We used the grant to procure the services of Infogroup, Inc. to perform an Email blast to a select group of 4,355 Lake County employers eligible to utilize OJTs under the National Emergency Grant. The Email deployment had a 10.9% open rate. A sample of the Email display was distributed as part of the meeting handouts.

Gretchen also reported that Lake1Stop had entered the social media world by establishing a Lake1Stop Facebook page. This required developing a social media policy and administrative monitoring procedures for the one-stop and arranging for the release of blocks in the state computer system. Emily Gilliam, Lake 1Stop Career Coach and Trainer and Bob Dawson, have developed extensive profiles on LinkedIn with the primary intent of using their contacts to communicate and connect people to Lake1Stop and our services.

The agency has established an ongoing account with Constant Contact which will be used to more professionally and effectively distribute the monthly Lake1Stop Newsletter and other Email communications to employers, job seekers and other stakeholders on a relatively “spamless” platform.

D. Program Review Committee..... Eric Barbe

The Planning and Program Committee met jointly on July 20th with the Executive Committee. At that meeting the committee reviewed the performance data that Terry Lazar spoke to in his report. The committee also reviewed and adopted the policy changes Terry mentioned.

The staff is continuing to plug away at the OJT-NEG initiative which is still available for employers willing to hire an eligible Dislocated Worker and who can make good use of a 50% on-the-job training reimbursement. A chart was in the meeting handouts showing the status of the OJT-NEG initiative across Ohio.

E. Youth Council Committee Keith Miller

The final Youth funding allocations for the current program year ended up being down nearly 20% from the prior year. We continued to fund four programs including Catholic Charities of Lake County which runs two programs including one that serves Out-of-School youths only; Willoughby-Eastlake City Schools that runs a program for In-School youths and Goodwill Industries which runs one program that serves both In-School & Out-of-School youths.

All four programs were funded by reducing the number of paid hours during the summer work experience and by cutting some of the paid activities during the school year for the In-School youths. All total, we are currently serving 106 youth, 35 of which are Out-of-School youths.

The next meeting of the Youth Council will be held on January 27, 2012 at 2:00 P.M. at Lake1Stop where the committee will review the status of the current youth programs and start the procurement process for the program year that will begin next July 1st (2012).

V. **Other Business**Terry Lazar

Spence Kline congratulated the WIB and the staff on all of the positive work that is going on and moved that the performance results be released to the media for publication. Mark Rosborough seconded the motion. All were in favor; Motion carried.

VI. **Adjournment**Terry Lazar

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

The next meeting of the full WIB is scheduled for March 29, 2012.