

**MEETING MINUTES**  
**LAKE COUNTY WORKFORCE DEVELOPMENT BOARD**  
**April 26, 2017 @ 11:30 AM**  
**Lake County Department of Job & Family Services**  
**177 Main Street, Painesville, Ohio 44077**

**Board Roll Call**

Eric Barbe	Matt Battiato	Carolyn O'Connor
Sam Delzoppo	Carrie Dotson	Mone` Givner
Robert Taylor	Gretchen Skok-Disanto	Lou Falk (P)
Spence Kline	Roger Sustar	Robert J Dawson
Terry Lazar	Marty Gareau	Gale Leonard-Stawieri (P)
Eric Wachob	Todd Alishusky (P)	Cindy Hutchison

**Others in Attendance:**

Leslie Ryan, LCDJFS	Bob Dawson, LCWDB, Ex Director
Shawn Douglas, LCDJFS	Andrea Tracy, Auburn CC
Mindy Hughes, LCDJFS	Ryan Rogers, CresCor

**Call to Order:**

Vice-Chair Sam Delzoppo called the meeting to order at 11:52 AM following a box lunch.

**Approval of Minutes:**

Matt Battiato moved for the approval of the minutes from the meeting of October 26 2016; Mone` Givner seconded the motion; all were in favor; motion carried.

**Introductions and Announcements:**

Bob Dawson introduced new board member Robert J Dawson, Vice-President/Commercial Lender for the Middlefield Banking Company. Robert Dawson was nominated by the Willoughby Western Lake County Chamber of Commerce filling the seat previously held by Sandy Halpert. Bob also introduced Andrea Tracy from Auburn Career Center and Mindy Hughes who sits on the WDB Youth Committee.

**Spotlight Presentation:**

Bob Dawson then introduced Ryan Rogers, Plant Manager from CresCor in Mentor. Ryan and CresCor have a successful track record for placing/employing OMJ Lake clients. Ryan gave a nice overview of CresCor and talked about their business of fabricating food warmers for the education, healthcare and restaurant industries. Their single largest and most famous customer is Little Caesars and Ryan explained how CresCor designs and sells three particular warmers that are behind the front counter in every Little Caesars including a special wide glass door to better feature the pizzas. Ryan shared his experiences in working with OMJ Lake and credited Kris Dakis, OMJ Lake Business Services Representative, for establishing a relationship of understanding and trust. Ryan received a nice applause after his remarks.

## **Executive Director's Report**

Bob Dawson updated the board on a number of topics including our WIOA Implementation status. The only two items left in the transition include the Regional and Local Plan(s) which was submitted on April 24<sup>th</sup> and the Procurement of the OMJ Center Operator which is in progress. Bob shared the WIOA Common Measures Matrix and explained that we are performing well on the “What if” performance reports being published periodically by the Performance Division of the Office of Workforce Development. Bob presented and reviewed the local Return on Investment Analysis showing our current year-to-date payback of 11.4 months. Bob went over the PY 17 WIOA financial allocations and a financial overview for the coming year and stated emphatically that “Funding will not be an issue for us over the coming year!” The board reviewed a recent letter announcing the extension of the Ohio Works Incentive Program (OWIP) through State Fiscal years 2018 and 2019. This program incentivizes welfare recipients to secure employment and get off of cash assistance. Bob said life-to-date since 2014, 291 payments totaling \$434,000 have been made to 141 individuals. The majority of the jobs this population engaged in took them off public cash assistance and other benefits such as food assistance and in some cases Medicaid. The state’s Special Initiatives Report showed that OMJ Lake was writing 88% of their training contracts in areas addressing in-demand jobs.

## **Executive Committee Report**

Bob Dawson explained that Allen Weaver was out of town. Bob reviewed the Executive Committee’s minutes from their meeting of March 2<sup>nd</sup> which involved the review of the Regional and Local Plan(s). Bob discussed the planning process and explained that Leslie Ryan had our area’s lead role in the plan. Bob hit on a number of findings and explained how procedures, systems and service policies will become very much standardized across the region going forward.

## **One-Stop Committee Report**

Carrie Dotson read the One-Stop report for Maggie Lynch. The report referred to the One-Stop Score card where progress is good. Areas showing caution signs involve regular consumer counts and WIOA registration numbers which will be addressed by the Marketing Committee in their report. The partners are in the process of executing the new PY17/PY18 OMJ Lake One-Stop Memorandum of Understanding (MOU). Mone’ Givner recently presented the required One- Stop Veteran’s Priority of Service Training. Bob Dawson explained that our Balanced Scorecard has been recognized as a Best Practice.

## **Planning and Programs Committee:**

Eric Barbe explained that the Planning and Programs Committee met on February 24<sup>th</sup> on topics that were new under WIOA and specific to the future operations of the Lake County Ohio Means Jobs Career Center. Bob Dawson provided the committee background on the historical One-Stop Roles and Responsibilities and how they have changed under WIOA. He shared applicable information from WIOA with us and excerpts from two very long rules published by the Ohio Office of Workforce Development. After performing considerable due diligence on the tasks at hand the committee passed the following motions that we are recommending to the full board today:

Designated 177 Main Street, Painesville, Ohio to continue to be the location of our Comprehensive Career Center.

Adopted the list of Career Center Responsibilities for the WIOA Fiscal Agent, our Board, the provider of Adult and Dislocated Worker Career Services and the One-Stop Operator. These lists are in your meeting handouts.

Chose to “designate” the Lake County Department of Job and Family Services to be the deliverer of Adult and Dislocated Worker Career Services effective July 1, 2017(as they have been).

The committee also took the necessary actions needed to “Competitively Procure” an official “One-Stop Operator” as required by WIOA and Ohio Workforce Policy # 16-08. This position is designed to deliver the responsibilities as shown on the list in the meeting handouts. The actions we took included adopting a formal procurement process, timeline and proposal scoring methodology, setting bid specifications and adopting a cost estimate for the procurement. We received one proposal by the required deadline and will be evaluating them this Friday. The board will be asked to act on the selected service provider at our June meeting.

Eric then turned the committee recommendations over to meeting chair Sam Delzoppo who read the resolutions with the following actions:

Gretchen Skok-Disanto moved to designate 177 Main Street, Painesville, Ohio to continue to be the location of Area 5’s Ohio Means Jobs Comprehensive Career Center as recommended by the Planning & Programs Committee. Roger Sustar seconded the motion. All were in favor; Motion carried; Matt Battiato abstained.

Mone’ Givner moved to adopt the assignment of Career Center Responsibilities to the WIOA Fiscal Agent, the WDB, the Provider of Adult and Dislocated Worker Career Services and the One-Stop Operator as provided by the Planning and Programs Committee. Eric Wachob seconded the motion. All were in favor; Motion carried; Matt Battiato abstained.

Marty Gareau moved to designate the Lake County Department of Job and Family Services as the deliverer of Adult and Dislocated Worker Career Services as recommended by the Planning and Programs Committee. Mone’ Givner seconded the motion. All were in favor; Motion carried; Matt Battiato abstained.

### **Youth Committee:**

Mindy Hughes explained that our Youth Programing is now referred to as the Comprehensive Case Management and Employment Program (CCMEP). The youths we are serving under this program are primarily school drop-outs and unemployed or under employed young adults on public assistance. Program funding is coming from both the Workforce Innovation and Opportunity Act and from Temporary Assistance for Needy Families. CCMEP started last July 1<sup>st</sup> by transitioning 36 youths from the former WIOA Youth Program. Since then we have performed framework activities including eligibility intakes, general assessments and academic skills testing on 126 individuals. We currently have 91 active participants who are receiving individualized case management services at one of our four contracted providers which are Catholic Charities, Goodwill Industries, Lifeline and OhioGuidestone. Mindy explained further that this population is slow to exit our services into employment due to the seriousness of their employment barriers. The program is designed and funded to mitigate these barriers. Year-to-date 47 participants have exited the program. Twenty-two exits are expected to have positive outcomes and 24 are not with one exit being considered neutral. The majority of the individuals having negative outcomes failed to participate as required which leads to their cash assistance

being sanctioned. Mindy announced that the Youth Committee will meet next on May 3<sup>rd</sup> to review the CCMEP program and to evaluate the each provider in consideration of awarding them a 2<sup>nd</sup> year service contract effective July 1<sup>st</sup>. The committee's recommendations will be presented to the board for action at the June 14<sup>th</sup> meeting. The board discussed CCMEP, the case management services being offered and the seriousness of the barriers we are seeing with this population. Matt Battiato said from his travels and in discussions with other areas around the state, Lake County is clearly leading the way in implementing CCMEP which speaks well for our area.

### **Marketing:**

Gretchen Skok-Disanto shared a number of visuals and offered handouts to the board highlighting our compliance with the new branding requirements incorporating: A proud partner of the American Job Center network. Shawn Douglas, OMJ Lake One Stop Manager, updated the board on our recent outreach efforts to attract additional clients to the OMJ Lake Center. Some of those efforts include updating our website, creating a Facebook page focused on job seekers which now has 500 likes, new flyers for Employers and Job Seekers, giveaways such as pens that comply with the new branding that Gretchen had explained, OMJ-Lake ads on Laketrans busses. We now have an active membership to the Willoughby Western Lake County Chamber and the Society for Human Resources Management. We participated in the Lake County Chamber's Home and Lifestyle Expo. We ran 100 commercials on Cougar 93.7 FM (Lake County's First FM Station) with live staff interviews during the morning drive segment. People have begun coming into the career center saying they heard about us on the radio. We have decided to continue the radio outreach for another six months. Gretchen shared her personal experiences with Laketrans bus campaigns and felt they were very effective. Mone' Givner mentioned that it was important that those of us inside the workforce system must use the proper branding message as part of our Email tag.

### **Other:**

Spence Kline shared his thoughts about what an excellent meeting this was with all of the positive things being accomplished and the positive energy he sees here. Spence extended his congratulations to all involved.

### **Adjournment:**

Sam Delzoppo announced that the next board meeting was scheduled for Wednesday June 14<sup>th</sup>. There being no further business, Eric Barbe moved for adjournment at 12:53 PM. Terry Lazar seconded the motion; all were in favor; motion carried.