

**MEETING MINUTES**  
**LAKE COUNTY WORKFORCE DEVELOPMENT BOARD**  
**April 13, 2016**  
**11:30 AM**  
**at**  
**Lake County Department of Job & Family Services**  
**177 Main Street, Painesville, Ohio 44077**

**Board Roll Call**

Eric Barbe	Matt Battiato (P)	Carolyn O'Connor
Sam Delzoppo	Carrie Dotson	Maggie Lynch
Robert Taylor	Gale Leonard-Stawiery	Gretchen Skok-Disanto (P)
Spence Kline	Roger Sustar	Todd Alishusky (P)
Terry Lazar	Marty Gareau (P)	Dan Deitrick
Allen Weaver	Mone Givner	Lou Falk
Eric Wachob	Cindy Hutchison	Mark Rosborough
Shirley Galipo		

**Others in Attendance**

Leslie Ryan, LCDJFS	David Radachy, LCP&CD
Vicki Cook, ODJFS	Robert J Dawson, LCWDB, Ex Director
Shawn Douglas, LCDJFS	Daniel Troy, Lake County Commissioner

**Call to Order:**

Chairman Allen Weaver called the meeting to order at 12:00 noon.

**Approval of Minutes:**

Sam Delzoppo moved for the approval of the minutes from the meeting of January 12, 2016; Spence Kline seconded the motion; all were in favor; motion carried.

**Introductions:**

Bob Dawson introduced David Radachy, Director of Lake County Planning and Community Development; Shawn Douglas, HR Administrator for Lake County Department of Job and Family Services, OMJ-Lake Career Center Operator; and Mone Givner, Program Delivery Manager, Ohio Department of Job and Family Services. Mone is the newly appointed board member replacing Dan Koncos and representing the Wagner-Peyser Act. Bob welcomed Mone and paid tribute to the excellent service and leadership that Dan Koncos had provided the OMJ-Lake Career Center, the Workforce Development Board and the Partners Committee.

### **Executive Director's Report:**

Bob Dawson provided and presented an extensive report. Bob started by discussing Eric Barbe's recent recognition as the recipient of the Willoughby Rotary Club's 2016 Distinguished Service Award. Eric stated that his service to the Workforce Board was big part of why he was selected for the award. Bob told the board he attended the awards luncheon which was a packed house and the Willoughby Rotary is known for being group made up of a number of Lake County movers and shakers. Bob stated that it was moving to hear Eric speak about his workforce board experience in his own words and to talk about the good that is done assisting the unemployed and underemployed on their quest to attain self-sufficiency.

Bob reviewed the progress we have made with a number of WIOA governance issues and about the excellent collaboration going on with LCDJFS and the Lake County Commissioners. Bob was emphatic that we are ahead of the curve with the state of Ohio on all of these matters and that it is our strategy to be the first to market on everything that ODJFS considers important. Bob spoke of the challenge of performing all of the time consuming WIA to WIOA transition work but keeping focus on our day-to-day mission to put people to work. Bob shared our WIOA Return on Investment Analysis for the first half of the program year (PY 15) which showed stellar returns in excess of our stated goals. Bob also handed out the WIOA Common Measures report for the first half of the program year which showed us performing at a high margin and "Exceeding" performance goals in all but one Youth measure. Bob talked about the ALICE Active Shooter training that all agency staff, contractors and partners received and the positive feedback we received. Bob also shared an extensive Things to Do list for the April through June (2016) time frame.

### **OMJ- Lake Partners Committee:**

Maggie Lynch gave the One-Stop Partners' report. The One-Stop Committee met on March 23, 2015. Bob Dawson and Dan Koncos provided an update on Regional Planning. The final rules have not been published yet but we are moving forward with our local and regional planning. Area5 (Lake County received our designation last week and we will remain a stand-alone workforce area. We were only one of two of the 20 workforce areas to receive this designation at that time. Bob discussed the One-Stop MOU extension for PY 16 which allows us to continue our recent MOU through June 30, 2017. Bob reviewed the shared budget and advised that signatures are required and need to be submitted to the state by May 31, 2016. Leslie Ryan presented and reviewed the OMJ-Lake Balanced Scorecard. The report is in the meeting handouts. We are at the midway point of the year and right on track. Although not reflected on the Scorecard, our placements between January and March so far total fifty-two which is twice the amount of placements we had in the second quarter. Dan Koncos gave an update on the Veterans Priority of Service and advised that OMJ-Lake had submitted the policy timely to the state as required. Vickie Cook (ODJFS) talked about our career center workshops and partner initiatives which include a weekly job search huddle and a partner bulletin board. We feel that the weekly huddle had helped to improve our placement rates. Bob talked about OMJ Certification and outlined the three certification phases. We are in phase one. The Workforce Development Board will be appointing a Certification Review Team to manage the certification process. Dan advised that Mone Givner has been appointed as the new Regional Coordinator. Dan will continue to work in this capacity but his role has changed and he will no longer be

overseeing operations here. Melissa Winfield (LMHA) advised that their waiting list is down to 300 and they will be re-opening this in the summer. Carrie Dotson advised that the HEAP season is ending and that they will begin Nutrition Classes in May. Carolyn O'Connor introduced Heather Mauk as their new Business Services Representative. She also spoke about their Job Fair in Cuyahoga County which will take place in October. Gretchen Skok-DiSanto spoke about the new five year construction project is underway at Lakeland Community College to expand their Health Care Building. They will be hosting an IT & Business Job Fair in March and expect 40 employers. The next meeting of the One-Stop Committee is scheduled for June 9, 2016.

### **Planning and Programs Committee:**

Chairman Eric Barbe explained that their committee had been regularly reporting to the board on our utilization of the Ohio Works Incentive Program. This is the program that pays placement and retention stipends to Cash Welfare recipients as incentives to reduce or eliminate their dependency on Welfare and to keep them working towards their own self-sufficiency. Our results with the program have been excellent. For the recent quarter ending March 31<sup>st</sup> we paid out 31 incentives totaling \$50,000. 13 of the 31 incentives were for new employment placements and 11 of the 13 took the families totally off the Cash Welfare rolls. 10 of the incentives represented 90 employment retentions and 8 were for 180 day employment retentions. This money is reimbursed 100% by the State of Ohio and it was recently announced the program will be continuing into the next program year. You might also remember that the State is tracking the Individual Training Accounts we are writing for compliance with the State's In-demand Occupations list. For the first six months of the program year through December 31<sup>st</sup>, we have written 35 training agreements with 94% representing training for In-Demand jobs. The next meeting of the Planning & Programs Committee will be April 19<sup>th</sup> when they will be considering a Request for Proposal for career center staffing for the new program year beginning July 1<sup>st</sup>.

### **Youth Committee:**

Gale Leonard-Stawieri began her report by announcing that they are now the Workforce Board's Youth "Committee". They were the Youth "Council" under WIA. The committee is made up of a mix of board members and community stake holders and our new roster was in the meeting handouts. The Youth Committee met on March 23<sup>rd</sup>. Bob Dawson updated them on the WIA to WIOA transition including the area designation and a number of local governance matters. The committee briefly reviewed the current status of the WIOA Youth Programs and are pleased with how our contractors are making their own transition from WIA to WIOA. The Contractors are making excellent progress on the WIOA requirement to serve and spend 70% of their allocations on Out of School Youth which is a complete reversal from WIA. The contractors are also doing a good job exceeding the new 20% work experience rate, Most of the meeting was spent on the new Comprehensive Case Management and Employment Program (CCMEP) which is effective this coming July 1<sup>st</sup>. This is an Ohio only program that takes WIOA Youth Allocations and combines them with TANF funds to serve poverty level youth and young adults ages 16 – 24. CCMEP will be mandatory for all work required individuals receiving cash assistance in this age group. Bob prepared a White Paper on the new program which he shared with the Youth

Committee and is in the board handouts for review along with a summary of the program's first year Spending Plan. Two RFPs will be published on April 15th for the outsourced portion of CCMEP. The committee will meet again on May 19<sup>th</sup> to review the results of the procurement and make recommendations for contractors to the WDB and the Commissioners. Bob Dawson briefly review the CCMEP paper and answered a number of questions raised by board members.

### **Marketing:**

Leslie Ryan gave the Marketing Committee report for Gretchen Skok-DiSanto. Leslie spoke about our goals to remain visible in the community. One way we do this is to be involved in community events. We had 9 recruitment events in the community at various locations including Employer sites, Eastlake Library, Mentor Library and the YMCA and the City of Mentor this past quarter. In your packet you will find a copy of a press release that has been issued to a few sources. It outlines recent organizational changes and introduces the Workforce Innovation and Opportunity Act (WIOA). It also addresses the Workforce Development Board Certification and that Allen Weaver will remain in place as Board Chairman. It also speaks to Bob's new role as the Executive Director of the Workforce Development Board. In addition, it identifies new roles under WIOA and introduces Ohio's new Comprehensive Case Management and Employment Program. We will be issuing a Request for Proposal for this program on Friday, April 15, 2016. We are hoping that these efforts will generate some press for our programs and activities.

### **Other:**

Commissioner Dan Troy mentioned that the Board of Commissioners were working closely with Bob Dawson on a number of the issues especially since the Board became independent. He stated that CCMEP was a concern to the Ohio JFS Directors Association and the County Commissioners Association of Ohio. Dan expressed that things seemed to be going well in Lake County and thanked everyone for their service and for their continued efforts.

Bob Dawson announced that the next meeting of the full WDB will be June 8, 2016 at 11:30 AM. Bob said there will be a number of contracts that will be up for consideration at that meeting.

### **Adjournment:**

There being no further business, Eric Barbe moved for adjournment at 12:58 PM. Sam Delzoppo seconded the motion; all were in favor; motion carried.