

**MINUTES OF A JOINT MEETING OF THE
PLANNING & PROGRAMS and EXECUTIVE COMMITTEES**

LAKE COUNTY WORKFORCE INVESTMENT BOARD

July 20, 2011 @ 10:00 am

at

Willoughby-Eastlake City Schools Board of Education Office

Committee Members Attendance

Eric Barbe
Carol Darr
Terry Lazar

Keith Miller
Dave Kalina (P)
Lou Falk

Staff Attendance

Bob Dawson

Call to Order:

Chairman Terry Lazar called the meeting to order at 10:05 am.

Approval of Minutes:

A motion was made by Eric Barbe and seconded by Keith Miller to approve the minutes of the August 4, 2010 Executive Committee meeting. All approved; motion passed. A motion was made by Lou Falk and seconded by Terry Lazar to approve the minutes of the Planning & Programs Committee meeting of January 25, 2011. All approved; motion carried.

New Business:

Bob Dawson gave a State of the One-Stop report that included the Final PY 10 Lake1Stop Balanced Scorecard, the PY 10 3rd Quarter Area #5 Common Measurers and the PY 10 (final) WIA Return on Investment Analysis. By all accounts, Lake1Stop continues to post impressive performance.

Bob then presented the following policies for the committee's consideration:

Determination of Dependent Status – This policy is now formalized and the Dependent Checklist is updated as required by a recent State rule. After review and discussion Keith Miller made a motion to adopt the amended policy as presented. Eric Barbe seconded the motion. All were in favor; motion approved.

Serving Family, Friends & Stakeholders – This is amended from its original 2009 form. Most significant change is the mandatory deferral for cases involving a Local Elected Official (including a close acquaintance or family member), a WIB or Youth Council member, the Employment & Training Supervisor and/or a member of the WIA Executive staff. Area #5 has a reciprocal referral arrangement in-place with Ashtabula County of Area #19 to handle those cases that need to be deferred. Eric Barbe moved to adopt the amended policy as presented. Lou Falk seconded the motion. All were in favor, motion carried.

Suitability for Services - This policy is being amended to clean up language from the original 2009 policy and to adopt the Terms and Conditions for Training Checklist, which will now

become a standard prerequisite to a client receiving an Individual Training Account (ITA). Eric Barbe moved to adopt the amended policy and the new terms and conditions. Carol Darr seconded the motion. All were in favor; motion carried.

Limited Funding – Adult Allocations - This is a complete policy update from the prior procedure that was originally written in 2000 at the beginning of WIA. The manner, in which funds are expended, accrued and obligated and the timing when ITAs are written is significantly different now versus 10+ years ago. Eric Barbe made a motion to adopt the new policy and Lou Falk seconded the motion. All were in favor; motion carried.

ITA Policy - This policy was originally written in 2000 to cover a number of one-stop procedures involving client services and training provider approvals. A number of these items are now covered by their own policies. This policy needs updating based on earlier actions from this meeting. Eric Barbe moved to table any action on this policy until it can be rewritten. Keith Miller seconded the motion. All were in favor; motion carried.

The Committee reviewed the history and status of On-the-job Training Accounts (OJTs). After considerable discussion, it was agreed to set-aside \$50,000 of Adult PY 11 Formula Funds and \$100,000 from Dislocated Worker PY 11 Formula Funds for the sole purpose of writing ITAs “until the funds are fully expended or until such time it is determined the funds are needed for other services”. Staff is directed to draft final procedures with key qualifications being: the jobs must pay a minimum of \$11.00 p/h; the reimbursement rate is to be 50% for a maximum of 26 weeks with a maximum reimbursement of \$6,000 per training account. Training reimbursement will be administered and paid on **4-week** basis. Private employment and placement agencies will not be eligible for OJTs. Keith Miller moved for the adoption of OJTs as specified. Eric Barbe seconded the motion. All were in favor; motion carried.

In other business, the committee reviewed the Serving Family, Friends and Stakeholders Log as required by policy. There were very few names and no apparent conflicts or irregularities.

Chairman Lazar announced the reappointment of all existing committee chairs for the coming year and established the PY11 WIB meeting dates as November 10, 2011, March 29, 2012 and June 7, 2012. All meetings will be held at Lake1Stop beginning at 11:30 am unless announced otherwise.

Adjournment:

There being no further business, Mr. Lazar adjourned the meeting at 11:20 am.