

SANDUSKY LOCAL WIA BOARD

December 12, 2003

7:30 a.m.

Minutes

ATTENDEES

Pete Cardenas	Daryl Knipp	Don Nalley, Vice Chair	Kay Reiter, Chair
Ed Harper	Jim Laremore	Bonnie Nusser	Bill Schenk
Leah Harper	Deb McGrath	Carol Owen	Jim Weaver
Pam Hufford	Cheryl Denny		

Minutes taken by Traci Fisher

WELCOME/INTRODUCTIONS

Ms. Reiter welcomed everyone and asked for introductions.

APPROVAL OF MINUTES

Ms. Reiter asked if there were any changes to the October 10, 2003 meeting minutes. There were none. Minutes approved as submitted.

FISCAL REPORT - Mr. Schenk

Mr. Schenk passed out the most recent fiscal report. He discussed the second page. He stated Sandusky County is on track with the projections. Mr. Schenk also stated the closeout for FY03 has not been received yet. The State promised to have them to the counties by November. Last year it was not received until March. Mr. Schenk pointed out there were no dollars projected under the last column, Admin. This will leave a cushion later in the year if needed. Mr. Schenk stated no changes are expected; however, it is possible.

Motion to accept the financial report as submitted made by Mr. Harper. Mr. Nalley seconded. All in favor.

Mr. Harper asked why the balance on the first page is a dollar off the balance on the second page. Mr. Schenk stated that is just a rounding issue in the spreadsheet.

REGIONAL BOARD UPDATE - Ms. McGrath

Ms. McGrath stated the Regional Board met October 28, 2003. It was the first meeting of the program year so a new budget was approved, there were changes to some policies and the In Demand occupation list was reviewed by the committee. The committee looked at occupations that projected a 10% growth rate that provided at least a minimum wage to make a family of one self-sufficient. They removed some that were left over - those that were not necessarily in demand in the two-county region and put others in.

Ms. McGrath stated the Five County One Stop Partner meetings are being held right now for the purposes of negotiating the Memorandum of Understanding. The first meeting was basically an orientation for the partners. Sue McKitrick from State attended and will attend the next meeting also to assist in completing Worksheet A - which deals with the services partners will provide in the One Stop System. Tom Hutter from the State will attend the two meetings in January to assist in completing Worksheet B - which deals with money or in-kind contributions to the One Stop System by each partner. Ms. McGrath stated the MOU will hopefully be completed and signed by the end of January or mid-February. It has to be at State by April 1. Ms. McGrath said a pre-certification will occur on February 11, 2004. State staff will visit all five Job Store/One Stop Systems. Preliminary Reed Act funding should then be released. That funding must be used for Electrical

connectivity, Hardware/Software or Outreach (Marketing). It is possible that full certification will occur at that time and then all funding would be available. Funding must be spent by June 30, 2005. Ms. Nusser stated the total funding received should be around \$422,000. Ms. McGrath stated the Commissioners will meet to decide how the money should be allocated. Funding for each Job Store/One Stop will depend on what=s needed.

Ms. McGrath stated the 7th Area Board met last week and the Governor=s Board met this week. She stated there are still 47 counties in the 7th Area and there are 12 new conventional areas bringing the total number of Workforce Areas to 20. Ms. McGrath stated the Chief Elected Consortium of those areas met and nominated Deb Martin, Delaware County Commissioner as Chair. Ms. McGrath stated as far as she knows Montgomery County will still be the fiscal agent. Ms. McGrath stated Sandusky County has nominated Ms. Reiter to sit on the 7th Area Board. Ms. McGrath stated the Board meets four times per year - for a whole day. There are also sub-committees that meet the night before. She stated the Board needs business representatives. If anyone is interested or knows of someone who might be interested, please contact Ms. McGrath. Ms. Reiter stated she has heard that Commissioner Liskai has asked to be on the nominating committee.

ODJFS UPDATE - Mr. Cardenas

Ms. Reiter stated a copy of a letter sent to employers with active work orders was attached to the e-mail that was sent out to members. Mr. Cardenas stated about two years ago it was announced that some ODJFS= offices would be closing. The idea was to reduce ODJFS offices to 22 Acall centers@ that will process claims. Mr. Cardenas stated less than 1% of claims are from walk-ins at this time. Mr. Cardenas said the Fremont office was originally slated to close January 30, 2004, that was moved to December 31, 2003 and then to November 28, 2003. On November 26, 2003, he received a call that they were to stay. Mr. Cardenas pointed out their doors are closed to the public but they are continuing to work as a processing center. Mr. Cardenas stated two of his staff members have moved into the Job Store - Dan Moore, a vet rep and Santos Celestino, a customer service rep. Ms. McGrath stated you can reach both of them by calling the Job Store. Ms. Reiter questioned how ODJFS is notifying employers who did not have current orders. She made three employer visits in the last week and none of them knew that ODJFS had closed. Ms. McGrath stated a notice was put in the Chamber newsletter and if employers call ODJFS they are being transferred to the Job Store. Ms. Reiter asked if SCHRMA should be notified. Mr. Cardenas stated he attended the last meeting with Ms. Celestino and Mr. Moore and announced the closing. Mr. Nalley stated the Customer Service Workgroup is working on pulling a list of good e-mails together and possibly that could be used. Mr. Nalley stated another thing that came up at the Customer Service Workgroup was trying to get the Five County One Stop Partner Advisory Committee to figure out who would meet to discuss the Reed Act money uses. He feels if we wait until after the pre-certification, we are really limiting time to decide how to use it. He stated he heard the pre-certification money must be spent by June 30, 2004. Ms. McGrath stated that is the rumor.

Ms. Reiter asked Mr. Cardenas if there was any update for seasonal workers. Mr. Cardenas stated he has initiated, with the support of Falcon, the one day conference again for growers. It will be held on January 20, 2004. He stated the growers also felt the need to have some sort of round table discussion prior to the conference.

Mr. Harper asked if the closing could be announced in a newspaper article to raise awareness for the general public. Mr. Cardenas stated he is not able to do that. Ms. Nusser stated there have been a couple articles in the last six months. She stated they would like to see an article that focused more on the Job Store expanding services than the ODJFS office closing. Ms. McGrath stated the last article in the paper about the closing contained quotes attributed to Ms. Owen that she did not say. Ms. Owen was attempting to have the article become more about the Job Store services; however, the paper focused more on the closing.

Mr. Cardenas informed members that he had State staff come to the trailer on the corner of Routes 51 and 163. He is pushing to get a new trailer. Mr. Nalley said Ron Nopper brought this up during the Customer Service Workgroup and he felt the State was very committed. Mr. Cardenas stated they are committed to the program

and the staff will be available. Mr. Cardenas is not sure yet where they will be. Ms. Reiter stated it is very important to have this issue resolved by the February 20 conference. Ms. McGrath stated Sandusky County has received a letter from Director Hayes committing to the program through the coming season.

LETTER OF RESIGNATION - Ms. Reiter

Ms. Reiter read a letter of resignation from Ms. Holly Stacy. Ms. Reiter stated this Board will need to officially accept the letter. She stated that she feels the Chamber is a very important player in the One Stop System and in the past DJFS has gone to the Chamber for assistance in filling appointments. She feels it is a big loss and recommends this committee ask the Chamber to identify someone to be a representative of the Chamber. Mr. Nalley suggested sending a letter stressing the importance of the Chamber involvement to both Ms. Stacy and the Board Chair. Ms. Hufford agrees. She suggested accepting the letter with regret and asking for a member of the Chamber Board be appointed. Mr. Knipp stated he understands Ms. Stacy is very busy. A member of the Board could probably be appointed but he doesn't know when. Ms. Reiter suggested possibly another staff member.

Motion to regretfully accept Ms. Stacy=s letter of resignation and request the Chamber appoint someone to represent its interests on this Board by Ms. Hufford. Seconded by Mr. Cardenas. Mr. Nalley opposed. All others in favor.

Mr. Nalley stated he does not feel the resignation is appropriate. He feels both the Chamber and Economic Development are two key components to the One Stop System and accepting the resignation is a bad direction to be setting. He feels more thought should have been put into a replacement prior to submitting a resignation.

JOB STORE UPDATE - Ms. Owen

Ms. Owen passed out Job Store information. She discussed a few key points. She stated the SCOTI - Labor Exchange began November 17. It appears to be going well. A state staff person has been here to review the WIA program. It has been going well. A formal exit interview is scheduled for December 16, 2003. The annual report for PY 02 is available, if anyone would like a copy please contact Ms. Owen. Ms. Owen stated a priority policy was put into place at the last regional meeting. There are seven people on the waiting list. The waiting list is low due to the ability to use PRC funds. She stated the November numbers on the back of the handout are preliminary. She also stated the services numbers are higher as one individual can receive multiple services.

Ms. Owen stated WIA Board Orientation has been scheduled. There are two sessions - the first is on January 6, 2004 from 8:00 a.m. to 11:00 a.m. at the Seneca County DJFS. The second is on January 7, 2004 from 1:00 p.m. to 4:00 p.m. at the Sandusky County DJFS in Conference Rooms 1 and 2. The orientation will be an overview including acronyms used, how the Boards work together, fiscal and other polices and subcommittees. Any interested Board members can attend either one of the sessions and if anyone is unable to make it to one of the sessions, either Tammy Gillett in Seneca County or Carol Owen in Sandusky County can be contacted to come out and give the orientation in person. Ms. Owen stated Ms. Gillett is working on a formal letter that should be sent out soon.

Ms. Owen also stated she still has WIA Notebooks if anyone needs one.

YOUTH UPDATE - Ms. Denny

Ms. Denny stated the last Youth Council meeting was held October 22, 2003. The council reviewed their annual reports. Ms. Denny passed out the final report for Sandusky County. She stated SCDJFS has conducted monitoring of the youth program. She stated there were a few findings. Copies of the monitoring report were sent to both Ms. Reiter and Mr. Nalley. Ms. Denny stated if anyone is interested in receiving a copy, please contact one of the counties. She stated overall SCDJFS was pleased with the program.

Ms. Denny stated the Youth Council has developed five goals for the next year. She reviewed those goals with the attendees. She also stated Youth Council meetings have been moved back to 3:00 p.m. so that youth can attend the meetings. She stated the positions of Chair and Vice-Chair were voted on. Ms. Denny will continue for another year as the Chair and Ms. Beth Hannam will be Vice Chair. She stated the next meeting will be January 21, 2004 at 3:00 p.m. at the Seneca County DJFS. Ms. Denny also passed out lists of employers WSOS works with for youth. This information had been requested at the last meeting.

Mr. Knipp asked if Adult Mentoring was the only area that they didn't exceed predictions. Ms. Harper stated they found it very difficult to get the youth who needed mentoring to attend. They have made some changes, including more fun activities to get the youth to attend. Anyone interested in mentoring youth should contact WSOS.

Ms. Reiter asked Ms. Denny to review the findings of the audit. Ms. Denny read those findings and WSOS= responses.

ANY OTHER BUSINESS

Mr. Cardenas stated the Fremont ODJFS has a new toll-free line. The number is 1-866-831-0047.

Ms. Nusser passed out One Stop APartner@ and ASupporter@ window clings.

NEXT MEETING

The next meeting will be February 13, 2004 at 7:30 a.m.