

**MINUTES OF A MEETING OF THE
PLANNING & PROGRAMS COMMITTEE
LAKE COUNTY WORKFORCE DEVELOPMENT BOARD (WDB)
April 6, 2021
11:30 AM via Zoom**

Committee Members in Attendance

Eric Barbe
Tim Flenner
Danny Mausacchio(P)
Sam Delzoppo
Terry Lazar

Staff in Attendance

Bob Dawson
Patrick Mohorsic

Call to Order:

Chairman Eric Barbe called the meeting to order at 11:30 AM

Approval of Minutes:

Sam Delzoppo moved for the approval of the minutes from the meeting of April 9, 2020; Tim Flenner seconded the motion. All were in favor; motion carried.

New Business:

Bob Dawson presented PY 19 YE and PY 20 2nd Quarter performance reports to be used as reference guides for the meeting's discussions. Both reports reflected Area's 5 excellent performance. The committee considered a recommendation for a second year OMJ- Lake staffing contract. Following discussions, the committee passed a motion recommending ULA for a second-year contract.

Bob reviewed the historical One-Stop Roles and Responsibilities under WIOA and shared applicable sections of WIOA related to the One-Stop along with Policy on selecting a Deliverer of Adult and Dislocated Worker (DW) Career Services and Policy on One-Stop Operator Procurement.

After discussions, the committee passed motions that designated the physical location of the OMJ-Lake comprehensive One-Stop to be 177 Main Street, Painesville, Ohio for the period of July 1, 2021 through June 30, 2025. The committee also adopted the services and responsibilities for the Deliverer of Adult and Dislocated Worker Services and the One-Stop Operator for the four-year period starting July 1, 2021 through June 30, 2025.

The committee then performed considerable due diligence relative to the current state of the OMJ-Lake Career Center including performance, historical monitoring reports and the Annual Risk Assessment. They then passed a motion to designate the Lake County Department of Job and Family Services as the Deliverer of Adult and Dislocated Worker Career Services for the four-year period beginning July 1, 2021 and running through June 30, 2025.

The committee also considered and discussed the One-Stop Operator procurement and performed all necessary steps needed to publish an RFP to select a One-Stop Operator for the four-year period from July 1, 2021 through June 30, 2025.

Sam Delzoppo volunteered to serve on the procurement evaluation team joining Bob Dawson and Patrick Mohorsic and completed the required Confidentiality and Non-Disclosure Form and it was agreed the committee would meet again at 9:30 AM on May 19, 2021, to review the RFP Proposal Evaluation Summary.

Adjournment:

There being no further business, Mr. Barbe adjourned the meeting at 12:30 PM by Call of the Chair.

Planning & Programs Committee Meeting
April 6, 2021

Suggested Motions

1. Motion to recommend a 2nd year staffing contract to ULA for the period of July 1, 2021 – June 30, 2022.

By SD 2nd TF Vote P Ab —

2. Motion to designate 177 Main Street, Painesville, Ohio as the location of the OMJ Comprehensive Career Center (One-Stop) for Area #5 (7/1/21 – 6/30/25)

By SD 2nd TF Vote P Ab —

3. Motion to adopt the list of services and responsibilities related to the OMJ Career Center for the provider of Adult and DW Career Services and the One-Stop Operator.

By TF 2nd SD Vote P Ab —

4. Motion to “designate” the Lake County Department of Job and Family Services as the provider of Adult and Dislocated Career Services for OMJ Lake.

By SD 2nd TF Vote P Ab —

5. Motion to authorize the procurement of a One-Stop Operator for the Lake County OMJ Comprehensive Career Center and adopting the previously approved list of services and responsibilities as the position specifications.

By TF 2nd SD Vote P Ab —

6. Establish the One-Stop Operator Procurement procedure and timeline attached.

By SD 2nd TF Vote P Ab —

7. Adopt the One-Stop Operator Procurement Evaluation Scoring matrix attached.

By TF 2nd SD Vote P Ab —

8. Adopt the One-Stop Operator Cost estimate not to exceed \$100,000/year.

By SD 2nd TF Vote P Abs —

Area #5 (Lake County) Comprehensive OMJ

Listing of Key Responsibilities and Services

OMJ Lake Adult and DW Career Services

Planning and delivering Outreach on OMJ Career Center Services to job seekers and business

Staffing job fairs and other hiring events

Delivering OMJ Center workshops on job search, interviewing, job skills and work readiness

Assisting job seekers with career exploration and job search activities

Assessing customers' skills, abilities and aptitudes

Determining customers' eligibility for WIOA and other funding

Identifying customers' supportive services needs

Referring customers to partner programs and ancillary services as needed

Developing Individual Employment Plans (IOPs) with customers

Enrolling customers in training activities including Individual Training Accounts (ITAs), work experiences/internships, pre-apprenticeships and apprenticeships, On-the-Job Training (OJT), and Incumbent Worker Training (IWT)

Ensuring dedicated career service staff to deliver business services

Providing case management and follow-up services

Utilizing standardized forms (assessment, IEP, ITA, OJT, worksite agreement, supportive services, etc.)

Ensuring proper certification for staff as may be needed

Ensuring that the WDB's strategic initiatives are implemented in the delivery of services

Ensuring the proper and accurate use of Ohio Workforce Case Management System (OWCMS) and (CFIS) for tracking case management and costs

Collecting and reporting WIOA and State and Local performance information

Ensuring data integrity

Maintaining Confidentiality

Maintaining Equal Employment Opportunity (EEO) Compliance

Ensuring OMJ Center compliance with all applicable Americans with Disabilities Act (ADA) guidelines and easy accessibility to individuals with disabilities

Establish safety and security protocol and maintain safety standards

OMJ Lake Operator

Coordinating and integrating partners' staff and systems into OMJ Center operations

Coordinating and scheduling job fairs and other hiring events

Coordinating OMJ Center workshops

Gathering and reporting customer feedback

Compiling data for OMJ Lake One-Stop Scorecard

Compiling data for OMJ Center Certification Process

Monitoring the provider of Career Services and Youth Services at least twice a year for WIOA programmatic compliance, including eligibility requirements

Ensuring that all partners co-located at the OMJ Center implement and execute a priority of service for qualifying veterans and/or their eligible spouses as mandated by DOL

Coordinating staff training to ensure the ability to adequately perform assigned roles, have the functional knowledge of the policies, procedures and the unique characteristics of all co-located partner programs and cultural competency

Request for Proposal One-Stop Operator

- Apr 6th WDB P & P determines RFP Specs
- Apr 14th Publish RFP
- Apr 28th Bidders Conference
- May 10th Noon EST Deadline for Questions
- May 12th Noon EST Deadline for Proposals
- May 19th Finalize Proposal Ratings
- May 19th Selection Approval by P & P
- May 30th Appeals Deadline
- Jun 9th WDB Approval
- Jun 24th CEO Resolution
- Jul 1st Service Contract Begins

WAB

Request for Proposal

2021

OMJ Comprehensive Career Center One-Stop Operator

Workforce Innovation and Opportunity Act

Name of Proposer: _____

Name of Evaluator: _____

Date of Evaluation: _____

<u>Criterion</u>	<u>Points</u>
Previous successful experience in operating the same or very similar activity	<u>(0-40)</u>
Proposers overall qualifications compared to the stated specifications	<u>(0-25)</u>
Reasonableness and necessity of proposed costs	<u>(0-25)</u>
Completeness and thoroughness of proposal	<u>(0-10)</u>
TOTAL POINTS	<u>(0-100)</u>