

**MEETING MINUTES**  
**LAKE COUNTY WORKFORCE DEVELOPMENT BOARD**  
**One-Stop Partner Committee Meeting**  
**Held at Lake County Department of Job & Family Services**  
**May 31, 2024 @ 10:00 AM**

**Committee Roll Call**

|                       |                    |
|-----------------------|--------------------|
| Gretchen Skok-DiSanto | Diana Dilisio      |
| Carrie Dotson         | Brian Bontempo (P) |
| Mark Goffinet         |                    |

**Others in Attendance**

Cory Vojack, LCWDB, Ex. Director  
Leslie Ryan, LCDJFS  
Shawn Douglas, LCDJFS

**Call to Order:**

Committee Chair Carrie Dotson called the meeting to order at 9:59AM.

**Approval of Minutes:**

Gretchen Skok-Disanto moved for the approval of the minutes from the meeting of October 22, 2022; Mark Goffinet seconded the motion; all were in favor; motion carried.

**Introductions/Current Events:**

Cory Vojack reported on two updated policies for the committee. First, The Lake County CCMEP Incentive Policy, effective July 1, 2024, establishes a standardized incentive structure for participants in the Comprehensive Case Management and Employment Program (CCMEP), funded by WIOA and TANF. Developed by the Workforce Development Board and the Lead Agency, the policy aims for consistency, ease in budgeting, and effective measurement of incentive outcomes. It offers financial rewards for milestones in education, training, and employment, requiring active participation and documentation of achievements. Incentives amounts will expand from eleven to thirty-three available. Key areas include academic progress, program attendance, post-secondary training, and job retention, with specific amounts tied to each accomplishment. Participants must acknowledge and agree to the policy terms to be eligible for incentives.

Second, Cory discussed the Eligible Training Provider (ETP) Policy. The policy aims to ensure training providers meet federal and state requirements, emphasizing performance standards and data reporting. Key eligibility criteria include valid FEIN, mandatory accreditation, Ohio Secretary of State registration, and exclusion from certain debarment lists. The policy categorizes nine types of training providers and aligns training investments with in-demand industries. Initial

and continued eligibility requirements, standardized assessment procedures, payment processes, and the publication of ETP information were reviewed. An appeals process for contested decisions was outlined. Action items were assigned to finalize and distribute the policy, prepare meeting summaries, inform training providers, assist with WIET registration, and update the online portal.

Cory then briefly reviewed upcoming workforce dates including service provider contracts for PY24, Submittal of ROI and Balanced Scorecard results for Quarter 4 in the summer, RESEA procurement in November, and One-Stop Operator procurement in early 2025.

Diana Dilisio updated the committee on current events with the Lake Metro Housing Authority. She mentioned that she has been reviewing properties, applying for grants to repair/build nearby playgrounds, and assessing security factors like non-operating light posts in the surrounding neighborhoods. Diana also mentioned that they recently hired a new intake Specialist to assist with the case loads of other managers with clients on the housing waitlist. Diana is also working on expanding and locating more landlord interested in utilizing properties for the program. She mentioned in development an incentive program for Landlords to encourage more participation and availability for clients on the housing waitlist. She finally mentioned their need for more Landlords on the western end of the county.

Mark Goffinet, Program Delivery Manager of ODJFS, explained his role and supervision of the Wagner-Peyser program. Mark reviewed a recent Expanded Meaning Assistance Memo to local staff in relation to Employment Services staff and support for partners in the OMJ center. Mark reiterated that ES staff will have the ability to assist with identity verification, HB2 requirements (OMJ career assessment and resume upload), and RESEA completion.

Gretchen Skok-Disanto, Professor, Business Management and Director, Entrepreneurship Center Business Advisor, Ohio Small Business Development Center at Lakeland Community College, gave an update of recent events of Lakeland CC. Gretchen mentioned that Lakeland had selected a new president, and are in search of a new HR Director. Gretchen also mentioned the president is implementing a comprehensive academic portfolio review, aimed at strategizing and prioritizing program and workforce development initiatives at the school. She also mentioned Lakeland is developing a RN to BSN program.

Carrie Dotson, Executive Director of Lifeline Inc, and Chair of the One-Stop Committee introduced herself and explained her role and what Lifeline provides for the community by assisting in improving the quality of life for residents in Lake & Geauga Counties. Carrie mentioned that Lifeline recently hired a new Re-entry Coordinator. The new hire is currently being onboarded and getting familiar with the local courts and Jail. Carrie also mentioned their coordination with the Alliance for Working Together (AWT) on developing a re-entry manufacturing fair, set for late fall, early winter. Lastly, Carrie mentioned a new program set to begin on July 1<sup>st</sup>, that will provide funding for WIOA enrolled individuals with assistance on vehicle repair to remove barriers to employment.

### **Balanced Scorecard Report:**

Leslie Ryan reviewed the Area 5 Balanced Scorecard for program year 2023 through the third

Quarter. Lake County uses this as a tool to evaluate internal performance and goals within the OhioMeansJobs Lake County program. Leslie reviewed performance measures within Outreach, Customer Service, Internal Operations, Accountability, and Fiscal categories. Leslie elaborated on community engagement and continuing to strengthen partnerships with our OMJ organizations. Leslie emphasized the team's performance of producing direct fill job orders with candidates and sustaining a minimum number of WIOA registered clients.

**Adjournment:**

There being no further business, Gretchen Skok-Disanto moved for adjournment at 11:02 AM. Mark Goffinet seconded the motion; all were in favor; motion carried.