

**MINUTES OF A MEETING OF THE
LAKE COUNTY WORKFORCE DEVELOPMENT BOARD
PLANNING AND PROGRAMS COMMITTEE**

April 19, 2016

8:00 AM

**Panera Bread Company
36099 Euclid Avenue
Willoughby, Ohio 44094**

Committee Members in Attendance

Eric Barbe
Lou Falk (P)
Todd Alishusky

Sam Delzoppo
Terry Lazar

Staff in Attendance

Bob Dawson
Leslie Ryan

Call to Order:

Chairman Eric Barbe called the meeting to order at 8:01 AM

Approval of Minutes:

Sam Delzoppo moved for the approval of the minutes from the meeting of April 2, 2015; Terry Lazar seconded the motion; all were in favor; motion carried.

New Business:

Bob Dawson used a draft RFP to present and discuss the OMJ Lake Career Center Staffing situation. The current staffing contract with the United Labor Agency runs through June 30, 2016 and the procurement for a one year service provider is under consideration. The OMJ Lake Career Center Operations will be competitively procured effective July 1, 2017. Bob reviewed all of the primary contract specifications and the committee was asked to consider increasing the staffing contract one Full Time Equivalent (1 FTE) for the purpose of job developing and job matching. This will put more “boots on the ground” to help job seekers and employers alike. The Committee reviewed the SFY16 WIOA year-end financial projection and a potential spending scenario for SFY 17 showing funds available for the expanded service. After questions and discussions, Chairman Barbe accepted the following:

Sam Delzoppo moved to authorize a Request for Proposal (RFP) for OMJ Lake staffing proposals and approve the proposed Procurement Schedule. Todd Alishusky seconded the motion; all were in favor; motion carried.

Sam Delzoppo made a motion to adopt the RFP Specifications including the staff addition of 1 FTE and accept the Evaluation Criteria as shown in the draft RFP. Todd Alishusky seconded the motion; all were in favor; motion carried.

Terry Lazar offered a motion to adopt the Independent Cost Estimate as shown in the draft RFP. Sam Delzoppo seconded the motion; all were in favor; motion carried.

The committee agreed to meet again on May 26, 2016 at the same time (8:00AM) and place (Panera Bread Willoughby) to review the findings of the procurement.

Adjournment:

There being no further business, Mr. Barbe adjourned the meeting at 8:50 AM.