

**MINUTES OF A MEETING OF THE  
PLANNING & PROGRAMS COMMITTEE  
LAKE COUNTY WORKFORCE DEVELOPMENT BOARD  
Mach 23, 2018  
8:00 AM  
Panera Bread Company  
36099 Euclid Avenue  
Willoughby, Ohio 44094**

**Committee Members in Attendance**

Eric Barbe  
Robert Dawson  
Todd Alishusky

Sam Delzoppo  
Terry Lazar

**Staff in Attendance**

Bob Dawson  
Leslie Ryan

**Call to Order:**

Eric Barbe called the meeting to order at 8:00 AM

**Approval of Minutes:**

Sam Delzoppo moved for the approval of the minutes from the meeting of April 28, 2017; Todd Alishusky seconded the motion. All were in favor; motion carried.

**New Business:**

Bob Dawson (Ex Dir) gave a brief overview of the current roles and responsibilities at the career center and the history of the staffing contract. He also reviewed PY17 YTD performance reports for OMJ Lake including the WIOA Common Measures, the WIOA ROI and the One-Stop Balanced Scorecard and explained that the staff supplied by the one-stop staffing contract played an important role in our success.

Bob then presented and reviewed several documents including our Projected PY 18 Available Finances, a suggested Procurement Timeline, details for potential OMJ Staffing RFP Specifications, a suggested Procurement Evaluation Rating Matrix, details of a proposed Independent Cost Estimate for the procurement and suggestions for persons to staff the RFP Evaluation Team.

After questions and discussion, Chairman Barbe accepted the following motions:

- Todd Alishusky moved to authorize PY 18 OMJ Staffing Procurement and adopt the proposed Procurement Timeline. Sam Delzoppo seconded the motion. All were in favor; motion carried.
- Robert Dawson made a motion to adopt PY 18 OMJ Staffing RFP Specifications as presented. Todd Alishusky seconded the motion. All were in favor; motion carried.
- Todd Alishusky motioned for the adoption of the PY 18 Staffing RFP Proposal Rating System. Sam Delzoppo seconded the motion. All were in favor; motion carried.

- Robert Dawson moved to adopt the PY 18 Staffing Procurement Cost Estimate. Todd Alishusky seconded the motion. All were in favor; motion carried.
- Sam Delzoppo made a motion to appoint Bob Dawson (Ex Dir), Shawn Douglas and Theresa Richards to the PY 18 Staffing Procurement Evaluation Team. Todd Alishusky seconded the motion. All were in favor; motion carried.

**Adjournment:**

There being no further business, Mr. Barbe announced the next meeting for May 11<sup>th</sup> at 8:00 AM at the Panera Bread Company in Willoughby then adjourned the meeting at 8:50 AM by Call of the Chair.