

**MINUTES OF A MEETING OF THE
PLANNING & PROGRAMS COMMITTEE
LAKE COUNTY WORKFORCE DEVELOPMENT BOARD (WDB)
February 24, 2017
8:00 AM
Panera Bread Company
36099 Euclid Avenue
Willoughby, Ohio 44094**

Committee Members in Attendance

Eric Barbe
Lou Falk
Todd Alishusky

Sam Delzoppo
Terry Lazar

Staff in Attendance

Bob Dawson

Call to Order:

Eric Barbe called the meeting to order at 8:05AM

Approval of Minutes:

Terry Lazar moved for the approval of the minutes from the meeting of May 26, 2016; Todd Alishusky seconded the motion. All were in favor; motion carried.

New Business:

Bob Dawson explained the purpose of the meeting that involved the Lake Comprehensive Career Center Operator Procurement and related matters and explained the need for the committee to complete a Conflict of Interest and Non-Disclosure Form specific to this business. All signed.

Bob reviewed the historical One-Stop Roles and Responsibilities under WIA and explained how those differed somewhat under WIOA and how the selection and/or procurement of those perform the duties must be determined. Bob shared applicable sections of WIOA related to the One-Stop along with State Policy on Adult and Dislocated Worker (DW) Career Services and State Policy on One-Stop Operator Procurement.

After discussion, **Lou Falk moved to designate 177 Main Street, Painesville, Ohio, as the location of the OMJ Comprehensive Career Center (One-Stop) for Area #5. Sam Delzoppo seconded the motion. All were in favor; motion carried.**

After reviewing and discussing the different services involved with career center operations, **Sam Delzoppo motioned to adopt the list of duties and responsibilities for the Fiscal Agent, the WDB, the provider of Adult and DW Career Services and the One-Stop Operator. Todd Alishusky seconded the motion. All were in favor; motion carried.**

The committee then performed considerable due diligence relative to the current state of the OMJ-Lake Career Center including outcomes and performance, experience and expertise and the cost of delivering services. Following that process, **Lou Falk moved to “designate” the Lake County Department of Job & Family Services as the provider of Adult and Dislocated Worker Career Services for OMJ – Lake. Sam Delzoppo seconded the motion. All were in favor; motion carried.**

The committee then considered and discussed the One-Stop Operator procurement and **Todd Alishusky moved to authorize the procurement of a One-Stop Operator for the Lake County Comprehensive Career Center and to adopt the previously approved list of services and responsibilities as the position specifications. Sam Delzoppo seconded the motion. All were in favor; motion carried.**

After review and discussion, **Sam Delzoppo moved to establish the One-Stop Operator Procurement procedure and timeline. Terry Lazar seconded the motion. All were in favor; motion carried.**

Following review and comment, **Todd Alishusky moved to adopt the One-Stop Operator Procurement Evaluation Scoring Matrix. Sam Delzoppo seconded the motion. All were in favor; motion carried.**

After reviewing and discussing some historical costs, **Sam Delzoppo moved to establish the One-Stop Operator Cost Estimate of \$80,000 annually. Lou Falk seconded the motion. All were in favor; motion carried.**

Bob Dawson explained the procedure for opening and logging proposals on April 7, 2017 and then evaluating the proposals. Sam Delzoppo volunteered to assist Bob Dawson in opening and logging the proposals at 1:00 PM on April 7th. Todd Alishusky and Sam Delzoppo volunteered to review and rate proposals on April 21, 2017.

The committee will meet next on April 28, 2017 per the procurement timeline.

Adjournment:

There being no further business, **Mr. Barbe adjourned the meeting at 9:15 AM by Call of the Chair.**