

**MINUTES OF A MEETING
PLANNING & PROGRAM COMMITTEE
LAKE COUNTY WORKFORCE INVESTMENT BOARD
9:00 AM
February 6, 2014 at
Panera Bread – Willoughby**

COMMITTEE ATTENDANCE

Eric Barbe
Sam Delzoppo
Lou Falk
Terry Lazar (P)
Pat McAteer(P)

STAFF ATTENDANCE

Bob Dawson
Leslie Ryan

Chairman Eric Barbe Called the Meeting to Order and declared a quorum @ 9:00 AM.

I. MINUTES:

A motion to approve minutes of the March 20, 2013 meeting was made by Lou Falk and seconded by Sam Delzoppo. All approved; motion carried.

II. ADMINISTRATOR'S REPORT:

Bob Dawson reviewed and the committee discussed the following items:

- A. Name Change to "OMJ – Lake County"
- B. Current Quarter PY 13 WIA Adult and Dislocated Worker Performance
- C. Current Half PY 13 Return on Investment Analysis
- D. Change in DW Allocation Methodology by the OWD and Area 5's objection to the State Plan Amendment
- E. Current Spending and Projected Allocations for Adult and Dislocated Worker Funds

III. NEW BUSINESS:

The committee reviewed items relevant to publishing a Request for Proposal (RFP) to outsource OMJ – Lake County Career Center Staffing including:

- A. Determining the need for services
- B. Establishing RFP Specifications & Evaluation Criteria
- C. Performing an Independent Cost Estimate

Following the review and discussions, Chairman Barbe entertained the following motions:

A motion was made by Lou Falk and seconded by Sam Delzoppo to authorize staff to proceed with procurement for Ohio Means Jobs – Lake County staffing proposals and approve the Procurement Schedule. All were in favor; motion carried.

Sam Delzoppo moved and Lou Falk seconded a motion to adopt the RFP Specifications and Evaluation Criteria as presented. All were in favor; motion carried.

Lou Falk made a motion, seconded by Sam Delzoppo, to adopt the Independent Cost Estimate for the procurement. All were in favor; motion carried.

The Committee agreed to meet on March 27, 2014 at 9:00 AM back at Panera Bread to review proposal evaluations and make a recommendation to the WIB for consideration at their April 9, 2014 meeting.

IV. ADJOURNMENT:

There being no further business, Chairman Barbe adjourned the meeting at 10.00 AM.