
COMPREHENSIVE FIVE-YEAR LOCAL PLAN

Lorain County Local Workforce Investment Area

Submitted by:

Lorain County Board of Commissioners
Lorain County Workforce Investment Board

Administrative Entity and Fiscal Agent:
Lorain County Employment and Training Administration
42495 North Ridge Road
Elyria, OH 44035
(440) 322-5262
Fax: (440) 322-1663

Lorain County Commissioners:

Mary Jo Vasi, President & Chief Elected Official
Betty Blair
Michael Ross

Lorain County Workforce Investment Board:

Brad Ohlemacher & Fred Sanchez, Co-chairmen

**Raymond Arth
Mary Butler
Roy Church
Michael Conrad
Pete de la Porte
Frank DeTillio
James Dieterle
Christina Gallo
Casey Gilfether
Mary Lou Golski
Terry Goode
Robert Grauvogl
Chip Heginbotham
Werner Jacobsen
Chuck Kelly
Delbert Lancaster
Vicki Maeder
Rick Mahon
Barb Matia
Lynn Miggins
William Neal
Susan Pray
William Randall
Joan Reidy
John Sears
Michael Sherman
Gary Smith
Ed Stewart
James Taylor
Mary Jo Vasi
Timothy Watson
Melissa Yoby**

SIGNATURE PAGE

This plan represents the Lorain County local workforce board's efforts to maximize resources available under Title I of the Workforce Investment Act (WIA) of 1998 and to coordinate these resources with other state and local programs in the following geographical workforce investment area: Lorain County.

This comprehensive plan is submitted for the period of July 1, 2000 through June 30, 2005 in accordance with the provisions of the Workforce Investment Act. We further clarify that we will operate the Workforce Investment Act Program in accordance with this plan and applicable federal and state laws and regulations.

Local Board Co-Chairmen:

_____ Original Signature	Brad Ohlemacher	_____ Date
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_____ Original Signature	Fred Sanchez	_____ Date
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Chief Elected Official:

_____ Original Signature	Mary Jo Vasi	_____ Date
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_____ Original Signature	Betty Blair	_____ Date
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_____ Original Signature	Michael Ross	_____ Date
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Prologue

In preparing the Lorain County Local Plan under the Workforce Investment Act of 1998, we have been guided by the pro-forma plan requirements, which we believe have been thoroughly addressed in the attached document. In addition to the required elements, the Lorain County Workforce Investment Board (WIB) is committed to taking additional steps to ensure the success of this effort, as outlined below.

Lorain County has a long history of partnerships, which need to be broadened in order to facilitate our economic competitiveness. It is our intention to use this opportunity to strengthen the involvement of the employer community through the development, implementation and evaluation of the plan's objectives and performance. It is the employer who has the jobs we seek for our job seeker customers and so it is appropriate that we continually seek their counsel regarding rapidly changing workplace needs. We have already identified several initiatives that we will pursue. The Workforce Investment Board will:

- Engage in a deliberative planning process that will seek to anticipate future needs of employers and the workforce, resulting in a vision for the Lorain County Workforce Investment Board and the community that is thoughtful, meaningful, attainable, and exciting.
- Establish an Employers' Service Work Group, which shall be comprised of private sector representatives supported by staff. The purpose of this work group is to monitor and evaluate the One-Stop System for efficiency and effectiveness in meeting employers' expectations. They will also propose additional performance measures if necessary and provide ongoing feedback on the system's progress. We hope the group will energize employers to become more active in implementing and improving the county's workforce development system.
- Solidify and expand existing customer satisfaction measures to obtain greater feedback from employers regarding their experience and satisfaction with the One-Stop System and to solicit their ideas for improvement. Random checks of quality service will be replaced with a system that regularly requests information on customer satisfaction and ensures that concerns are addressed and suggestions considered.
- Initiate discussions with work groups of like businesses and industries to process the data collected through an employer survey and focus groups. It is our hope that these cluster discussions will serve as the vehicle for moving reactive and compliance-based conversations to more proactive and strategic planning.

It was with great thought that these items were added as a prologue to Lorain County's 5-year plan. By describing our plan for strategic thinking and outlining our efforts to increase employer involvement and feedback, we are formally holding our system accountable to complete them. It is our goal that significant energy be directed to initiating these activities in the first quarter (July 2000 – September 2000) and completing them by year's end. This important piece of system infrastructure will serve as the foundation for the work ahead.

1) Identify the workforce investment needs of:

a. businesses;

- To increase productivity;
- To compete effectively in the local and global markets;
- To attract and retain high-skill, high-performance employees;
- To ensure that the emerging workforce is being prepared to meet the needs of the business community;
- To achieve appropriate quality standards for products/services;

Resources and services to meet these needs may include:

- Assistance with downsizing and business closures, including dislocated worker services orientation;
- Customized employer serviced, such as customized training;
- Economic development resources and services;
- Employee development resources and services;
- Employee recruitment assistance, including marketing/publicizing of positions, generating qualified applicants, and referrals;
- Information about/referral for hiring incentives, employee training resources, and employment law;
- Labor market information.

b. job seekers;

- To obtain and retain employment which permits economic self-sufficiency for the jobseeker and his/her dependents, and maximizes his/her career potential;
- To meet employer expectations for basic educational skills, occupation-specific skills, and “soft skills” such as work ethics;
- To effectively use job search skills and resources;
- To maintain income and necessities of life while seeking employment.

Resources and services to meet these needs may include:

- Career direction (vocational assessment and planning, counseling);
- Community resources to meet immediate health and social service needs;
- Education and training (information on various training providers, programs, and availability of financial aid);
- Job information and resources (local labor market information, Internet job resources, resume and interviewing assistance)

c. workers in the local area;

- Skill upgrading in order to keep up with employer demands created by technological advances and other changes in the marketplace;
- To obtain credentials, recognized by business and industry, of portable skills.

Resources and services to meet these needs may include;

- Career directions (career assessment and planning, counseling);
- Community resources (available social and medical services);
- Education and training (information on various training providers, programs, and availability of financial aid);
- Job information and resources (local labor market information, Internet job resources, resume and interviewing assistance)

d. youth;

- To be adequately prepared for successful employment;
- To improve educational achievement;
- To receive comprehensive career guidance and counseling;
- To experience the connection between work and learning;
- To obtain pre-employment and work maturity skills;
- To develop citizenship and leadership skills.

Resources and services to meet these needs may include:

- Dropout prevention and alternative education activities;
- Provision of work experience;
- Receipt of adult support and mentoring;
- Leadership training;
- Career direction;
- Community resources (available social and medical services);
- Education and training (information on various training providers, programs, and availability of financial aid);
- Job information and resources (local labor market information, Internet job resources, resume and interviewing assistance).

e. dislocated workers;

- To obtain and retain employment at wage at or near the dislocation wage;
- To meet employer expectations for basic educational skills, occupation-specific skills, and “soft skills” such as work ethic;
- To maintain income and necessities of life while seeking employment;
- To obtain credentials, recognized by business and industry, of portable skills;
- To upgrade existing skills to keep up with employer demands created by technologic advances and other changes in the marketplace.

Resources and services to meet these needs may include:

- Career direction;
- Community resources (available social and medical services);
- Education and training (information on various training providers, programs, and availability of financial aid);
- Job information and resources (local labor market information, Internet job resources, resume and interviewing assistance).

f. adults;

- To obtain and retain employment which permits economic self-sufficiency for the jobseeker and his/her dependents, and maximizes his/her career potential;
- To meet employer expectations for basic educational skills, occupation-specific skills, and “soft skills” such as work ethics;
- To learn job search and retention skills;
- To maintain income and necessities of life while seeking employment.

Resources and services to meet these needs may include:

- Career direction (vocational assessment and planning, counseling);
- Community resources to meet immediate health and social service needs;
- Education and training (information on various training providers, programs, and availability of financial aid);
- Job information and resources (local labor market information, Internet job resources, resume and interviewing assistance)

g. displaced homemakers;

- To develop plans for economic self-sufficiency;
- To meet employer expectations for basic educational skills, occupation-specific skills, and “soft skills” such as work attitudes;
- To learn job search and retention skills.

Resources and services to meet these needs may include:

- Career direction (vocational assessment and planning, counseling);
- Community resources to meet immediate health and social service needs;
- Education and training (information on various training providers, programs, and availability of financial aid);
- Job information and resources (local labor market information, Internet job resources, resume and interviewing assistance)

h. incumbent workers;

- To obtain credentials, recognized by business and industry, of portable skills;
- To upgrade existing skills to keep up with employer demands.

Resources and services to meet these needs may include:

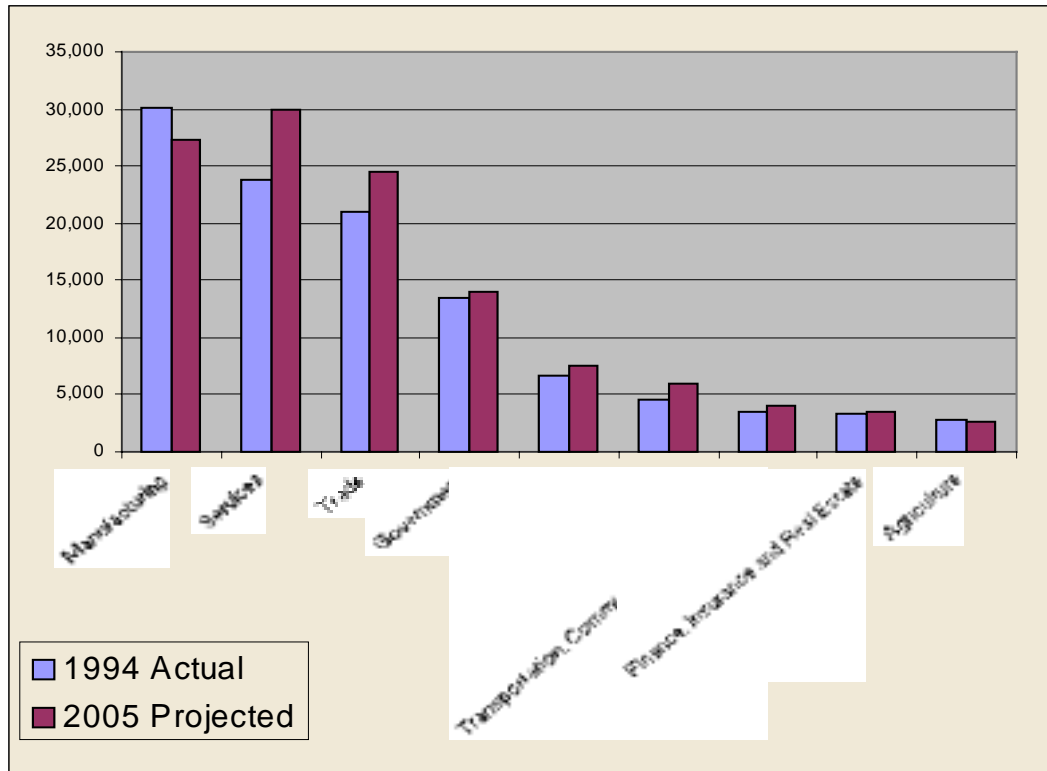
- Career direction (vocational assessment and planning, counseling);
- Community resources to meet immediate health and social service needs;
- Education and training (information on various training providers, programs, and availability of financial aid);
- Job information and resources (local labor market information, Internet job resources, resume and interviewing assistance)

i. other groups of workers, identified by the workforce policy board.

- Skill training for replacement workers at small companies (e.g., retiring workers at large company)

2) ***Describe the current and projected employment opportunities in the local area.***

In 1994, the three largest industrial divisions in Lorain County were manufacturing, services, and trade. It is projected that by 2005, the largest divisions will be services, manufacturing, and trade. Please refer to the graph below for a comparison of Lorain County industrial division employment in 1994 to levels projected for 2005.



Source: Ohio Bureau of Employment Services, LMI Division

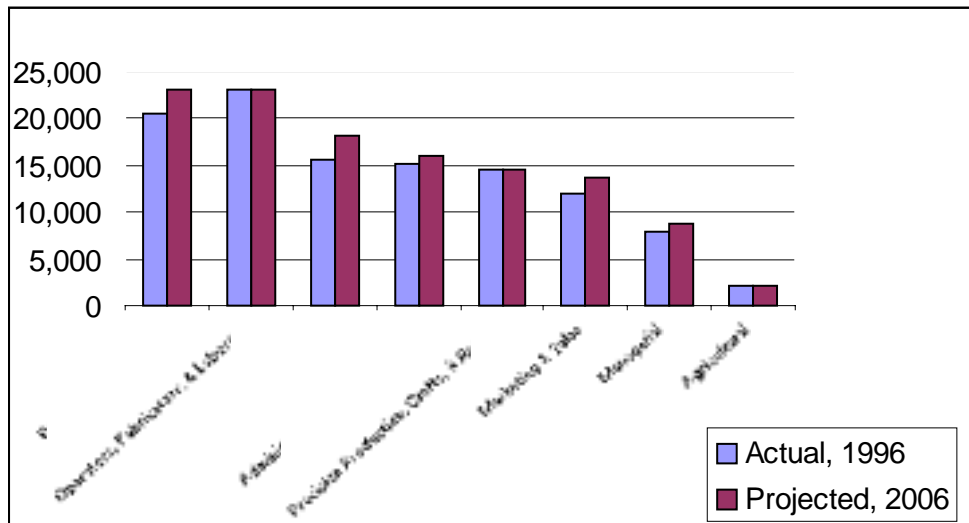
Total employment is projected to increase an average of .8% per year. Industry divisions projected to have above-average growth in Lorain County are construction; services; trade; and transportation, communications and utilities; and self-employment. Divisions with below-average growth forecasts are finance, insurance and real estate; government; agriculture; and manufacturing.

Historically, manufacturing has been a major employer in Lorain County. It is expected to continue to comprise a significant part of the local economy, although less dominant than in past years. Nearly 85% of Lorain County manufacturing employment is found in durable goods manufacturing.

The three industry groups (two-digit SIC level) employing the most workers in manufacturing, trade, and services during 1998 are graphed on the following page:

Lorain County’s occupational employment structure is tending to assume an “hourglass” structure, with numerous jobs found at the highest and lowest skill levels, and relatively fewer jobs in the middle. Please refer to the graph below, showing occupational employment as of 1996 and projections for 2006.

The occupational groups employing the most workers in Lorain County in 1996 were operators, fabricators, and laborers; professional, paraprofessional, and technical; and service. It is projected that the professional group will replace the operators group as the largest category of workers in Lorain County in 2006.



Source: Ohio Bureau of Employment Services – Labor Market Division

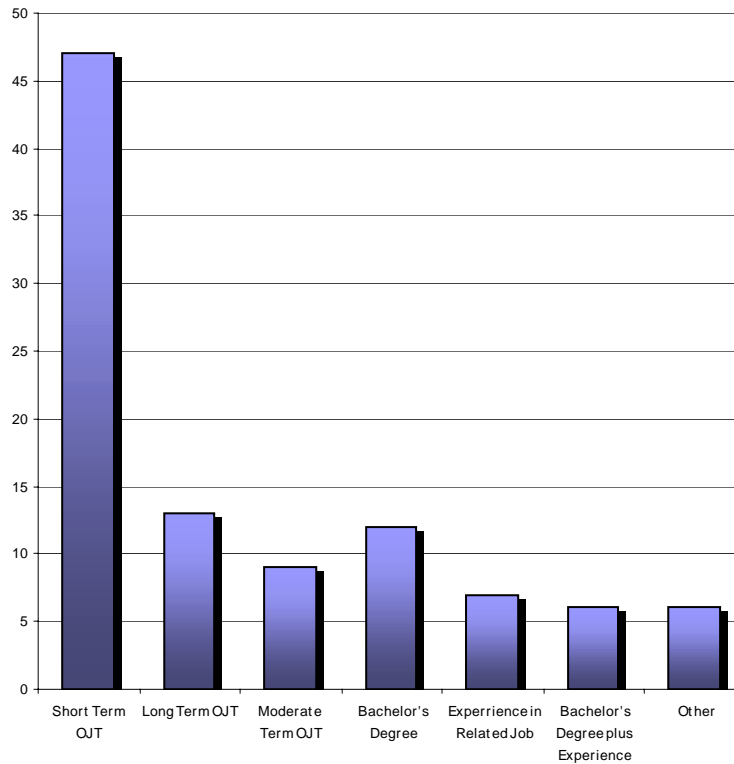
The professional, service, and marketing and sales groups are expected to grow faster than average. The most job openings, resulting from both growth and replacement, are projected to occur in those groups.

The greatest growth and number of job openings are expected to be created in the professional, paraprofessional, and technical occupational group. The ten occupations projected to add the most jobs in Lorain County are:

<i>Name</i>	<i>Average Jobs Added per Year, 1994-2005</i>
Retail Salesperson	154
Cashier	144
Waiters and Waitresses	103
Generals Managers and Executives	90
Food Preparation Workers	84
Assemblers and Fabricators	69
Laborers, Movers	67
General Office Clerks	60
Nursing Aides and Orderlies	51
Marketing and Sales Supervisors	50

3) ***Describe the job skills necessary to obtain such employment opportunities.***

The chart below illustrates a distribution of projected average annual job openings in Lorain County from 1996 to 2006, sorted by Bureau of Labor Statistics education and training category.



“Other” includes post-secondary vocational training, associates degree, and postgraduate degree.

Approximately three-quarters of job openings will occur in occupations that typically do not require a formal educational credential (although formal training may be necessary.) About one-fifth of the openings will require, at a minimum, a bachelor’s degree.

About 47% of projected job openings in Lorain County are in occupations found in the lowest skill category, designated by the Bureau of Labor Statistics as typically requiring short-term on-the-job training. Many of these occupations are in retail

trade, food service, low-tech manufacturing, and health/personal service. In these occupations, workers usually achieve average job performance in a few days or weeks by working with and observing experienced employees. Basic literacy skills and SCANS skills are necessary for employment in these occupations. Some occupations, while relatively low-skilled, do require specific occupational skills

and/or job-related training, often due to licensing requirements. For example, general office clerks need to have personal computer skills; truck drivers require vehicle operation skills as well as knowledge of traffic and transportation laws.

Jobs requiring moderate to long term on-the-job training account for about 21% of all anticipated openings. Workers in occupations requiring moderate-term OJT can achieve average performance after one to 12 months of combined job experience and informal training, which can include observing experienced workers. In addition to basic literacy and SCANS skills, workers in these occupations will require some specific vocational skills. Industrial machine operators and machine setters are heavily represented in this group. Other occupations requiring moderate-term OJT are health-related, such as dental assistant.

Workers in occupations requiring long-term OJT usually require more than 12 months of on-the-job training or combined work experience and formal classroom instruction before achieving average job performance. Workers require complex skills appropriate to their specific trade. Skilled blue collar jobs (mechanics, construction trade workers, precision production workers) dominate openings in this category. Public safety jobs, such as police officer and firefighter, are also classed in this category and require intensive formal training as an entrance requirement.

Over 12% of Lorain County's projected job openings will occur in occupations requiring a bachelor's degree as a credential. This category is expected to experience faster growth than any other education and training category. Advanced general educational development is necessary. Most occupations in this category are entry-level professional positions.

4) Provide a description of the one-stop delivery system to be established or designated in the local area including:

- a. a description of the local area’s one-stop service delivery system including how the local area will meet the minimum requirements that include at least one physical site at which core services as defined in WIA are available to a universal population and at which all the programs and services of the “required” one-stop partners are accessible.**

Description & Design

The One-Stop System of Lorain County has adopted the name *The Employment netWork* in order to avoid any confusion with the one-stop language that is used by other organizations, businesses or efforts both locally and across the country. Any reference to *The Employment netWork* should communicate Lorain County’s intention of providing a single location with comprehensive, integrated employment, training and support services. In addition to our HUB activity, our system can be accessed at numerous community sites where individuals may be more comfortable entering the system. A more detailed explanation of our service delivery strategy is included in this section.

Our Vision

- The Employment netWork is a national model for customer service with a professional staff that strives to meet the highest standards of performance.
- The netWork is the source of qualified candidates prepared to meet the needs of employers.
- We deliver seamless, integrated education, employment and community services.
- Our system recognizes each partner’s unique contribution, shares and leverages resources, and unselfishly considers the impact of every decision on each of our partners.

The Mission

To provide Lorain County one stop access to a continuum of services that meets the needs of job seekers, workers and employers in the region.

Guiding Principles

- ***Networked Delivery System:*** We are committed to creating a system of equal partners that operates efficiently and maximizes resources.
- ***Customer Service:*** We believe in a customer-oriented, user-friendly and barrier-free system that provides the highest quality of services to all users.
- ***Quality Assurance:*** We believe in an effective, efficient and equitable system with clearly defined outcomes that serve as benchmarks for continuous improvement.
- ***Needs Driven:*** We will meet the needs of our community through the integration of national and local research and customer-identified needs.
- ***Professional Development:*** We are committed to the professional development of our staffs and high expectations for all who interact with the system.

Goals

- To empower job seekers and workers to achieve self-sufficiency and embrace life-long learning.
- To link employers to a world-class labor pool that meets current and future workplace needs.
- To connect individuals to career pathways and strategies that support personal development and upward mobility.
- To provide access to support services and transitional economic assistance that ensures workers permanent employment and employers available labor.
- To assess the interests, skills and needs of job seekers, workers and employers and integrate those needs with education, training and service providers to deliver responsive, customized services.
- To build linkages between the K-12 education system and workforce development strategies.
- To market and deliver high quality, cost effective services and explore opportunities to generate revenue that supports the delivery of these services to all potential customers.

System Services

Job Seeker

- ◆ Single Intake/Eligibility Process
- ◆ Labor Market Information & Trends
- ◆ Initial and Comprehensive Skill and Interest Assessments
- ◆ Career Information and Counseling
- ◆ Linkages to Education & Training Resources and Providers
- ◆ On-line Job Information including availability, wages, benefits, skills & education requirements
- ◆ Job Referral, Placement and Retention
- ◆ Access and Referral to Employment and Community Support Services
- ◆ User-friendly System/Partner/Provider Performance Reports

Employer

- ◆ Single Contact Person
- ◆ Personnel Services including recruitment, screening/interviewing, job posting and job matching
- ◆ Job Profiling and Skill and Interest Assessments
- ◆ On-site Interviewing
- ◆ Linkages to Education and Training Resources
- ◆ Consulting Services including Labor Market Trends, Business Needs Analysis, and Financial & Hiring Incentives

Service Delivery Strategies

The following chart describes the program provider and delivery format. Information about the services provided by required partners is available in written form and on our web site in the event that part-time services are provided. By the nature of our design, representatives from agencies offering part-time services are typically on-site delivery system services and can be tapped for information about an agency's offerings. For example, staff from the JVS and/or the Community College provide instruction for our pre-employment training classes, a college staff member is providing retention services and Community Action staff members are serving as service representatives.

Program	Provider	Delivery Format	Availability
TITLE I of WIA	Lorain County ETA	Individual Group	Staff on-site, full-time
Employment Services Unemployment Insurance Veterans Employment Services	Lorain County Department of Job and Family Services	Self Service Individual	Staff on-site, full-time or by appointment

TAA & NAFTA			
Senior Community Services	Lorain County Community Action Agency	Individual	Staff on-site, part-time or by appointment
Ohio Works First	Lorain County Department of Job and Family Services	Individual	Staff on-site, full-time
Adult Basic Education	Adult Education Partnership	Individual Group	Part-time instructor and open-entry computer tutorial lab
Vocational Education	Lorain County JVS	Individual	Staff on-site, part-time or by appointment
Two-Year Public College	Lorain County Community College	Individual	Staff on-site, part-time or by appointment
Title I Rehabilitation Act of 1973	Bureau of Vocational Rehabilitation	Individual	Staff on-site, part-time or by appointment
HUD Employment & Training	Lorain County Metropolitan Housing Authority	Individual	Staff on-site, part-time or by appointment

In addition to the mandatory partners, our system also includes linkages with other community-based organizations and provides referrals to all community resources. Our current associates include:

El Centro de Servicios Sociales, Linking Employment, Abilities & Potential/Center for Independent Living (LEAP/CIL), Lorain County Community Action Agency - Headstart Program, Lorain County Chamber of Commerce, Lorain County Labor Agency, Lorain County Urban League, Catholic Charities, Genesis House, Goodwill Industries, Lorain County Board MRDD, Recovery Resources and Vocational Guidance Services.

While The Employment netWork boasts a wide variety of services, the required core services will be provided to a universal population through the following integrated strategies.

We will strongly encourage individuals to utilize an orientation CD as a starting point to accessing services. This 8-minute overview provides a clear understanding of all of our offerings and facilitates individuals entering into self-directed career, labor marketing and job search activity. It is our hope that individuals will take advantage of all of the resources that have been made available for self-directed search. If, however, these core services have not produced successful employment, an individual would be encouraged to meet with a **Service**

Representatives to further pursue system services. Through the creation of a single intake process we have eliminated duplicate request for information, and through cross training we have begun to introduce staff to other agency requirements.

Information on jobs, careers, labor market information, employment & training programs, and testing & assessment are provided in our Career Lab. The **Career Lab** hosts the latest in career exploration material in hard copy and through book-marked Internet sites (7 public computer terminals.) Software for skill and interest assessments is available as well as scheduled group assessment, and group and individual interpretation.

Job openings, hiring requirements, referrals and job search assistance can be accessed in **Ohio Works First system**. A state-of-the-art facility houses 28 computers and the staffs of agencies providing these services. Staff members have been trained to use customized system software and will also use the new Ohio Works system, which integrates Ohio Jobnet.

The following information details the process of service delivery at The Employment netWork HUB and identifies the roles of our interagency service delivery team.

WELCOME/INFORMATION

GREETER

Function: Welcomes individuals into the system. Provides general information and registration, and determines system pathway for individual.
Staff: The Employment netWork & LCDJFS

INTAKE/ELIGIBILITY

SERVICE REP

Function: Completes common intake form and enters client into the system. Conducts preliminary evaluation of eligibility and determines system resources.
Staff: The Employment netWork, LCDJFS, & Lorain County Community Action Agency

CAREER LAB

LAB SPECIALIST

Function: Customer-service oriented and computer literate. Schedules assessments, checks people in and signs out resource materials. Able to explain content and have familiarity with lab resources.
Staff: The Employment netWork

ASSESSMENT TECHNICIAN

Function: Administers core assessments; Work Keys and/or TABE to determine basic math, reading and language, and WOWI or Strong for career interest.
Staff: Lorain County JVS

LICENSED CAREER COUNSELOR

Function: Can administer and interpret skill and career assessments. Assists in career exploration and provides comprehensive career counseling.
Staff: Lorain County Community College & Lorain County JVS

PRE-EMPLOYMENT WORKSHOPS

TRAINER

Function: Delivers a variety of models focusing on preparation for finding, searching for and maintaining employment and instructs sessions targeting core employment competencies.
Staff: LCDJFS, Lorain County Community College, Lorain County JVS

WORK-BASED EXPLORATION COORDINATOR

Function: Administers and monitors work-based learning experiences that facilitate career exploration and employment readiness.
Staff: LCDJFS, Lorain County Community College, Lorain County JVS

CASE MANAGEMENT

CASE MANAGER

Function: Provides necessary assistance to guide individuals through employment pathway. Assists in the removal of barriers to success.
Staff: The Employment netWork

JOB RETENTION SPECIALIST

Function: Provides assistance to job seekers and employers to insure successful employment linkages. Works to remove and resolve employment barriers.
Staff: LCDJFS & Lorain County Community College

GED/REMEDATION

INSTRUCTOR

Function: Provides training and support for those pursuing a GED or basic skill enhancements.

Staff: ABLE Program Partnership

JOB LINK

JOB LINK SPECIALIST

Function: Clerical duties including answering phones, welcoming individuals and explaining services, data entry, scheduling on-site interviews and coordinating job fairs.

Staff: The Employment netWork

JOB DEVELOPMENT SPECIALIST

Function: Works with job seekers and employers to create positions or placements that meet the needs of the individual or company.

Staff: LEAP/CIL, El Centro de Servicios Sociales, Lorain County Board MRDD, Vocational Guidance Services, Goodwill Industries, LCDJFS

JOB PLACEMENT SPECIALIST

Function: Works with existing databases to match job seekers to employers based on identified skills and employer job requirements.

Staff: El Centro, Lorain County Community Action Agency, Lorain County Community College, Lorain County JVS, Lorain County Urban League, LCDJFS, Vocational Guidance Services.

EMPLOYER RELATIONS SPECIALIST

Function: Employer outreach by phone or in person. Activities include marketing The Employment netWork services, assisting employers to identify current and future needs and developing strategies to meet those needs.

Staff: Members of the Networking Council

SUPPORTIVE SERVICES

AGENCY LIAISON

- Function: Provides on-site delivery of services as the representative of a partner or community agency (i.e. Urban League staff located at the One-Stop representing the organization and conducting official Urban League business).
- Staff: All partner agencies and Catholic Charities, Genesis House, Recovery Resources. Currently recruiting Lorain County Transit, Childcare Resource Center and representatives from organized labor.

The previous description outlines services and integration points of service delivery at the main location (HUB). The following locations also serve as system entry points for the universal population:

The Satellite (Sub-Hub) providers are:

Lorain County Community College
Lorain County JVS
Lorain County Department of Jobs and Family Services

The following are Self-Service Centers (Spoke) locations:

Elyria YWCA/Adult Basic Literacy Education (ABLE)
El Centro de Servicios Sociales
Linking Employment, Abilities, and Potential/Center for Independent Living (LEAP/CIL)
Lorain County Community Action Agency/Oberlin Head Start Family Learning Center
Lorain County Labor Agency
Lorain County Urban League
Lorain County Veterans Services
St. Joseph Community Center
ABLE Program through Lorain County Community Action Agency

b. A description of the role of the one-stop operator and the process for selection.

The one-stop is currently a combination of both the co-located and one-stop system and the “no wrong door” system, as we have both the hub as well as numerous community sites where services can be accessed. The one-stop has hired a manager of service and performance to oversee the one-stop operation.

The one-stop operator has not yet been selected for the program year beginning in July 2000. This will be accomplished at the June meeting of the Board.

- c. a copy of each memorandum of understanding between the local board and each of the one-stop partners concerning the operation of the one-stop delivery system in the local area.**

At this time, the memoranda of understanding between the WIB and the one-stop partners have not been negotiated. We anticipate that these will be completed by June 15, 2000.

- d. description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants.**

Eligible service providers will be monitored on a continuous basis for continuous improvement, the goals of which will be spelled out in any contracts with such service providers.

- e. in local areas covering multiple jurisdictions, submit a copy of the Inter-governmental agreement.**

Not applicable; Lorain County is a single county jurisdiction.

5. Provide a description of the local levels of performance to be negotiated with the Governor and chief elected officials to be used to measure the performance of the local area. These measures will also be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the one-stop delivery system in the local area.

Currently, the Governor has not established the parameters for local levels of performance to be used to measure the performance of the Lorain County Workforce Investment Area. The CEO's and the Lorain County WIB will negotiate performance levels with the Governor's staff when a process and framework for negotiations have been established by the Governor. The Lorain County WIB will use the appropriate measures to review performance of providers and the One-Stop delivery system.

Lorain County proposed the following levels to be used to measure local levels of performance:

PERFORMANCE CRITERIA	PROPOSED PERFORMANCE
Employer Customer Satisfaction	65%
Participant Satisfaction	68%
Adult Entered Employment Rate	65%
Adult Six-Month Retention Rate	70%
Adult Average Earning Change	\$3,200
Adult Credential Attainment Rate	60%
Dislocated Workers Entered Employment Rate	70%
Dislocated Workers Six Month Retention Rate	75%
Dislocated Workers Earnings Replacement Rate	85%
Dislocated Workers Credential Attainment Rate	60%
Older Youth Entered Employment Rate	50%
Older Youth Six-Month Retention Rate	65%
Older Youth Average Earnings Change	\$2,800
Older Youth Credential Attainment Rate	50%
Younger Youth Skill Attainment Rate	65%
Younger Youth Diploma Attainment Rate	50%
Younger Youth Retention Rate	50%

6. *Provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.*

Activities related to training of adults and dislocated workers include:

The Employment netWork: (the local one-stop customer service center) A collection of agencies and organizations that have joined forces to deliver a seamless system of employment, training and community services. Offers job referral, placement and retention services; on-line information about job openings, including skills and education requirements, wages and benefits; skill and interest assessments; career information and counseling; current labor market data and employment trends; links to education and training resources; access to employment and training support services; connections to community resources.

Ohio Bureau of Employment Services: (Lorain & Elyria Offices) Screens, interviews, tests & recruits individuals & groups of job applicants. Matches qualified workers to job opportunities and administers training under programs such as NAFTA/TAA and Veterans Job Training Act. Services offered include career planning & counseling, referral/placement, and testing/assessment.

Rehabilitation Services Commission, Lorain County Office: Provides rehabilitation services to persons with physical/mental/emotional disabling conditions toward the goal of employment. Services include career planning and counseling; referral/placement; testing/assessment; and work experience/co-op/internships. Special training is offered for physically and mentally disabled learners.

Lorain County Community College: Offers certificate and associate degree training programs in business, technology, math, science and health, education, social science and public service; testing/assessment; career planning and counseling; job referral/placement; basic education/GED.

Lorain County Joint Vocational School: Offers certificate training programs in computerized business technology, construction trades, health related trades, machine trades technology, automotive technology, computer network systems technology, and special interest classes; job referral/placement; testing/assessment; career planning and counseling; basic education/GED.

Elyria City Schools, Lorain City Schools, all other Lorain County Schools: Offer adult basic literacy education, English as a second language, and GED preparation classes.

All Training Providers that meet the initial eligibility criteria in order to be placed on the State Eligible Training Providers List and are deemed to be in good standing by the State of Ohio.

In addition, Lorain County is served by numerous private employment/placement agencies.

7. Include a description of the local Individual Training Account (ITA) system and the procedures for ensuring that exceptions to the use of ITA's, if any, are justified.

In designing the Individual Training Account (ITA) System, we considered much of the work that had been completed in Lorain County over the last several years. The implementation of Welfare Reform, the creation of The Employment netWork partnership and the integrated service delivery strategy have focused on insuring that every individual who wanted or needed employment would be connected to the appropriate resources. That, coupled with the large demand for workers in every employment sector, created the rational for our Individual Training Account approach.

It is our goal to use Individual Training Accounts as a tool to move individuals from entry-level or low-wage positions to self-sufficiency. The following criteria will be used to determine whether an individual will be awarded an Individual Training Account.

- Has utilized at least one core service in an attempt to improve employability
- Has utilized at minimum one intensive service to improve employability
- Currently does not have a living wage as defined based on the latest wage figures
- Only direct training expenses will be paid through ITA accounts unless all other resources for supportive services have been exhausted

It is our belief that the services provided by The Employment netWork must lead, in every instance, to at least an entry-level position for those willing to work. We are committed to ensuring that the standard of performance for The netWork meets that belief. We do, however, recognize that there are many economic factors that contribute significantly to our ability to find individuals employment and to move them up the career ladder. Our strategies will be monitored with these environment conditions in mind.

The specific amount for each ITA will be determined when accurate local allocations are received. An individual will be required to access his/her account funds within 6 months of award or for the first available offering of their chosen educational path. If an individual does not access his or her account within this timeframe, the funds will be returned to be redistributed. It will be possible for an individual to reapply for an ITA at a later period in time.

It is our intention to utilize other system resources to support those individuals that may require training but are unable to meet the requirements listed above. As this entire process is a new approach for Lorain County, the Workforce Investment Board will closely evaluate the implementation and monitor the employment market to guarantee success.

8. Include the process to procure contract for training services, if exceptions to the ITA process are made.

- A Request for Proposal package will be developed for each training area for which training is being sought. Contents of the RFP will include, but not be limited to, the following elements:
 - Proposal information (proposal instructions, source and flow of funding, proposal and contracting process, dispute resolution procedures);
 - General specifications (administrative responsibilities; customer service policies, contract monitoring, evaluation, and audit policies; non-discrimination and equal employment opportunity policies and requirements; ethical responsibilities);
 - Program specifications (program purpose, persons to be served, customer service process, statement of work. The Statement of Work shall include the WIA program requirements as stated in Sec. 129 of the Act and Part 664 of the April 15, 1999 Regulations);
 - Fiscal requirements and budget preparation instruction;
 - Activity proposal (proposal summary, budgets, requested staff positions, staff credentials, customer service plan, service plan for individuals with disabilities, supportive services, past performance data, administrative environment, ethics, insurance coverage, signature page, attachments).
- Rating criteria to evaluate the proposal will be established. Criteria may include, but not be limited to, the following:
 - Past performance in operating the same or similar program;
 - Qualifications of staff;
 - Adequacy of physicals facility/equipment to be used;
 - Comprehensiveness of participant service plan, including ability to provide or make available supportive services;
 - Labor market demand and earnings potential;
 - Cost/price analysis;
 - Ability to maintain adequate administrative and fiscal responsibility, including record of integrity, business ethics, and fiscal accountability.
- Numerical points will be assigned to each rating criterion and a minimum total average rating score will be established;
- Dates for issue and submission of the RFP will be established;

- A notice will be placed in the two local daily newspapers of general circulation, announcing the issuance of the RP, summarizing the specifications; and providing instructions for obtaining an RFP. Simultaneously, a letter containing the same information will be mailed to the entities included on the Bidder's List;

When the deadline for RFP submission is reached, the proposals will be evaluated, according to the established rating criteria, by a committee comprised of subrecipient staff, and the individual scores will be averaged.

Contract awards will be based on comparative average rating scores. Depending on availability of funds and the mix of services proposed in individual RFP's, multiple proposals may be recommended for funding.

A committee of the WIB will review the proposals and make recommendations to the WIB concerning contract awards. The WIB, taking into consideration the committee's recommendations, will hold the final decision-making authority as to contract awards.

9. Provide a description of how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities.

The Employment netWork and the Lorain County ODJFS will exchange information concerning any imminent plant closing. A local rapid response team will meet with company officials and the affected employees to apprise them of the available services through the one-stop. A survey of employees' individual service interests and needs will be conducted, after which a coordinated plan of action, utilizing all the partners' resources will be formulated.

The state rapid response unit will be advised of pending plant closings, as well as any scheduled meetings to be held and the plan of action to be implemented.

10. Provide a description and assessment of the type and availability of youth activities in the local areas, including an identification of successful providers of such activities.

Successful providers have not been identified at this time.

<u>AGENCY</u>	<u>DESCRIPTION</u>
Easter Seal Society	Speech and hearing services, recreational activities for disabled youth.
El-Centro Youth Center	After school program-tutorial and recreational.
Elyria Neighborhood Center	Homework assistance programs and summer youth work experience programs stressing team building and leadership skills.
Guidance Centers of Lorain County	Mental health counseling for youth up to 18.
The Junction	Runaway shelter for teens, provides crisis intervention and counseling services.
Junior Achievement of Elyria	Empower young people and teach them essential lessons about building careers and valuing free enterprise. Volunteers from the business community share practical knowledge and lend hands on experience to youth through grade 12.
Lincoln Counseling Center	Offers mental health counseling and assessments for youth through 17.
Lorain County Community Action	Anti-drug program offered to youth that increases awareness and self-esteem.
Lorain County Community College	Credit and non-credit classes are available through the "College for Kids" program.
Lorain County Urban League	A school based mentoring program is offered to African American youth. Another program offered to youth includes leadership and awareness training, increasing self-esteem and positive self worth.
Oberlin Com. Service Council	Homework assistance program for youth.

AGENCY**DESCRIPTION**

Ohio State University Extension Office	4-H youth development programming is available. Other programs that youth can take part in include agriculture, horticulture, family and consumer science, nutrition and environmental studies.
Elyria Salvation Army	Tutoring and homework assistance program. Youth development programs offered during summer.
American Red Cross	Education classes offered in babysitting skills, water safety, CPR and first aid training.
Big Brothers/Big Sisters	Links youth with adult volunteers who act as mentors in their lives.
Boy Scouts	Offers socialization and leadership skills. Increases a youth's level of self-esteem.
Girl Scouts	Offers socialization and leadership skills. Increases a youth's level of self-esteem.
Catholic Youth Agency	Provides volunteer opportunities for older youth.
Lorain Neighborhood House Association	Homework assistance program. Summer youth programs that develop work ethics, socialization and leadership skills.
Volunteers of the Volunteer Action Center	Volunteer opportunities for young people in a variety of places.
<u>JOGS</u> Lorain Admiral King H.S. Lorain Southview H.S. Clearview H.S. Elyria H.S.	Transition students with barriers from school to work.
Elyria YWCA	Provides a violence-risk education and anger management program teaming youth into a workshop format.
Asbury Church "Save Our Children"	Youth receive academic and vocational instruction in the areas of proficiency skills.

Educational Service Center
Center of Lorain County

Site: Firelands H.S.

Computer training program designed to provide students with disabilities, who face serious barriers to employment, flexible, cohesive training that will expand career awareness, will promote employability and job readiness skills and will encourage lifelong learning.

11. Provide a description of the process used by the local board to provide an opportunity for public comment and input in the development of the local plan. The process must include the opportunity for comment by representatives of businesses and labor organizations prior to submission of the plan.

The Lorain County Workforce Investment Board will utilize the following procedure to enable public comment and input into the development of our local plan:

- ❖ The Lorain County Board of Commissioners and the entire WIB membership will review the plan. All WIB meetings are announced in the local media and are open to the public.
- ❖ The draft plan was made available to the community via a web site.
- ❖ A public hearing was held and notification made to the public in a legal advertisement in major newspapers in Lorain County.

12. Submit any comments that represent disagreement with the plan, as an attachment to the local plan.

No such comments.

13. Identify the entity or entities responsible for the disbursement of grant funds (fiscal agent).

The Lorain County Board of Commissioners, by resolution, has designated the Lorain County Employment and Training Administration (Lorain County ETA) to serve as fiscal agent and be responsible for the disbursement of WIA grant funds.

14. Describe the competitive process to be used to award the grants and contracts for activities carried out under this plan.

- A Request for Proposal package will be developed for each activity for which proposals are being sought. Contents of the RFP will include, but not be limited to, the following elements:
 - Proposal information (proposal instructions, source and flow of funding, proposal and contracting process, dispute resolution procedures);
 - General specifications (administrative responsibilities; customer service policies, contract monitoring, evaluation, and audit policies; non-discrimination and equal employment opportunity policies and requirements; ethical responsibilities);
 - Program specifications (program purpose, persons to be served, customer service process, statement of work. The Statement of Work shall include the WIA program requirements as stated in Sec. 129 of the Act and Part 664 of the April 15, 1999 Regulations);
 - Fiscal requirements and budget preparation instruction;
 - Activity proposal (proposal summary, budgets, requested staff positions, staff credentials, customer service plan, service plan for individuals with disabilities, supportive services, past performance data, administrative environment, ethics, insurance coverage, signature page, attachments).
- Rating criteria to evaluate the proposal will be established. Criteria may include, but not be limited to, the following:
 - Past performance in operating the same or similar program;
 - Qualifications of staff;
 - Adequacy of physicals facility/equipment to be used;
 - Comprehensiveness of participant service plan, including ability to provide or make available supportive services;
 - Labor market demand and earnings potential;
 - Cost/price analysis;
 - Ability to maintain adequate administrative and fiscal responsibility, including record of integrity, business ethics, and fiscal accountability.
- Numerical points will be assigned to each rating criterion and a minimum total average rating score will be established;

- Dates for issue and submission of the RFP will be established;
- A notice will be placed in the two local daily newspapers of general circulation, announcing the issuance of the RP, summarizing the specifications; and providing instructions for obtaining an RFP. Simultaneously, a letter containing the same information will be mailed to the entities included on the Bidder's List;

When the deadline for RFP submission is reached, the proposals will be evaluated, according to the established rating criteria, by a committee comprised of subrecipient staff, and the individual scores will be averaged.

Contract awards will be based on comparative average rating scores. Depending on availability of funds and the mix of services proposed in individual RFP's, multiple proposals may be recommended for funding.

A committee of the WIB will review the proposals and make recommendations to the WIB concerning contract awards. The WIB will hold the final decision-making authority as to contract awards.

15. Provide a description of the criteria to be used by the Local Workforce Investment Board/Local Workforce Policy Board, to determine whether funds allocated to a local area for adult employment and training activities are limited, and the process by which any priority will be applied by the one-stop operator.

The Lorain County WIB will use the following process to determine if funding limitations exist, and the process for applying priority:

In determining its budget for WIA funds, the WIB will examine historic financial information to determine an average per client cost. The WIB will then analyze the number of clients provided with training under JTPA, and the numbers projected to be provided with training under WIA. If it appears that there will be insufficient funds to serve this number, the WIB will establish a priority system to be applied by the one-stop operator for determining customers' priority for receipt of training funds. The priority system will ensure that those most in need and most able to benefit will receive intensive and training services.

16. For counties and cities under the Ohio Option Area only; describe the distribution of any workforce development resources and funding, in addition to WIA funds, to be distributed for each workforce development activity to meet the identified needs.

Not applicable; Lorain County is not under the Ohio Option.

17. For counties and cities under the Ohio Option Area Only; if the local Workforce Policy Board does not include membership from the one-stop partners, describe how the one-stop partners will be involved in designing, planning and implementing the one-stop service delivery system.

Not applicable; Lorain County is not under the Ohio Option.