

**FIVE COUNTY ONE STOP ADVISORY COMMITTEE  
JANUARY 20, 2004  
OTTAWA COUNTY COMMUNITY RESOURCE CENTRE**

**Attendees:**

Kathy Oliver, Seneca County DJFS  
Bob Anderson, Seneca County DJFS  
Debbie McGrath, Sandusky County DJFS  
Deb Haer, Erie County DJFS  
Pat Browning, Erie County DJFS  
Vicky Lyons, Erie County DJFS  
Kitty Smith, EHOVE  
William Schenk, Sandusky County DJFS  
Michael Fuller, Sandusky County DJFS  
Bonnie Nusser, Terra Community College  
Doris Beach, EW  
Suzanne Willacker, Seneca DJFS  
Kerrie Carte, WSOS, CAC Inc.  
Bert Gonzales, ROR  
Carol Owen, Sandusky County DJFS  
Ron Nopper, ODJFS  
Melanie Smythe, Sandusky City Schools  
Cheryl Planko, Vanguard  
Tony Gerschutz, Vanguard  
Tom Hutter, ODJFS  
Terina Allen, ODJFS  
David Robenstine, Ottawa County DJFS  
Stephanie Kowal, Ottawa County DJFS  
Sandy Fandrich, Giving Tree  
Mariann Davids, Giving Tree  
Judith Fegen, Huron County DJFS  
Bob Talcott, Sandusky Bay Area Goodwill Industries

Tom Hutter asked the committee if everyone was comfortable with Worksheet A? He also asked if anyone had any questions regarding Worksheet A. Tom Stated that he got the draft Worksheet A and he made some notes that he would be happy to over with Debbie McGrath, who drafted Worksheet A after the meeting.

Tom showed the relationship between Worksheet A and B.

Worksheet A=Services

- \* Ask for in time value.
- \*Amount of staff to perform services.
- \* Shared services.
- \* FTE (2 points of view)

Worksheet B=Operational

- \*Grouping services.  
(youth services, job seeker, workshops  
business related services, resource room,  
and report services).

Workshop A are services that as partners we are all going to do something at the One Stop that theoretically we are all going to benefit from what each other is doing.

Tom explained that we tried to capture in Worksheet B one piece from Worksheet A that is shared service pool. We have to group services for job seeker services, workshops, business related services, report services, youth and resource room. As partners you'll look at that in your committing staff time the good of what is called shared services. To benefit from them you have to do at least a part of them. As partners you should be able to look at Worksheet A to define all of your services. You will have to answer the question; where do I as a partner fit in best for the shared services?

The FTE number on Worksheet A is generally going to be a lot lower than Worksheet B. If you are going to use FTE as your methodology on Worksheet B that counts all who are physically located at the site.

As partners you will be looking at Worksheet A from two different points of view. In Worksheet B is where we will actually capture your committed hours.

When looking at Worksheet A you will need to make your best estimate of how many FTE's it takes to operate your one-stop. The number for Worksheet A should reflect the amount of staff time to run the One Stop. This is a time value.

Tom stated that staffing needs are one area we will examine closely. Staff time is valued in a particular MOU if the direct program delivery is valued in hours as your commitment for the shared services. If the staff "donated" is support staff, we can value that in dollars to get credit for dollars in that regards.

There are 4 steps to Worksheet B

- A. Budget – Tom informed the committee that he will go through all the budget line items for 3 reasons; 1) make sure everyone understands and it is clear of what the budget is paying for with the shared process; 2) talk about it; and 3) make sure it is an allowable cost for your particular agency.
- B. Apply a fair share of methodology. This is where as a partner you show that you are getting the benefit back. Methodology has to be consistent over time and based on solid data (exp. square footage).
- C. Apply cost pools, which means apply whatever methodology has been selected and apply it to the cost pool.
- D. How partners are contributing.

To go through all 4 steps it usually takes 2-3 meetings sometimes more if needed. Everything has to be completed by March 29<sup>th</sup>. Our responsibility right now is to get this MOU completed. A few examples are completed on the website ([www.ohioworkforce.org](http://www.ohioworkforce.org)) to get ideas from.

The group began looking over the draft numbers and cost pools on Worksheet B of the MOU.

## **Facilities Cost Pool**

### Lease-

The first item to discuss in Worksheet B is the Facilities Pool. This is pretty cut and dry with the lease category. Erie County is the only facility that has access to a full building.

### Utilities-

Cost of gas, electric and water. Keep in mind that you may need to increase the amount in this category due to the rising costs of utilities.

### Maintenance (Janitorial)-

This category is the cost of cleaning crew and cleaning supplies. In this category some facilities have this amount included in their lease price.

### Maintenance (repairs, etc.)-

This category is the cost of minor building repairs, maintenance of equipment (air conditioners and heating systems), upkeep on the building (painting, carpeting or flooring). Tom stated that \$148,000 is a pretty reasonable amount for a total on the Facilities Pool.

## **One Stop Management Pool.**

This will be the pool that we have the most discussion on according to Tom.

### One Stop Operator/Manager-

Totals for all 5 counties comes to around \$679,738

### Receptionists/Greeter-

Only one county has an expense in this category.

### Data Entry/Support Staff-

No cost in this category.

### Fiscal Support Staff-

No cost in this category.

### Other-

Erie County site contracts with a temporary agency for the Job Store Assistant position at \$30,500 per year.

Stephanie informed Tom that our One Stop contract includes these separate line items. When they talked to Sue about it she informed them that if there was a contract involved you do not have to break them down. As a partner Tom informed the committee that in your cost description he would recommend listing what that contract involves. Go into detail.

Kerrie Carte asked Tom if the budget is not all broken down will it be rejected and sent back or is it acceptable the way it is wrote out? Tom informed the group that it might be sent back and asked that it be broken down.

Tom asked the committee if any partner works only at one site? The committee stated MRDD only works at one site. Tom said MRDD was a good example and explained that we would not really place them with a full partner share since they are representing a small portion of the program.

Bonnie Nusser asked for the 1<sup>st</sup> step exercise would it be better to leave it site by site or if they want to do it at the 2<sup>nd</sup> step they would be able to? Tom's answer was yes. She also asked if you should take it category by category and do it different ways such as by site or not by site, or do you have to complete the whole thing in the same way? Tom suggested trying it both ways to see which would be more beneficial. There are a lot of combinations.

A committee member asked what if the operator is going to be providing different services at different sites? Tom stated that he sees this will not work systematically since this is how it works today but come July it will be different. The MOU can be negotiated using current information, and if there are substantial changes, can be amended.

Tom asked the counties who have receptionists if it was open and negotiable position? That will be a question to think about and we should get a description of what the duties are of a receptionist. Tom informed Sandusky County that they would have to show the Experience Works individual in the budget.

Tom asked who is going to be the fiscal agent dealing with Montgomery County? That has not yet been determined.

A question asked by the committee was in the technical support category what do you enter when a local JFS employee services the One Stop computers. Tom said it would depend on the time that employee puts in at the One Stop and whether it is worth calculating or not. You do not really need to put time values unless in the future you plan on hiring someone for that position.

Even when partners are at the One Stop visiting with their own clients they are still participating in the program since they are doing services for the customer. Bonnie asked if they contract out the programs toward their staff do you enter it in Worksheet B? Tom answered yes if it is WIA staff.

Kerrie Carte asked if the total under One-Stop Management Pools (\$732,054) includes all contracts. The answer was no it does not.

<b>Resource Room Pool</b>
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Most effective pool and it is affected by the REED ACT dollars.

This area by June 30, 2005 has to spend \$432,000 is good for only for 3 categories.

Those 3 categories are:

1. Resource Room-would like to see all resource room state of the art.
2. Electronic Links-
3. Outreach Activities

Tom recommends showing what cost anticipation will be but to add some extra dollars so that a year and a half from now when you look at your MOU there will not be any surprises. Time the use of the outreach dollars so that you get the most benefit even into your next MOU.

Most facilities items under the Resource Room Pool are covered under the One Stop contract. There are some expenses under copier and copier maintenance and you need to ask if a partner can pick up cost. The category fax and fax maintenance the same applies as the copier.

Telephone-How many phones are for direct customer use? Are there UI phones?

Internet Access-the prices are an annual cost. Oak Harbor is for the whole building since there are training rooms with internet capability. Hurons Internet is provided for them at this time.

Furniture and Audio/Visual equipment-if you anticipate a steady cost you should put it in the budget.

Supplies-most are included in the contracts.

The committee asked when the Reed Act money would be available to the local area. Tom explained that 20% (about \$86,000) of the money would be available if all sites pass by the end of March, and would need to be approved and spent by June 30, 2004.

#### **Equipment and Supplies Pool**

Telephone System-need to determine cost of all 5 sites, take it a step further that what is there now. Partner phones are in the Resource Rooms so you'll need to adjust the cost from the Resource Room. Same with the copier and fax categories.

Postage-most are figured in the contracts.

Furniture-if a balloon cost is expected place an amount in the budget now.

#### **Outreach Marketing Pool**

These expenses can be covered by the REED Act money.

Misc. pool-Seneca counties utilities move to Facilities Pool category.

Stephanie Kowal needs the following information emailed ([kowals@odjfs.state.oh.us](mailto:kowals@odjfs.state.oh.us)) or faxed (419-898-2048) to her by January 27<sup>th</sup>:

- Updates to Worksheet B in terms of missed expenses, changes, etc.
- Itemized/ budget worksheet from the One-Stop Operator contracts for Huron, Sandusky/Seneca and Ottawa Counties
- Anticipated number of hours, by partner, for working at the one-stop locations.

**The next meeting will be February 4<sup>th</sup> (Weds) from 1:00-4:00 at Huron County Department of Job and Family Services, 185 Shady Lane Drive, Norwalk, Ohio. Contact Judy Fegen for directions at (419) 668-8126.**

There meeting after that is scheduled for February 26<sup>th</sup> from 9:00-12:00 at Sandusky County Department of Job and Family Services, 2511 Countryside Drive, Fremont, Ohio.