

**SANDUSKY-SENECA WORKFORCE POLICY BOARD MEETING
OCTOBER 25, 2005 – SANDUSKY COUNTY DJFS
MINUTES**

ATTENDEES

BOARD MEMBERS

Sandusky
James Weaver, Vice-Chair
Luann Berry
Ed Harper
Mark Koenig
Bruce Schrader

BOARD MEMBERS

Seneca
Bernard Hohman
Denny Studrawa
Robert Trausch
Thomas Urban

SENECA DJFS

Kathy Oliver, Director
Beth Anway
Beverly Henry
Suzanne Willacker

SANDUSKY DJFS

Cindy Bilby, Director
Debbie McGrath
Michael Fuller
Carol Owen
Jerri Carper

COMMISSIONERS

Other Attendees

Cheryl Denny
Kay Reiter
Janet Quaintance
Dale Stearns

A quorum **was** reached. Minutes taken by Taylor Steinmetz, Sandusky CDJFS.

WELCOME – Mr. James Weaver

Mr. Weaver called the meeting to order and began with introductions. Autumn Clouse, Committee Chair person, was unavailable for this meeting.

MINUTES – Mr. James Weaver

Mr. Weaver asked if there were any corrections to the July 26, 2005 minutes. Ms. Steinmetz stated that Thomas Urban was in attendance at this meeting. The minutes will be updated to reflect this change.

Motion to accept the minutes with the correction.

Moved Denny Studrawa **Seconded** Bernard Hohman

Discussion None

For: All **Against:** None **Abstain:** None

Motion Carried.

ELECTION OF OFFICERS – Mr. James Weaver

Mr. Schrader stated that he nominates Mr. Koenig for the chair person for 2006.

Motion to nominate Mark Koenig as 2006 Chair Person.

Moved Bruce Schrader **Seconded** Thomas Urban

Discussion None

For: All **Against:** None **Abstain:** None

Motion Carried.

Discussion on the Vice Chair position. It needs to be a Seneca County business person. Mr. Studrawa will be retiring but will fill the position until a replacement is found.

Motion to nominate Denny Studrawa as 2006 Vice Chair Person.

Moved	Bruce Schrader	Seconded	Ed Harper		
Discussion	None				
For:	All	Against:	None	Abstain:	None

Motion Carried.

REGIONAL UPDATES – Ms Bilby & Ms. Oliver

Ms. Bilby stated that the NorthCoast Regional Advisory Committee (NRAC) met on October 17, 2005. There were two new policies passed – Complaint Resolution Policy and the MOU Reconciliation Policy, received report on the Reed Act money, discussed Workforce Development Month, reviewed a draft plan for the Continuous Improvement Tool – will vote on at next meeting, and elected 2006 officers. Bob Talcott will be the 2006 chair person.

Ms. Oliver discussed Reed Act Marketing. They held a One-Stop meeting on October 25, 2005 before this Workforce Policy Board meeting. WIA is still not re-authorized. Several members attended the Governor’s Workforce Policy Board meeting. Discussion on how the least represented was the employers at this meeting. It is hard for many employers to find time for the meetings.

BUDGET UPDATES – Mr. Fuller & Ms. Anway

Mr. Fuller passed out several budgets. The first budget was for SFY 2005 and the second budget is the projected budget for SFY 2006. The carry in amounts are tentative and these have an asterisk beside them. The budget shows the cash expense from July 2005 to September 2005.

Motion to approve Sandusky County Budget.

Moved	Bruce Schrader	Seconded	Mark Koenig		
Discussion	None				
For:	All	Against:	None	Abstain:	None

Motion Carried.

Ms. Anway explained that the Seneca County budgets are set up the same way as Sandusky County. Allocations are on the first page. There was an amount under the “Other” column for \$11,000.00. This was for a youth event held in Seneca County. The second page of the budget breaks the amounts down. The first column displays the projected amounts. This is also tentative through September 2005.

Motion to approve Seneca County Budget.

Moved	Denny Studrawa	Seconded	Bernard Hohman		
Discussion	None				
For:	All	Against:	None	Abstain:	None

Motion Carried.

Mr. Fuller spoke up at this time in reference to a request for proposal of a \$50,000.00 to \$75,000.00 OJT. This would be for adult and dis-located workers. They would receive proposals from various bidders on how to best maximize the use of the money. Ms. Bilby stated that this is similar to the one that Seneca County passed a few months ago. This is something that would need to go to the Training Committee. There was discussion of OJT’s and that there isn’t enough staff to do job development. There will be a cost analysis done when the proposal comes in.

Motion to amend budget to \$75,000.00 for OJT. This will be given to the Training Committee to make a recommendation to the Commissioners on behalf of the board.

Moved Luann Berry **Seconded** Bernard Hohman

Discussion None

For: All **Against:** None **Abstain:** None

Motion Carried.

7th AREA UPDATES – Ms. Reiter

Ms. Reiter stated that they will hold their next meeting on November 2, 2005. They are no longer meeting on a monthly basis. Their agenda is to include: Resolutions, Fiscal Report, Youth Providers, Eligibility Providers.

Ms. Henry stated that Ms. Oliver is being appointed to the Area 7 Board. Ms. McGrath also stated that Ms. Reiter will be changing jobs at the end of November.

SANDUSKY/SENECA COUNTY UPDATES – Ms. Owen & Ms. Willacker

Ms. Owen discussed the Workforce Initiatives. They have held two trainings so far. The third training will be held on November 10, 2005. The Reed Act money had to be spent by September 30, 2005. They did advertisements, billboards, posters, pens, notepads, golf balls, orientation folders, and more. They hope that these items will carry over for a few years. September was Workforce Development Month. During the month they held workshops and hosted Project Daymaker. Project Daymaker is a salon on wheels. Sandusky and Seneca County each held this event for half a day. Sandusky had 32 participants and Seneca had 28. This event is already being planned again for next year.

Copies of the Annual Report were distributed. Ms. Owen stated that several of the numbers got cut off. She will e-mail everyone the report. Some new changes this year were the Two County combined report, Employee numbers, and added program year performance. Mr. Studrawa wanted everyone to know that this was a great report.

COMMITTEE REPORTS – Ms. Henry

Training Committee – Ms. Henry

There was no report from the Training Committee.

Marketing/Business Relations – Ms. Owen

They distributed materials to employers.

Monitoring – Ms. McGrath

They have not met.

SANDUSKY-SENECA YOUTH COUNCIL UPDATE – Ms. Denny

Ms. Denny stated that the council meets on October 26, 2005 at 3 p.m. They will be electing officers.

Youth Provider Report – Ms. Quaintance

Ms. Quaintance distributed several hand outs that are in a new format. The hand outs were by county – one for Sandusky County and one for Seneca County. The hand outs displayed eleven elements instead of the required ten elements.

YOUTH CONTRACT MONITORING UPDATE – Ms. Owen

Continue to monitor monthly. October 27, 2005 is the next monitoring meeting. This will be at the Tiffin WSOS office.

SANDUSKY-SENECA ONE-STOP PARTNER MEETING UPDATE – Mr. Stearns

Ms. Bilby announced that Dale Stearns will be the new chair. Mr. Stearns stated that they received a report on Customer Activity at the Job Store. There has been an increase of traffic. The report on Job Seekers satisfaction has shown high marks. They also had a presentation from David Greenwalt on the Veterans Short Term Training program. Their next meeting will be on January 24, 2006.

ONE-STOP MONITORING UPDATE – Ms. Owen

Ms. Owen stated that so far this program year there has been one completed. She discussed the Continuous Improvement Tool. They had six goals set by the state and they met all of them. They set three other goals to achieve by September 30, 2005. Two of these goals were met and the third one was extended until October 31, 2005. They are currently working on the Baldrige Criteria and have a goal date of June 30, 2006 to meet this.

NEXT MEETING – Mr. Weaver

Mr. Weaver stated that the next meeting is on January 24, 2006 at Seneca County. Mr. Koenig will be the new Chair.

The meeting was adjourned.