

**MINUTES OF A MEETING
PLANNING & PROGRAM COMMITTEE
LAKE COUNTY WORKFORCE INVESTMENT BOARD
10:00 AM
January 26, 2012 at
Eastlake Public Library**

COMMITTEE ATTENDANCE

Eric Barbe
Lou Falk
Sam Delzoppo(P)

Terry Lazar
Keith Hocevar
Pat McAteer(P)

STAFF ATTENDANCE

Bob Dawson
Leslie Ryan

Chairman Eric Barbe Called the Meeting to Order and declared a quorum @ 10:00 AM.

I. MINUTES:

A motion to approve minutes of the July 20, 2011 meeting was made by Lou Falk and seconded by Terry Lazar. All approved; motion carried.

II. ADMINISTRATOR'S REPORT:

Bob Dawson reviewed and the committee discussed the following items:

- A. Current Adult and Dislocated Worker Spending
- B. PY 11 Current Quarter WIA Adult and Dislocated Worker Performance
- C. Lake1Stop PY 11 2nd Quarter Balanced Scorecard & ROI Analysis
- D. Proposed Training Provider Report Card

III. NEW BUSINESS:

- A. The committee reviewed items relevant to publishing a Request for Proposal (RFP) to outsource Lake1Stop Staffing Services including:
 - 1. Determining the need for services
 - 2. Establishing RFP Specifications & Evaluation Criteria
 - 3. Performing an Independent Cost Estimate

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

A motion was made by Keith Hocevar and seconded by Terry Lazar to authorize staff to proceed with procurement for Lake1Stop staffing proposals and approve the Procurement Schedule. All were in favor; motion carried.

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

Terry Lazar made a motion, seconded by Keith Hocevar, to adopt the Independent Cost Estimate. All were in favor; motion carried.

The Committee agreed to meet on March 20, 2012 at 10:00 AM at the Eastlake City Library to review proposal evaluations and make a recommendation to the WIB for consideration at their March 29, 2012 meeting.

IV. ADJOURNMENT:

There being no further business, Chairman Barbe adjourned the meeting at 11:30 AM.