

**HURON COUNTY
WORKFORCE INVESTMENT ACT
BOARD MEETING**

October 27, 2010

- Approval of Minutes (Handout)
- Approval of Financial Report (Handout)
- Workforce Report (Handout)
- Trade Program

WIA Board Meeting – October 27, 2010

Present: Gary Bauer, Larry Silcox, Mike Adelman, Teresa Alt, Colene Horning, Jerry Shoemaker, Bob Talcott, Donna Fairfax, Charlotte Wagner, Harry Brady, Dirk Hiler, Eric Ebinger, Chris Robertson, Amy Leibold, Harold Polley

Excused: Shawn Tappel, Sue Lesch, Duane Woods, Viki Kaszonyi, Ellen Heinz, Becky Fair, Larry Corn, Kitty Smith, Janet Cok, Rob Wilkerson, Alex Beres, Bob Utter, John Clark, Trista Piccola, Ricky Branham

The meeting was called to order by Bob Talcott.

Bob Talcott questioned if there were any additions or corrections to the minutes from the last meeting. There were none. Jerry Shoemaker made a motion to approve the minutes. Colene Horning seconded the motion. The motion to approve the minutes passed unanimously.

Bob Talcott requested the Financial Report. Amy Leibold provided the financial report as follows:

Allocations for July 1, 2010 - June 30, 2011

	<u>CarryForward</u>	<u>PY 2010</u>	<u>FY 2011</u>	<u>Totals</u>
Adult Program	142,919.79	39,296.70	187,099.20	369,315.69
Adult Admin	12,141.41	2,238.56	14,292.43	28,672.40
Dislocated Program	241,260.80	74,564.10	198,015.30	513,840.20
Dislocated Admin	18,433.12	4,247.59	15,126.30	37,807.01
Youth Program	119,775.05	246,026.70		365,801.75
Youth Admin	--	14,015.06		14,015.06

Amy requested to transfer the Adult, Dislocated and Youth Administration funds to Program to be used for supportive services.

Teresa discussed the Youth Work Experience Program regarding the Carry Forward from last year. She stated the target is youth ages 18 to 21. Building on employer contacts from the Summer Youth Program, the Agency will work with these employers to place 35 to 40 youth. This age group has more barriers and a higher unemployment rate. They may have just graduated and have little work experience. They need to learn the soft skills such as making appropriate eye contact, how to dress, etc.

Amy stated the Agency processed nine Project Hires for Janesville. She stated all funds have been obligated for the One Stop Enhancement. Amy stated there is more money to be obligated for the NEG funds.

Teresa talked about the NEG/CVG money. She stated flyers have been posted in the Job Store and there was an article in the Norwalk Reflector. The information the Agency received regarding employees at CVG was the average employee was 54 years of age with 30 years of service. They may have retired or may not need help with supportive services.

Teresa stated at the Area 7 Board meeting in October, they are urging agencies to release funds back to Area 7 if the agency is not going to spend the money. She stated this is across the state. Teresa stated the Agency could try another article however, the Agency had been a recipient last year and received additional funds. Bob Talcott asked how much to release to Area 7. Teresa stated \$50,000 would be appropriate as the Agency would still have funds left for anyone that may apply.

Bob Talcott requested a motion to transfer the Adult, Dislocated and Youth Administration funds to Program. Harry Brady made a motion to transfer the Adult, Dislocated and Youth Administration funds to Program. Dirk Hiler seconded the motion. The motion passed.

Bob Talcott requested a motion to release \$50,000 of NEG/CVG funds back to Area 7. Jerry Shoemaker made a motion to release \$50,000 of NEG/CVG funds back to Area 7. Harry Brady seconded the motion. The motion passed.

Bob Talcott requested the Workforce Report. Chris Robertson stated there were 45 new applicants. He stated they will need to go through orientation and start the assessment process. There are 83 participants for intensive services. The intensive participants meet one on one with a caseworker to discuss their current skills and the possibility of training. Chris stated there are 65 participants actively in training. There are 149 that have successfully completed training and are in follow-up. In this process the participant is followed for 4 quarters to check on progress, gather reporting data and to continue offering encouragement.

Chris provided the following information for the Jobs Report. He stated there are 51 participants that are receiving benefits and must do required hours of mandatory job search/readiness in order to receive their benefits. There are 29 participants in the work experience that are receiving cash benefits and after doing job search/readiness were unable to find a job. There are 74 participants that are receiving cash benefits and working, but not making enough to provide for their family or in school to upgrade their skills. The last category is waivers. There are 92 participants that are receiving cash benefits, but not required to participate in the first three categories, mostly due to medical issues.

Chris stated the Job Store traffic has been consistent over the past three months. He anticipates October being higher due to agricultural layoffs. He stated construction is not slowing down yet.

Chris stated the Southern Connection traffic averaged 30 customers per day for the first six months. Now the average is 40 for different programs and use of the computers and resume writing.

Harry Brady questioned if there was any one reason why people drop out of the process. Chris stated it is actually a case by case basis. He stated they receive an assessment and may need to complete their GED, or they don't know what they want to do or may have unrealistic expectations.

Harry questioned the completion rate, do the participants complete training. Chris stated the Agency does a good job of preparing people and putting together a plan for them. They really try to give people a realistic picture, but still assist them. Most people who receive training accounts complete the training.

Eric Ebinger questioned the number of visits in Willard, whether they are repeat customers or first time visits. At this point the Agency counts number of visits.

Teresa stated with the Swipe It system, the Agency should be able to pull more accurate reports. She stated hopefully by January the system will be up and running. All were in agreement that the reports should be broken down to separate repeat visits from first time visits.

Eric Ebinger stated he is putting together an Employability Handbook for Lorain County JVS. He stated it will include conduct in the workplace, cell phones, proper etiquette, etc. He will share the handbook with the Agency.

Teresa stated the Erie-Huron CAC grant expired on September 30, 2010. She stated looking at the Agency's finances, particularly the Family Support Services and Workforce cost pools, the Agency did not renew the lease at the Southern Connection and would like to work out a lower rent with Mr. Stackhouse and share costs with community partners. Teresa stated she received a few resignations and a retirement notice this past week. She stated management is continually meeting to stay on top of the financial situation.

Harold Polley, a One Stop Supervisor for the Northwest Region attended the WIA Board meeting. He provided current numbers for the Trade Program in the five county area. Huron County's total case load is 167. There are 79 intensive customers that require additional customer service and 69 currently attending training.

Mr. Polley showed the breakdown of employers from Huron County and the number of trainees from each employer that are currently enrolled in training. In addition, he stated Guardian has submitted a Trade application to the Department of Labor this week.

Chris Robertson announced to the WIA Board that he is leaving the Agency on November 30th after 10 years of service and will be moving out of the area in January. Teresa thanked Chris and expressed appreciation for his service to the Agency. Teresa stated Chris stepped up to a huge workload during the overhaul of the Workforce Department. Chris was also in charge of the Southern Connection and has taken care of that office as well.

Teresa stated the Agency worked with Smiley Automotive and was able to trade the Mobile Unit for two 2004 Cavaliers.

The next WIA Board meeting is scheduled for Wednesday, December 15, 2010 and will be a combined meeting for November and December due to the holidays.

Being no further business Bob Talcott requested a motion for adjournment. Larry Silcox made a motion to adjourn the meeting. Eric Ebinger seconded the motion. The motion to adjourn passed.

Respectfully submitted
Connie Ott