

SANDUSKY-SENECA WORKFORCE POLICY BOARD MEETING

Region 7/61

October 28, 2003 - Sandusky County DJFS

Minutes

ATTENDEES

**BOARD MEMBERS
SANDUSKY**

Luann Berry
Mark Koenig
Betty Love
James Weaver
Bruce Schrader

**BOARD MEMBERS
SENECA**

Thomas Urban
Dennis Studrawa

SENECA DJFS

Tammy Gillett
Eric Welty
Suzanne Willacker
Tim Constantine

SANDUSKY DJFS

Cindy Bilby
Carol Owen
Bill Schenk

COMMISSIONERS

Thomas Distel - Seneca

W.S.O.S.

Leah Harper
Cheryl-Moreno Denny

OTHER ATTENDEES

Bonnie Nusser

Minutes taken by: Ginger Jeffrey, Seneca County DJFS

WELCOME AND APPROVAL OF 7/22/03 MEETING MINUTES - Ms. Berry and Ms. Love, Board Chairs

Meeting called to order.

Motion to accept minutes as written

Moved Bruce Schrader **Seconded** Denny Studrawa

Discussion None

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

Motion carried.

STATE OF THE REGION UPDATE – Ms. Bilby/Ms. Oliver
Regionalization/MOUs

Cindy Bilby explained that the five counties will remain together and are staying with the Ohio Option. Plan A, which was to have all five counties be a level 1 certified One-Stop with no “comprehensive” hub has been officially rejected. Plan B, which is to have Sandusky County be the acting hub with the other four counties being satellite stations has been submitted. This has been tentatively approved. There is an asterisk beside Sandusky County on the map as we are vying for a second hub in our area. There is a Director’s meeting Monday, November 3, 2003 where the issue of being conventional or going Ohio option will be discussed. The deadline for this decision is October 31, 2003. There are forty-five counties remaining out of seventy plus counties. Cindy Bilby stated she was concerned about this number. The Ohio option was developed to make sure counties were compliant with Ohio law. Another concern about having a lower number of counties remaining in the Ohio Option is that it will cost the counties remaining in the Ohio Option more money. Cindy Bilby stated she did not know what fiscal looks like next year. The MOU is a primary concern; there is less than six months to get this done.

A lot has been put on hold due to the Ohio Option, we now need to move forward on these issues.

TRAINING/INFORMATION NOTEBOOKS – Ms. Owen

Carol Owen stated that everyone should have received a green notebook. Contained in this booklet is information and meeting minutes. The next step, Tammy Gillett and Carol Owen would like to put a training together. We are looking at the first week in January 2004 for this training. We would like some feedback on date and time. We have been in contact with the Youth Council. Seneca County is available January 6, 2004 in the a.m. and Sandusky County is available January 7, 2004 in the p.m. The training will take approx. 3-4 hours. You may attend either county. Please let Tammy or Carol know if these times are good by November 7, 2003.

COMMITTEES

Training – Ms. Gillett

Board Approval of In Demand Occupation Definition

The Training Committee met on October 22, 2003. They reviewed their responsibilities and discussed a chair. A chair was not decided upon, so Tammy Gillett is giving their report. The committee discussed the In-Demand Occupation Definition for Sandusky-Seneca County Region. They used the Labor Market Information for North Central Ohio - Economic Regions 2 (Sandusky Co.) and 6 (Seneca Co.) Occupational Employment Projections Report, 2000-2010 as a guide. The committee decided to look at those occupations that had a growth rate of 10% or above and start pay of at least \$8.75 per hour. Because this list encompasses several other counties, the committee looked at this list and removed a few occupations that were not in demand such as child care workers, coaches and scouts, commercial pilots, editors, education administrators, legislators, music directors and composers, musicians and singers and telemarketers. We do want to make an exemption to this and add computer-controlled machine tool operator (around 6%) and medical & clinical laboratory technologists (around 9%) to this as it is felt that these are in demand in our local region. The committee came up with a Sandusky-Seneca County In-Demand Occupation List, which includes all these. The training committee also changed the Individual Training Account Policy #1 to reflect this. It is on page 2 of 6, bullet 5 under requirements. It is being recommended that it reads “Determination that the individual’s employment goal is a demand occupation for the Sandusky-Seneca region. (See attached Sandusky-Seneca Workforce Investment Policy Board In-Demand Occupation List).” It is the training committee’s recommendation to adopt the change in the Individual Training Account Policy #1 and to adopt the Sandusky-Seneca Workforce Investment Policy Board In-Demand Occupation List.

Cindy Bilby questioned why hairstylist was taken off the list but manicurist/pedicurist was kept on? The question was also raised on what generates this list? Tammy replied that the committee went on the labor market website to find the list. It was recommended that this occupational list is reviewed yearly.

Motion to accept updated In-Demand Occupation list.

Moved Dennis Studrawa **Seconded** James Weaver

Discussion There was discussion on whether or not this list was set in stone until the next year. It was explained by Tammy Gillett that the Board can update this list at any time.

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

Motion carried.

The training committee then reviewed all items submitted by training providers since our last meeting. The list was accepted as recommended by the committee with the exception that Occupational Therapist was removed as it requires a Master's level education.

Tiffin University submitted two applications for the State Eligible Training Provider list. They want to add their Fast Track Criminal Justice Administrative Program and their Fast Track Organizational Management Program that are both being held at Terra Community College in Fremont. The committee reviewed both applications and recommends to the board that we approve these to be submitted to the state for addition to the State Eligible Training Provider List. **Need Board Approval.**

Motion to submit both of Tiffin University's applications to be eligible for the State Eligible Training Provider List.

Moved: James Weaver **Seconded:** Bruce Schrader

Discussion: None

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

Motion carried.

Vanguard-Sentinel Career Center submitted changes for all their programs that are already approved and on the State Eligible Training Provider list. All programs had tuition cost changes. Building & Property Maintenance's tuition went down from \$2420 to \$2100. This was due to the fact that the credit hours have been reduced from 900 to 600 and training weeks from 36 to 25. Tammy Gillett spoke with Mr. Gerschutz and he stated this program can be accomplished in that amount of time. This program is still considered full-time and federal assistance can be applied for. The Administrative Secretarial Services (formerly know as Computer Technical Services), the Computer System Specialist, the Machine Trades Program and the Diversified Medical Occupations tuition have all increased from \$2420 to \$3120. The emergency service programs - EMT- Basic, Professional Firefighter, and Basic 911 Telecommunicator have also had tuition changes. Fees for all programs have also been updated. It is the training committee's recommendation that all these updates/changes to Vanguard-Sentinel programs be updated on the State Eligible Training Provider List.

Motion to approve increase in tuition costs and credit hours at Vanguard-Sentinel Career Center.

Moved: James Weaver **Seconded:** Bruce Schrader

Discussion: None

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

Motion carried.

hours and credit

1st motion – James weaver, 2nd bruce all in favor – motion carried

Hamrick Truck Driving School sent us the updated schedules for all their programs -

CDL Skills/Externship Program, Advanced Truck Driver Training Program and the CDL Skills Training Program. The CDL Skills Training program hours have decreased from 200 hours to 160 hours. Tammy Gillett called and talked to Pam as Doris Young is out. She said they need to update all their programs to reflect increase in program costs as the licensing fees have increased. Tammy Gillett let her know that the training committee reviewed their schedules as it appears they never submitted an application for the CDL Skills/Externship Program to be on the State Eligible Training Provider List. They are going to submit the application for these programs and all the changes/updates for their other programs to the training committee to review before the next Regional Board meeting in January.

MARKETING - Mr. Koenig

The committee met on October 9, 2003 and talked about marketing the One-Stop/Job Store. Two categories of customers were discussed, the future employee and the employer. Knowing we are on a tight budget the committee talked about radio ads, speaking to service clubs, having coordinators talk to Chamber and Economic Development groups to let people know what the One-Stop/Job Store can do for new employees. Putting a name and face with the One-Stop/Job Store to businesses and also handing them a packet on services provided. It was also discussed that a good marketing tool might be something eye catching to put in Human Resource offices. Also discussed help wanted ads being placed in the newspapers aimed at employers. (ex. Are you looking for an employee, check us out.) The committee thinks that getting the message out to the employer that the One Stop/Job Store is there to help them on many levels. The One-Stop/Job Store can do screening process for entry level jobs and advanced positions.

Mark Koenig stated that the committee is doing a really good job. Denny Studrawa suggested looking at local cable companies for public announcements that maybe free. Denny also suggested using the community calendar on cable, Heidelberg radio and TV ads.

A concern the committee has was marketing the One-Stop/Job Store as the same since people were likely to realize this since there are two different names.

BUSINESS RELATIONS – Ms. Owen

The committee met on October 17, 2003 and agreed that we need to contact employers more frequently so they think of the One-Stop/Job Store when they need our services. We also thought of ourselves as an advisory type of committee. The customer service workgroup is made up of partners. The work group is willing to implement these ideas for the committees.

MONITORING – Ms. McGrath

Carol Owen stated that this committee has not met and that Debbie McGrath will be contacting the committee member to set up a meeting.

DEFINITIONS/POLICIES

Board Approval of Dislocated Worker Priority Policy – Ms. Owen

There is currently an adult policy for funding. We want to do something similar with dislocated workers. There are two options for which the Board may choose.

Dislocated Worker Priority Policy - Option 1

A limited funding situation shall be deemed in effect when a county has expended and/or obligated sixty-five percent (65%) of their available WIA funds. The Board or appropriate committee will review funding levels and this policy no less than biannually.

Once a county has entered a limited funding situation the following service priority process shall take effect and govern the enrollments to insure those most in need are served first. The basis for this determination was a review of available TANF/PRC and WIA resources, the targeted populations they serve and the history of WIA participation.

When limited funding occurs the customer **must** reside in the county where he/she receives Intensive or Training services.

Priority for WIA Title I Dislocated Worker Intensive and Training services will be delivered as indicated below:

Priority 1: Dislocated workers under this priority will be given preference in the following order:

- Individuals who were laid off and unlikely to return to their previous occupation and displaced homemakers **and** who are either ineligible for unemployment compensation benefits (UCB) or who have received 10 or more weeks of UCB
- Individuals who were dislocated due to a shut down and who are either ineligible for UCB or who have received 10 or more weeks of UCB
- Individuals who were laid off and unlikely to return to their previous occupation and displaced homemakers
- Individuals who were dislocated due to a shut down

Priority 2: Receives or is a member of a family that receives cash public assistance under a Federal, State or local program. Participants will be placed on the list until all Priority 1 participants have been enrolled in Intensive and/or Training services.

Priority 3: Low income individual or family member as defined by the Workforce Investment Act. Participants will be placed on a Services Waiting List until all Priority 1 and 2 participants have been enrolled in Intensive and/pr Training services.

Priority 4: Individuals whose family income for the prior 6 months is below 200% of the Federal Poverty Guidelines. Participants will be placed on the list until all Priority 1, 2 and 3 participants have been enrolled in Intensive and/or Training services.

Priority 5: Individuals with barriers to employment (such as basic skills deficient, High School dropout, disabled, felon, lack of health care coverage, single parent, limited English, etc.). Participants will be placed on the list until all Priority 1, 2, 3 and 4 customers have been enrolled in Intensive and/or Training services.

All other individuals who do not meet the above criteria will be placed on a waiting list until such time that additional WIA funding becomes available or after reviewing funding levels, expenditures plus obligations have dropped below the 65% threshold.

Veterans will also be given preference. Therefore, where all things are equal, a participant who is a veteran will receive priority over a participant who is a non-veteran. Veterans will be considered in the following order of priority: 1) Special Disabled Veterans; 2) Vietnam Veterans; 3) Disabled Veterans; 4) All other Veterans; 5) Other eligible persons.

County or Job Store staff will document priority criterion information on each individual at the point of registration on the WIA application.

Dislocated Worker Priority Policy - Option 2

Option 2 will be the same as Option 1, with the exception of Priority 1.

Priority 1: Dislocated workers under this priority will be given preference with pings being awarded as follows:

- Individuals who are either ineligible for unemployment compensation benefits (UCB) or who have received 10 or more weeks of UCB (3 points)
- Individuals who were laid off and unlikely to return to their previous occupation and displaced homemakers (2 points)
- Individuals who were dislocated due to a shut down (1 point)

Motion to approve option 2.					
Moved	Mark Koenig	Seconded	Bruce Schrader		
Discussion	None				
For:	All	Against:	None	Abstain:	None
Motion carried.					

SELF-ASSESSMENT FOR SU B-AREA 7/61 – Ms. Gillett

The Self-Assessment Monitoring Tool for our area which is Sub-Area 7/61 of the Ohio Option has been completed. This is due in April and October of each year. It is a self-evaluation tool to prepare for monitoring visits from board staff or WIA state program monitors. It contains checklists that address governance, policy, internal

controls and accounting, record keeping, oversight and monitoring, procurement, contract management, property management and One-Stop Center operations. Tammy Gillett will mail it out tomorrow after we get the co-chairs signatures. If anyone would like a copy, please let Tammy know.

BUDGET UPDATES – Mr. Schenk/Mr. Constantine

Mr. Schenk - Sandusky County

Fiscal reporting from July - August 2003. Sandusky County’s revised budget shows transfer of \$27,361.00 from Dislocated Worker to Adult and transfer of \$40,404 from Administrative to Adult. The One-Stop contract expenses decreased from \$147,000.00 to 133,874.00. Bill Schenk thanked Bonnie Nusser for understanding the situation and reducing the contract price. Bill Schenk stated the biggest reduction taken was marketing, outreach and life learning events. Also, made reductions in materials and supplies. Staffing costs (2nd page) noted a lower figure than stated before. We had 92,000 under adult. Upon research we could transfer dislocated funds to adult funds. Admin. can be transferred 10% to adult. We project \$28,000.00 with the adult, provided we don’t sign anymore people up. These funds can be transferred to next year. Staffing costs were reduced to 0.

Mr. Constantine - Seneca County

Seneca County sent out the final last year’s budget and expenses. September figures are not available yet. Modified accrual adjustment to show these expenses. Modifying Terra contract amount. The new Terra budget is \$96,723.00 compared to the old budget of \$139,644.00. Moving \$42, 921 dollars from Terra to training budget item. The new training budget increased to \$142,921.00 from the old budget of \$100,000.00. In Sandusky, Terra is the One-Stop operator; in Seneca we have a consortium of partners that run our One-Stop.

Motion to approve budget and changes in contracts for both Seneca and Sandusky County.					
Moved	Thomas Urban	Seconded	Denny Studrawa		
Discussion	None				
For:	All	Against:	None	Abstain:	None
Motion carried.					

YOUTH CONTRACT MONITORING UPDATE – Ms. Willacker

A final report was submitted October 2, 2003 to WSOS, Youth Provider, regarding the July 10, 2003 monitoring review. Copies were sent to our Regional Co-chairs. If you would like a copy, please let us know.

We are pleased with the overall implementation of the program. There were a few recommendations made and a corrective action plan required with a due date of October 27, 2003 as corrections must be completed within sixty days.

Technical assistance will be provided if needed for the development and administration of the plan. This information will be used as we continue to monitor the program. At this time we are conducting monthly meetings and will review three In-School Youth and three Out-of-School Youth randomly selected cases for each county.

The fiscal monitoring continues. A report will be submitted when completed.

ONE-STOP CONTRACT MONITORING UPDATE – Ms. Owen/Ms. Gillett

Tammy Gillett stated that a letter was submitted to Terra Community College on September 22, 2003 stating that no corrective action plan was required. Just a reminder that we need three price quotes when items are purchased. The annual program monitoring is on November 17, 2003.

Carol Owen stated things are going well with the One-Stop program monitoring

REGIONAL ONE-STOP PARTNER MEETING UPDATE – Ms. Owen

On October 9, 2003 Don Nalley was appointed to the Chair and Becky Bohn was appointed to be the Vice-chair.

REGIONAL YOUTH COUNCIL MEETING UPDATE – Ms. Gillett

The Regional Youth Council met on October 22, 2003. Our Youth Service Provider gave their update. (report handed out). They talked about some creative things they are doing with mentoring such as fishing trips, Mary Kay evenings. They are trying to coordinate these mentoring events to open them up to all youth in our region.

The 30% Out of School Youth Expenditure rate was discussed. They stated they are coding time sheets differently to more accurately reflect the time spent with Out-of-School Youth.

They have had some personnel changes. Roger Fisher promoted to another position in WSOS. Temporarily Pat Keyes is filling in until they can find a replacement.

The Chair and Vice-Chair were selected for this program year. Cheryl Moreno-Denny has agreed to remain the chair and Beth Hannum has agreed to be the Vice-Chair.

Replacement of Youth Council members was also discussed. The council discussed some ideas for replacements for the members who are no longer active. Ms. Cheryl Moreno-Denny is going to contact those individuals who were discussed and get back with the council on the results. They are also working on getting parents and youth on this council. The youth members will come from the Regional Youth Advisory Council that is being developed.

The next tentative meeting of the youth council is set for Wednesday, January 21, 2003 at 3:00 P.M. in Seneca County. The time was moved from 2:00 P.M. to 3:00 P.M. to accommodate the youth so they did not have to miss much school.

SANDUSKY AND SENECA COUNTY UPDATES – Ms. Owen/Ms. Gillett

Annual Reports

Carol Owen passed out their annual report and stated that Sandusky County did four on the job trainings. Also listed in the report is a breakdown of training providers that were utilized, and some success stories.

Carol also passed out the Sandusky County traffic report along with the quarterly newsletter.

Tammy Gillett passed out the annual report for Seneca County. Tammy stated that this annual report was compiled by the agency staff - Suzanne Willacker, Eric Welty, Sue Fowler and Ginger Jeffrey. Tammy commended them on a job well done. Tammy stated that Seneca County was unable to report all the data that Sandusky County could as Seneca County does not have the same fiscal tracking program that Sandusky County has. Our Business Administrator is going to put this program on our computers so we will be able to give a better breakdown of expenditures next year. Tammy stated that Seneca and Sandusky Counties are thinking about doing a joint regional report next year instead of separate county reports.

Thomas Urban suggested that on the annual reports next year, do bar graphs to compare the previous year to the current year.

One-stop traffic report – Eric Welty reported that 459 customers were in the door for September 2003. Seneca County is seeing a little bit of a decrease but the One-Stop assistants are doing more intensive work with individuals coming in the door. There are also more jobs being posted. There were 72-75 job orders open on Ohio Job Net. Tower Automotive in Bellevue and Ford in Mansfield are accepting applications.

Just a reminder that the Job Fair is on November 5, 2003 at Terra Community College. Last year there were 600-700 individuals looking for work.

NEXT MEETING AND ADJOURNMENT – Ms. Berry/Ms. Love

01-27-04	Seneca County	5:00 p.m.
07-27-04	Seneca County	5:00 p.m.
04-27-04	Sandusky County	5:00 p.m.
10-26-04	Sandusky County	5:00 p.m.

Please RSVP if you are unable to attend one of the meetings. This information is important as we need to know if we are going to have a consortium. Please call Tammy Gillett, Seneca County at (419) 447-5011, ext. 347 or Carol Owen, Sandusky County at (419) 355-5386 the Friday before the meeting.

Motion to adjourn.					
Moved	James Weaver	Seconded	Thomas Urban		
Discussion	None				
For:	All	Against:	None	Abstain:	None
Motion carried.					