

MEETING MINUTES
LAKE COUNTY WORKFORCE DEVELOPMENT BOARD
April 19, 2018 @ 11:30 AM
Lake County Department of Job & Family Services
177 Main Street, Painesville, Ohio - 44077

Board Roll Call

Allen Weaver	William Moore	Dan Musacchio (P)
Matt Battiato	Carolyn O'Connor	Robert J. Dawson
Sam Delzoppo	Carrie Dotson	Terry Lazar
Gretchen Skok-Disanto (P)	Rich Mears	Dan Deitrick
Spence Kline(P)	Ryan Rogers (P)	Hugh Scott Seaholm (P)
Marty Gareau		

Others in Attendance:

Leslie Ryan, LCDJFS	Bob Dawson, LCWDB, Ex Director
Shawn Douglas, LCDJFS	Jerry Cirino, Commissioner
Mindy Hughes, LCDJFS	Andrea Tracy, Auburn Career Center

Call to Order:

President Allen Weaver called the meeting to order at 12:05 PM following a box lunch.

Approval of Minutes:

Robert Dawson moved for the approval of the minutes from the meeting of November 9, 2017; Sam Delzoppo seconded the motion; all were in favor; motion carried.

Introductions and Announcements:

Bob Dawson introduced new board members Rich Mears, President, Component Repair Technologies located in Mentor and William Moore from the Office of Workforce Development from the Ohio Department of Job & Family Services. A third new member, Hugh Scott Seaholm, Chairman/CEO from Universal Metal Products in Wickliffe was out of town and could not attend.

Allen Weaver introduced Commissioner Jerry Cirino who spoke about his efforts to save the Perry Nuclear Power Plant. The Commissioner explained just how important the plant was not just to Perry, but to Lake County and to the surrounding Northeast Ohio. He explained that job retention was just as important as job expansion. Bob Dawson stated that he had spoken with the Workforce Director of Ottawa County about the dilemma with their nuclear plant the previous week. The regular, on-going, annual Perry Plant payroll has been estimated to be more than \$70,000,000.

President Weaver introduced Marty Gareau, Executive Director, Small Business Capital Corp of Ohio which is based on the campus of Lakeland Community College. Marty explained how

SBCC can assist in capital financing of real estate for economic development. Allen Weaver and Bob Dawson are both members of the SBCC

Executive Director's Report

Bob Dawson explained the meeting handouts which included updated rosters, a copy of the board's Bylaws and a Workforce Development Glossary. He updated the board on a number of items involving compliance and performance. Bob shared a letter from the Ohio Office of Workforce Development Board advising that our Workforce Development Board had been granted a "subsequent" certification. The certification will remain in effect for two years. Bob presented and explained the PY 17 First Half Common Measures Performance Report and the 3rd Quarter YTD Return on Investment Analysis which showed a Taxpayer Payback of 12.2 months which is dead-on the goal we set at the beginning of the year. The handouts included a financial expending analysis and a summary of the anticipated available funding for the PY 19 which will run July 1, 2018 through June 30, 2019. Bob also reported that he had been selected to participate in the American Graduate (Getting to Work) initiative being facilitated by *ideastream* and WVIZ public television.

One-Stop Committee:

Carrie Dotson reported that the OMJ (One-Stop) Committee last met on January 17, 2018. The committee reviewed the OMJ Lake Balanced Scorecard which was in the meeting handouts. The scorecard reflects activity through the second quarter and shows that outreach efforts are starting to pay off as we have improved our customer flow and we have met with our staff to improve our direct placement rates. We have expanded our outreach calls to engage new customers and continue to use robo calls for only targeted events. OMJ-Lake held a Spring job fair here in March with over fifteen employers and there were over 100 job seekers in attendance. We are planning another job fair here in June. The committee's next meeting is scheduled for May 23, 2018.

Planning and Programs Committee:

Eric Barbe reported that the committee had last met on March 23rd. The sole purpose of the meeting was to review the status of the current Career Center Staffing Contract which runs thru June 30th of this year. The current contract is with the United Labor Agency. At the meeting, Bob Dawson presented a brief overview of the current roles and responsibilities at the career center and the history of the staffing contract. Bob also presented several program year-to-date performance measures and explained the role of the contracted staff and the importance they play in our success. The committee reviewed and discussed the steps involved in procuring a vendor for a new contract to be effective July 1st. Following that discussion, the committee acted on the items necessary to issue a RFP for a new staffing contract. Those items included authorizing the procurement and adopting a procurement timeline, adopting bid specifications, agreeing on a proposal rating scale, performing the required Independent Cost Estimate, and appointing the Procurement Evaluation Team. The committee will meet again on May 11th to review the bid results and will then recommend a contractor for the approval of the Board of County Commissioners and the Workforce Board.

Youth Committee:

Mindy Hughes reported that the Youth Committee met on February 27th to review the Comprehensive Case Management Employment Program (CCMEP) and to discuss the Program Year 18 Youth Procurement. At that meeting Bob Dawson, Brigid Corbett and Terri Richards provided extensive information on the status of our CCMEP Program. Included were Youth Performance Reports for prior year-end and a summary of program changes which were made to a revised CCMEP Plan effective October 1, 2017. The committee reviewed and discussed progress reports on our current case management providers and viewed the projected funding allocations for the upcoming year which included both WIOA and TANF allocations. After discussing all aspects of a potential provider procurement, the committee authorized the issuance of a Request for Proposals for the PY 18 Case Management Procurement and adopted the Procurement Timeline, adopted a PY 18 Youth Spending Plan, established Bid Specifications, adopted an Evaluation Rating Scale, and performed the required Independent Cost/Price Estimate for the RFP. The Youth Committee is scheduled to meet again on April 26th to review rated proposals and to select Case Management Providers for the new program year starting July 1st. Our recommendations will go to the Board of Commissioners and to the EDB for approval.

Marketing:

Shawn Douglas gave the Marketing report. Shawn reported that OMJ Lake will be participating in the Small Business Expo this Friday (April 20th) at Lakeland Community College to network with businesses in Lake County and to participate in their workshops. The OMJ staff is planning and participating in the Reverse Job Fair being held at Auburn Career Center on May 3rd from 12:30 pm-2:30 pm. A fair flyer was distributed in the meeting handouts. If employers are interested in meeting with students, this would be a good event to attend. Employers can meet directly with students, obtain resumes and see samples of their work. Registration is not required. Employers can attend a brief meet and greet session between noon and 12:30 pm in the Auburn Career Center Presentation Center. Our OMJ Lake Facebook page continues to receive a lot of “likes” and “shares”. We continue to conduct outreach via Laketran bus ads, silver screens, radio commercials and OhioMeansJobs updates on Tuesday mornings on Cougar FM93.7 and Mix FM 97.1.

Bob Dawson spoke about the imbalance we currently have between job seekers and employer openings making our outreach efforts more important than ever. Bob said we are spending more on outreach than we ever have and for good reason.

Nominating Committee:

Allen Weaver announced that he had appointed a Nominating Committee to prepare for the election of new officers at the upcoming June 14th meeting. Matt Battiato will chair the committee assisted by Spence Kline and Terry Lazar.

Adjournment:

There being no further business, Sam Delzoppo moved for adjournment; Eric Barbe seconded the motion. All were in favor. Motion Carried.