

**SANDUSKY-SENECA WORKFORCE POLICY BOARD MEETING**  
**July 27, 2004 - Seneca County DJFS**  
**Minutes**

**ATTENDEES**

<b>BOARD MEMBERS</b>	<b>BOARD MEMBERS</b>	<b>SENECA DJFS</b>	<b>SANDUSKY DJFS</b>
<b>Sandusky</b> Luann Berry, Co-Chair Betty Love, Co-Chair Bruce Schrader James Weaver	<b>Seneca</b> Bernard Hohman Thomas Urban	Kathy Oliver, Director Beth Anway Suzanne Willacker	Cindy Bilby, Director Deb McGrath Michael Fuller Carol Owen
<b>COMMISSIONERS</b>	<b>Other Attendees</b>		
	Dennis Brown Cheryl Denny	Bonnie Nusser Janet Quaintance	

A quorum was **NOT** reached. Minutes taken by: Traci Fisher, Sandusky County DJFS

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**WELCOME – Ms. Love**

Ms. Love called the meeting to order at 5:15 p.m. and welcomed everyone. A quorum had not been reached at this time, so items needing a vote will not be discussed unless another board member arrives.

**STATE OF THE REGION - Ms. Bilby/Ms. Oliver**

Ms. Bilby stated at the last meeting it was reported that the MOU was not complete as BGSU had not yet signed it. BGSU did sign it shortly after that meeting and it was sent to State. Ms. Bilby stated they have been informed there are still some workforce regions in Area 7 that have not gotten all signatures.

Ms. Bilby stated the Five County One Stop Committee has been meeting. At the last meeting, the members worked on policies and had very good discussion about those policies. Ms. Bilby stated issues regarding partners living up to their commitment was discussed.

Ms. Oliver stated Sandusky-Seneca recently entered into a new contract for youth services with WSOS and the Five County One Stop entered into a contract for One Stop services with Terra Community College.

Ms. Bilby stated the five county area was pre-certified and is now able to receive 20% of the Reed Act funds; however, with Montgomery County assuming fiscal responsibilities there are questions about how to actually get the money. The other 80% is contingent upon full certification.

Ms. Oliver stated Ms. Owen sent the Request for Certification letter on July 23. Ms. Owen said it is anticipated the certification visit will occur in mid to late September.

Ms. Oliver stated Ms. Reiter was appointed to the Area 7<sup>th</sup> Board. Ms. Reiter stated they have elected a chair and vice-chair and at their last meeting acted on four resolutions – Release of Reed Act money, Rapid Response, One Stop Certification and releasing overall funds. They formed committees – Ms. Reiter sits on the Policy committee which will be working on Bylaws.

Ms. Oliver stated the counties are aware that partners have full-time jobs and there are a lot of meetings

involving WIA – the Five County One Stop, the 2 County One Stop, the two local Boards, this Board and the Youth Council, she wondered if anyone had any ideas about combining any of the meetings. Mr. Weaver stated Sandusky County’s local board meets every other month. Ms. Oliver stated Seneca County’s local board meets quarterly. Mr. Brown suggested having the groups look at why they are meeting to avoid duplication. Ms. Bilby stated several of the committees are mandated, the local boards are not. Ms. Reiter stated she thinks the local boards discuss more county specific topics.

## **COMMITTEES**

### **Training**

Mr. Harper was not present to make any recommendation regarding the request for approval for training programs.

### **Marketing/Business Relations**

Ms. Owen stated the marketing committee has not met. She stated the committee is waiting to find out how much money will be committed to outreach.

### **Monitoring**

Ms. McGrath stated the monitoring committee hasn’t met recently. They do have a group of staff monitoring program operators. They won’t meet unless there are changes.

## **BUDGET UPDATES - Ms. Anway/Mr. Fuller**

### **Sandusky County**

Mr. Fuller reviewed the Sandusky County Budget that was e-mailed to members. Mr. Fuller pointed out on the first page that the projected Adult One Stop Contract is actually for \$144,457 however only \$110,943 is budgeted to be used by WIA funds. Sandusky County plans on using TANF funding for part of the contract. Mr. Fuller stated the expenses on page 2 are through May as he hasn’t yet received June information. He stated the amounts of \$205,490 under Youth and \$45,564 under Admin listed in the bottom right-hand corner are calculations used by the county and should have been removed prior to sending this out. He stated they are just calculations. Mr. Fuller stated Sandusky County is looking good. He stated the third page is a quick synopsis of funding and the fourth page is a quick view of FY04. He stated under Expenses Projected for Training the \$90,731 should actually be \$115,731 as this Board approved the transfer of \$25,000 in funds from staffing to training. He stated this would also make the amount of \$182,892 under staffing wrong – it should be \$157,891.

### **Seneca County**

Ms. Oliver introduced Beth Anway from Seneca County. Ms. Anway passed out Seneca County budgets. She stated the first page is a brief synopsis of the funding. She also stated the June expenses are listed for Seneca County, however, they are estimated. She stated the carry in amounts are estimated.

## **REGIONAL YOUTH COUNCIL UPDATE**

Ms. Denny stated Jim Miranda was appointed to the Youth Council. She stated Da Youth (the mini-youth council) is contributing to a monthly column in the teen section of the Advertiser-Tribune. Da Youth have also decided on a cover for the resource manual. Seneca County is getting estimates on printing costs. The Youth Council also voted to have a member of Da Youth become a voting member of the Youth Council. They are also working to get parents involved. Ms. Denny stated elections for a new chair/vice chair will be held at the October meeting.

### **YOUTH CONTRACT MONITORING UPDATE**

Ms. Willacker stated monitoring continues to occur monthly for both counties. They continue to review 2 in school youth, 2 out of school youth, 1 in school youth who has exited the program and 1 out of school youth who has exited the program. Ms. Willacker stated they recently required a corrective action plan regarding maintaining case notes in CRIS-E. The corrective action plan was turned in. The next monitoring will be August 12, 2004.

### **REGIONAL ONE-STOP PARTNER UPDATE**

Ms. Owen stated the Five County One Stop Committee met July 19 and approved several policies and procedures (ADA compliance, Code of Conduct, Holiday Observation, Safety/Security, SCOTI LE Access, Solicitation and Supervision of Partners). Several of the policies state the Job Stores/One Stop will follow the policy of the host facility – partners will receive orientation so they are aware of the policy. The policies are designed to allow each county flexibility to act individually but keep the region uniform. The next meeting will be October 4, 2004, at 2:00 p.m. at Sandusky County DJFS and the partners will vote on remaining policies and procedures.

Ms. Owen stated the Two County One Stop Committee met on May 24 and again on July 26. Ms. Owen stated they continue to meet to receive system updates and to discuss ideas for continuous improvement. The next meeting will be September 27, 2004 at 2:00 p.m. at Sandusky County DJFS.

### **ONE STOP CONTRACT MONITORING UPDATE**

Ms. Owen stated the annual One Stop program monitoring was completed by Seneca, Sandusky, Ottawa and Huron Counties on May 20. There were no findings.

### **SANDUSKY/SENECA UPDATES**

Ms. Owen passed out the WIA Report for Sandusky County. She stated they are working with more employers. She also stated they have two new work study individuals from Terra in the Job Store. She also stated on July 1, 2004, JR Lopez replaced Santos Celestino as the Wagner-Peyser staff member. Ms. Owen listed numerous meetings she has been attending. She also stated statistics for the Job Store are listed on the back. She explained the first number for visits is the total number of visits. The second number in parentheses is the unduplicated number of visitors. She stated the placement number has gone up as they are working more diligently to follow up with customers. She stated the Youth statistics are from the previous program year and those came right from the WSOS report.

Ms. Oliver stated they asked Mr. Brown to attend to give an update on ODJFS in Seneca County. Mr. Brown stated the transition is ongoing. He stated the intent is to have 6 call centers and 16 processing centers statewide. They currently have 10 centers completely transitioned. He stated over 30 offices have closed statewide – including Norwalk, Marion and Findlay in this area. He stated staff from those offices were moved to other offices. There were no lay-offs. He stated customers can no longer file claims in person, they must file them by phone or mail and that was effective July 1. Mr. Brown stated they are also working on changing the computer system to OJI (Ohio Job Insurance), that is scheduled to begin August 17. Customers will then be able to make claims on-line 24 hours per day. Mr. Brown stated employers will also be able to check benefits, appeals and respond to inquiries on-line. Mr. Brown stated they are currently building a new building to house 30-40 staff off Miami Street. He stated the building is scheduled to be completed in November. They plan to move in early December with the Fremont office closing completely December 7<sup>th</sup> and 8<sup>th</sup>. Mr. Brown stated currently there are 3 Wagner Peyser in the Five County area. He stated the goal is to eventually have one Wagner Peyser staff member in each of the five counties. He also stated there are currently 2 veteran representatives in the five county area. Mr. Brown stated it will be awhile before the state is able to get all Wagner Peyser staff in place.

Ms. Willacker stated they are working closely with ODJFS on group informing sessions. They also have a booth at the fair from July 26 to August 1. She stated partners are helping to staff the booth. Ms. Willacker passed out the Seneca One Stop traffic report.

The next meeting will be October 26, 2004 at 5:00 p.m. at Sandusky County Department of Job and Family Services.