

# LCJVS Board of Education Report

## Chris Fletcher, Director



November 2011

- First Quarter Enrollment Career Development Career Enhancement & Customized Totals
- Certified Electronic Health Records
- Customized Training
- OhioMeansJobs.com
- Cosmetology Students Community Involvement

### Enrollment First Quarter 2011 Career Development Job Training Programs

Class	Total	Amherst	Avon	Avon Lake	Clearview & Lorain	Columbia	Elyria	Firelands	Keystone	Midview	N. Ridgeville	Sheffield Lake	Oberlin	Vermilion	Wellington	Other
Auto Mechanics	23	1	3	0	3	0	4	0	0	1	2	4	0	0	0	5
Certified Electronic Health Records	14	0	1	0	1	1	3	1	0	1	2	0	0	1	2	1
Computerized/Business	13	1	1	0	2	0	5	1	0	0	0	0	1	0	1	1
Cooking & Food	8	1	0	0	1	0	1	0	2	1	0	1	0	1	0	0
Cosmetology	21	2	0	2	7	0	1	1	0	0	0	0	2	3	3	0
Dental Asst.	14	0	1	0	3	0	2	1	0	1	1	0	0	1	1	4
Esthetician	8	0	0	0	3	0	1	0	0	0	1	1	0	0	0	2
Medical Asst.	13	0	1	0	2	0	1	1	1	0	1	0	0	2	0	3
Pharmacy Tech.	7	0	0	0	1	0	3	2	0	0	0	0	0	0	0	1
Phlebotomy Tech.	7	0	1	0	0	0	1	1	1	0	0	1	0	0	0	2
Precision Machine	12	2	0	0	4	0	2	1	0	0	1	0	0	0	0	2
STNA	10	1	0	0	0	0	4	1	1	0	1	0	1	1	0	0
Welding/Fab	10	3	2	0	3	0	2	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>160</b>	<b>11</b>	<b>10</b>	<b>2</b>	<b>30</b>	<b>1</b>	<b>30</b>	<b>10</b>	<b>5</b>	<b>4</b>	<b>9</b>	<b>7</b>	<b>4</b>	<b>9</b>	<b>7</b>	<b>21</b>

Enrollment First Quarter 2011 Career Enhancement Classes      Total    149  
 Enrollment First Quarter 2011 Customized Programs              Total    429

### Certified Electronic Health Records

On October 24<sup>th</sup> 14 students began our new 600-hour career development program in Certified Electronic Health Records. This program will teach students the administrative skills needed to work in the front office of a medical facility, how to assemble patients' health information and will include a work-based component. Students who successfully complete the program will take the NHA's Certified Electronic Health Record Specialist exam. We anticipate upon completion of the program, students will quickly find jobs, as employment in this field is due to increase by 20 percent through 2018.

### **Customized Training**

**Diana Gott, Program Developer**, contracted with Momentive Performance Products, in Strongsville, to create ACT Job Profile for the position of Maintenance Technician.

A profile is used to customize tasks and skills to a particular job title. To create the profile, Diana met with employees from Momentive who are currently working as Maintenance Technicians. When the profile is created, Momentive will use the results as a screening tool to match interested employees with an apprenticeship program to be held at JVS Adult Career Center.

Diana has also contracted with the following schools and companies for training and assessment testing.

**Columbia Schools** - Conducted a Word and Excel Workshop for employees

**Sheffield Schools** - Conducted Secretarial Assessments for potential employees

**Ross Environmental** - Conducted Auditor Training for employees

**Nestle Prepared Foods**- Conducted Workkeys Assessments for potential employees

**Ralph Bentley, Program Developer**, contracted with Triumph Thermal Systems, Inc. for a 32-hour training/testing class for their employees. One section of the class will consist of Math, Blue Print Reading and GD&T review and testing. Additionally, the employees will cover Lathe and Mill safety, setup, and operation. To successfully complete the program the students will have to complete a project on the lathe and the mill.

### **OhioMeansJobs.com**

OhioMeansJobs.com is our State's job matching system and they are encouraging the adult career centers to direct our adult students to post resumes on the system.

OhioMeansJobs.com is a partnership between the Ohio Board of Regents, Ohio Department of Job and Family Services and Monster.com, and has several unique and powerful tools for job seekers. Job seekers can use the site as a one-stop shop for full-time, part-time, contract, internship and temporary work. They also can use it to learn about upcoming recruitment events and to search for job openings by company name, job title, location and salary.

Every day, Ohio businesses use OhioMeansJobs.com to find their next employee and/or intern. When job seekers upload their resumes to the site, they are showcasing their skills to Ohio businesses looking to hire, and putting their resumes in front of the hiring managers who matter most. OhioMeansJobs.com also incorporates WorkKeys into the resume registration process and allows employers to search resumes using WorkKeys. This feature is not available to employers on Monster.com, only on OhioMeansJobs.com.

### **Cosmetology Students Community Involvement**

The Adult Cosmetology students and instructors have been very busy promoting the JVS. They participated in the LCJVS Community Appreciation Day; giving hand massages, polish changes with nail art and applied glitter strands to peoples' hair. The Child Resource Center of Lorain County invited the cosmetology students, for a second year in a row, to their annual awards luncheon at Mill Hollow Park to provide chair massages and nail polishing for their members. They also performed hand massages and finger nail painting at the Oberlin College's Outside Fair in Tappan Square on Sunday, October 9.