

**MINUTES OF A MEETING OF THE  
PLANNING & PROGRAMS COMMITTEE  
LAKE COUNTY WORKFORCE DEVELOPMENT BOARD  
February 13, 2020  
8:00 AM  
Panera Bread Company  
36099 Euclid Avenue  
Willoughby, Ohio 44094**

**Committee Members in Attendance**

Eric Barbe  
Robert Dawson (P)

Sam Delzoppo  
Terry Lazar

**Staff in Attendance**

Bob Dawson  
Leslie Ryan

**Call to Order:**

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

**Approval of Minutes:**

Terry Lazar moved for the approval of the minutes from the meeting of March 21, 2019; Sam Delzoppo seconded the motion. All were in favor; motion carried.

**New Business:**

Bob Dawson presented the PY 18 year-end annual performance reports for OMJ Lake including the WIOA Final Adjusted 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. He also reviewed the PY 19 First Half Balanced Scorecard and the First Half WIOA ROI which shows us tracking very well program year-to-date.

Bob then presented and reviewed several documents including our Projected PY 20 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:

- Terry Lazar moved to authorize PY 20 OMJ Staffing Procurement and adopt the proposed Procurement Timeline. Sam Delzoppo seconded the motion. All were in favor; motion carried.
- Terry Lazar made a motion to adopt PY 20 OMJ Staffing Statement of Work as presented. Sam Delzoppo seconded the motion. All were in favor; motion carried.
- Sam Delzoppo motioned for the adoption of the PY 20 Staffing RFP Proposal Evaluation Criteria and Scoring Matrix. Terry Lazar seconded the motion. All were in favor; motion carried.

- Terry Lazar moved to adopt the PY 20 Staffing Procurement Independent Cost Estimate. Sam Delzoppo seconded the motion. All were in favor; motion carried.
- Terry Lazar made a motion to appoint Bob Dawson, Shawn Douglas and Leslie Ryan to the PY 20 Staffing Procurement Evaluation Team. Sam Delzoppo seconded the motion. All were in favor; motion carried.

**Adjournment:**

There being no further business, Mr. Barbe announced the next meeting for April 9th at 8:00 AM at the Panera Bread Company in Willoughby then adjourned the meeting at 9:00 AM by Call of the Chair.