

**MINUTES OF A MEETING OF THE  
PLANNING & PROGRAMS COMMITTEE  
LAKE COUNTY WORKFORCE DEVELOPMENT BOARD**

**April 9, 2020**

**9:00 AM**

**Via conference call**

**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 9:00 AM.

**Approval of Minutes:**

Sam Delzoppo moved for the approval of the minutes from the meeting of February 13, 2020; Terry Lazar seconded the motion. All were in favor; motion carried.

**New Business:**

Bob Dawson gave an overview of the career center staffing procurement process. We had two potential proposers at the Bidders Conference. In the end, we received one proposal, which was United Labor Agency, our current contractor. Bob reviewed our outreach efforts on the RFP which included mailing the Public Notice to our current bidders list which includes approximately seventy (70) individuals and organizations which have indicated their interest in knowing about all activities and services we are putting out for competitive procurement.

Bob discussed the Proposal Evaluation Summary scored by the designated evaluators. ULA received an average of 95 on a 100 scale for their proposal. Their proposed price of \$383,284 was in line with the Cost Price Estimate and passed the Cost/Price Analysis with flying colors. Bob mentioned that the contract price includes \$54,168 in occupancy costs which is paid back to the career center as one-stop vendor shared costs.

Bob also shared information that reflected the quality of work we have received from ULA over the years and discussed some of the other once-stops they have operated and/or worked at. They have one of the top reputations in Ohio and Western Pa as a One Stop Operator.

Following discussions, Terry Lazar made a motion to the Lake County Workforce Development Board, to recommend to the Board of Lake County Commissioners, that the United Labor Agency, 737 Bolivar Road, Cleveland, Ohio, be awarded a contract for PY 20 (July 1, 2020 – June 30, 2021) to provide OMJ Lake Career Center Staffing Services in an amount not to exceed \$383,284 subject to final negotiation. Sam Delzoppo seconded the motion. All were in favor; motion carried without abstentions.

**Adjournment:**

There being no further business, Eric Barbe adjourned the meeting at 9:25 AM by Call of the Chair.