

MEETING OF THE LAKE COUNTY WORKFORCE INVESTMENT BOARD

Thursday March 29, 2012@ 11:30 AM

Held at

Lake County Department of Job & Family services

177 Main Street, Painesville, OH 44077

In Attendance

Eric Barbe	Sam Delzoppo	Matt Battiato	Lou Falk
Daniel Deitrick	Martin Gareau	Sandy Halpert	Maggie Lynch
Gail Leonard-Stawieri (P)	Terry Lazar	Jeffrey Jaces (P)	Pat McAteer
Mark Rosborough	Dave Kalina	Carol Darr	Carol O'Connor
Gretchen Skok-DiSanto	Allen Weaver	Michelle Woods	Dan Koncos
Morris Beverage (P)	Eric Wachob		

Others in Attendance

Bob Afuldish (Lake County Commissioner); Leslie Ryan (JFS); Bob Dawson (JFS); Nanette Grupe (JFS); Mark Dzurec (CGI Federal); Mindy Hughes (Youth Council & JFS)

I. Call to Order

Chairman Terry Lazar called the meeting to order following lunch and declared the Floor Open to the Public. There were no public visitors in attendance.

II. Introduction of New Members and Guests

Bob Dawson introduced two newly appointed WIB members including Carol O'Connor, Supervisor, Ohio Rehabilitation Services and Martin Gareau, Finance Director and SBA Program Director, Lake County Port Authority. Bob also introduced special guest Bob Afuldish, Lake County Commissioner along with Mark Dzurec, Supervisor, CGI Federal Inc. and Mindy Hughes, newly appointed Youth Council Member and the Foster Youth Independent Living Coordinator for Lake JFS.

III. Minutes

Chairman Lazar asked for additions, corrections or a motion to approve the minutes from the meeting of November 10, 2011 **A motion was made by Eric Barbe to approve the minutes as submitted and distributed. Mark Rosborough seconded the motion; all were in favor; motion carried.**

IV. Administrator's Report

Bob Dawson reviewed a number of reports including the Common Measures Performance Report for the first half of the current year (PY 11) which showed Area #5 (Lake County) Exceeding performance requirements in 8 of 9 measurements on a year-to-date basis. Bob also presented the WIA Return on Investment Analysis for the first half of PY 11 showing a net ROI of 4.72 (472%). A sheet summarizing the current status of Ohio's OJT NEG initiative was distributed and discussed. The program is beginning to wind down since all reimbursements must be paid to employers by June 30th of this year. Bob reported on the anticipated fiscal allocations for the next program year (PY12) which begins July 1, 2012. With our projected carry-over from the current year program, we expect available funding for Adults and Dislocated Workers to be about \$1.0 million +/- in the coming year compared with about \$1.8 million for each of the past two years. Bob distributed a handout addressing the possible reauthorization of the WIA by Congress and spoke to why a new law has become imperative for the well being of the county's public workforce system.

Bob also announced that Lake County is collaborating on two Innovation Grant opportunities being offered by the US Department of Labor. Lake County was selected to be the lead workforce area on Ohio's Connecting-the-Dots proposal which involves assisting older Foster Youths as they approach emancipation to adulthood. The second collaboration is a request for funding the implementation of a Demand Facing project for Northeast Ohio involving eight counties. Demand facing is an employer-focused, innovative job matching approach, designed to reduce administrative costs and eliminate duplicative services by leveraging technology and making data-driven decisions. Cuyahoga County is the lead on this grant application with the eight county region representing approximately one-third of Ohio's total population.

V. Committee Reports

A. One-Stop Committee

Carol Darr reported that the One-Stop Committee met on January 19, 2012. The committee welcomed Carolyn O'Connor, Ohio Rehabilitation Services Commission at that meeting and it was announced that Martin Gareau, Lake County Port Authority and Michael Cody from the Lake County Metropolitan Housing Authority were new members to the committee.

At the meeting, Leslie Ryan presented an up-to-date "State of the One-Stop" report covering the Balanced Scorecard (which was in the WIB meeting handouts). The Scorecard represents the first half of PY 11 where we have already met or exceeded five (5) of our goals. Leslie also reviewed the PY11 Quarterly Return on Investment Analysis where we boast a 466% ROI for the Second Quarter PY 11 with forty (40) "exits". Leslie also reviewed the Final PY 10 Statewide WIA Performance along with current Quarter WIA Performance and we exceeded all nine (9) PY 10 standards and are currently exceeding five (5) of six (6) standards. The committee also reviewed and discussed the new OJT-Policy that has been developed now that we are able to write OJTs from Formula Funds. We have written one (1) OJT from Formula Funds and nineteen (19) OJT NEGs. Leslie also discussed our participation in an OJT shadowing experience with Mahoning County and we discussed future WIA funding allocations where we have received some good news in that the House and Senate agreed on final FY12 funding levels which provide a total of 2.6 billion for WIA. All Partners attending the meeting provided newsy updates. The next meeting of the committee is scheduled for April 19, 2012 @ 10:00 AM., at Lake1Stop.

B. Planning & Program Committee

Eric Barbe reported that the Planning & Program Committee met twice since the last WIB meeting. The first meeting took place on January 26th. At that meeting the committee reviewed program information and performance data related to the current Lake1Stop situation and the staffing contract that we have in place with CGI Federal. We determined it was definitely in our best interest to do another staffing contract for PY 12 (July 1, 2012 – June 30, 2013) and we took a number of official actions at the January 26th meeting that led to a Request for Proposal being published on February 10th. The steps we took at that meeting included determining the Need for Service, establishing Specifications and Evaluation Criteria for the RFP, performing an Independent Cost Estimate and then formally authorizing the procurement and approved a procurement timeline.

On March 20th the committee met again to review the two proposals that were submitted in response to the RFP. The proposers were Berea Children's Home and Family Services and CGI Federal. The committee reviewed the Evaluation Team's ratings and summaries for the proposals. Because our funding for PY 12 was in suspense at the time, the RFP directed proposers to bid at both a 5 FTE and a 4 FTE level. Based on current One-Stop demand and with the anticipated funding reductions that we now expecting for the next program year, the Evaluation Team only performed ratings only on the 4 FTE scenarios. This is a single source situation and the committee is recommending CGI Federal for the PY12 staffing contract at the 4 FTE level. This will be a reduction of 1 FTE from the current contract and down 2 FTE from PY 9 and PY 10 when demand for services (and available funding) was considerably higher. CGI has been doing an excellent job for us as supported by contract monitoring reports and our overall performance.

They received the highest rating from the Evaluation Team and have the lowest cost proposal. CGI's cost per FTE as proposed is nearly identical to that of the past two years due to them lowering their overhead costs. The rating data and summary notes for the RFP were part of the meeting handouts as was the committee's recommendation represented by proposed resolution #1.

Following questions and discussion, **Dave Kalina made a motion to recommend to the Board of Lake County Commissioners, the establishment of a contract with CGI Federal, Inc., to provide staffing services at Lake1Stop for Program Year 2012, at a level of 4-FTE plus a Part-Time Manager in an amount not to exceed \$312,525.47, subject to final budget allocations and contract negotiations. Sam Delzoppo seconded the motion; all were in favor; Chairman Lazar declared the motion carried with no abstentions.**

C. Marketing Committee

Marketing Chair Gretchen Skok-DiSanto reminded the Board about our Jobapalooza Job Fair which we traditionally held the latter part of May each year. The event was held in 2011 after being on hold for two years due to the state of the economy. Last year, the event attracted thirty-three (33) employers and approximately three hundred 300 job seekers. Lake Erie College and the Ohio Department of Job and Family Services sponsored Jobapalooza 2011. Jobapalooza 2012 is scheduled to be held on May 23rd at Lake Erie College. Plans are to hold an employer focus session prior to the job fair again this year. Last year, a half-hour employer session featured OhioMeansJobs (OMJ). We plan to serve coffee and donuts/bagels in the morning to get the employers there early.

Lake1Stop Partners will have the opportunity to have a booth at no charge. Employers will be charged \$20.00 which will include close-in parking, the employer focus session, a covered table with two chairs and a light lunch following the job fair. Jobapalooza will be advertized on the Lake1Stop website and will be shared with neighboring one-stops. Banners will be displayed throughout Lake County and the event will be advertized in The News-Herald. The event will also be marketed in many different ways this year including Facebook, Twitter and LinkedIn, and through the Entrepreneurship and Ohio Small Business Development Center/Lakeland Community College.

D. Youth Council

Dan Deitrick reported that the Youth Council had met twice since the last WIB meeting. At a meeting held on January 24th the committee reviewed the status of our current WIA Youth Programs including the number of youths being served, current performance and the year-to-date program expenditures. Dan added that our performance with our Youth Programs has been outstanding over the past few years and for (PY10), the program year that ended last June 30, 2011, we "Exceeded" all the required performance measures including the very challenging Literacy and Numeracy measure for Out-of-School Youth. At the January 24th meeting, the committee also considered and approved a number of actions in order to proceed with publishing Request for Proposals (RFPs) for the upcoming PY 12 program year. We passed motions that established the need for the RFPs, developed a Youth Spending Strategy, adopted Bid Specifications and performed an Independent Cost Estimate. We then authorized staff to publish RFPs to procure proposals for the up-coming program year.

The Youth Council met again on March 22nd to review the proposals that had been submitted in response to the RFPs. Dan then deferred to Bob Dawson for review of the proposals.

Bob Dawson thanked Dan (Deitrick) for stepping-up during Keith Miller's temporary absence from the Youth Council. Bob explained the Youth Program proposal summaries, ratings and recommendations that were in the meeting handouts. Following questions and discussion, Chairman Lazar opened the floor for appropriate action on PY 12 Youth programs.

PY 12 Traditional (In & Out-of-School) Youth Programs

Eric Barbe made a motion to recommend to the Board of Lake County Commissioners, the establishment of a contract with Catholic Charities Community Services of Lake County, to provide Youth Program Services during Program Year 2012, in an amount not to exceed \$101,560.77, subject to final budget allocations and contract negotiations. Lou Falk seconded the motion. All were in favor and the chairman declared the motion carried with no abstentions.

Eric Barbe offered a motion to recommend to the Board of Lake County Commissioners, the establishment of a contract with Goodwill Industries of Ashtabula, Inc., to provide Youth Program Services during Program Year 2012, in an amount not to exceed \$122,241.00, subject to final budget allocations and contract negotiations. Lou Falk seconded the motion. All were in favor and the motioned carried with no abstentions.

Dan Koncos made a motion to recommend to the Board of Lake County Commissioners, the establishment of a contract with Willoughby-Eastlake City Schools, to provide Youth Program Services during Program Year 2012, in an amount not to exceed \$110,000.00, subject to final budget allocations and contract negotiations. Sam Delzoppo seconded the motion. All were in favor; motion was declared as passed with no abstentions.

PY 12 Out-of-School (only) Youth Program

Eric Barbe made a motion to recommend the establishment of a contract with Catholic Charities Community Services of Lake County, to provide Out-of-School Youth Program Services during Program Year 2012, not to exceed \$132,795.38, subject to final budget allocations and contract negotiations. Lou Falk seconded the motion. All were in favor. The motion carried with no abstentions.

VI. Other

Chairman Lazar announced his appointment of Eric Barbe, Matt Battiatto and Carol Darr to the Ad-Hoc Nominating Committee. The Nominating will be asked to recommend a candidate for WIB Chair and a candidate for WIB Vice-Chair at the next WIB meeting scheduled for June 7, 2012 for two year terms beginning July 1, 2012 and running through June 30, 2014. By statute, the Chair must be a WIB member representing the Private Sector. Traditionally, the Lake County WIB has also selected a Private Sector member to be the Vice- Chair.

VII. Adjournment

There being no further business, **Sam Delzoppo made a motion to adjourn the meeting. Matt Battiatto seconded the motion. All were in favor; motion carried. The meeting was adjourned at 1:05 PM.**