

**MEETING MINUTES**  
**LAKE COUNTY WORKFORCE DEVELOPMENT BOARD**  
**April 16, 2020 @ 11:30 AM**  
**via WebEx**

**Board Roll Call:**

Eric Barbe	Terry Lazar	Mike Matoney
Matt Battiato	Carolyn O'Connor	Dan Massachio
Sam Delzoppo	Carrie Dotson	Rich Mears
Gretchen Skok-Disanto	Brian Bontempo	William Moore
Robert J Dawson (P)	Marty Gareau	Eric Wacho
Cindy Hutchison	Dan Findley	Karen Ralston
Scott Seaholm	Tim Flenner	Ryan Rogers

**Others in Attendance:**

Leslie Ryan, LCDJFS	Bob Dawson, LCWDB, Ex Director
Shawn Douglas, LCDJFS	Joel DiMare, LC Commissioners
Mindy Hughes, LCDJFS	Patrick Mohorcic, LC Port Authority

**Call to Order:**

Chairman Sam Delzoppo called the meeting to order at 11:32 AM via WebEx. Bob Dawson performed the roll call.

**Approval of Minutes:**

Scott Seaholm moved for the approval of the minutes from the meetings of November 7, 2019 and March 31, 2020. Gretchen Skok-Disanto seconded the motion; all were in favor; motion carried with no abstentions.

**Introductions and Announcements:**

Bob Dawson introduced new board members on the call including Tim Flenner from ERIEBANK, Dan Findley with Sheet Metal Workers Local 33 and Karen Ralston from STERIS Corp. Bob also introduced Joel DiMare from the Commissioner's office and Patrick Mohorcic from the Port Authority who will become the new Workforce Director on May 4, 2020.

**Executive Director's Report:**

Bob Dawson thanked the board for their cooperation and patience with our use of electronic meetings and for their continued support. Bob reviewed the PY 18 Final "Adjusted" Common Measures for both WIOA and CCMEP. He also discussed the current year's ROI Analysis through March 31, 2020. The report showed us exiting 94 participants with a payback period of 7.4 months. Also provided was the OMJ Balanced Scorecard for the period of July 1, 2019 - December 31, 2019. We were tracking well with our operational targets until the pandemic swept in at the beginning of March. Bob stated that these reports will look much different in the coming months.

Bob said the building has been closed since the middle of March. Most staff are working remotely from home. We are currently focusing on five activities: monitoring our training candidates and their training providers to assist with them earning their degree, certificate or credential; continuing to job match our registered clients with a number of job opening from large firms such as Amazon, Walmart, Target and Coca-Cola plus our Hot Jobs List of 55 current openings from local employers; outreaching to new Unemployment Claimants whose information we are receiving in batches of approximately 3,500; participating (remotely) in Rapid Response activities under the direction of the regional RR Director; and starting to plan out our reentry strategy.

### **Youth Committee:**

Mindy Hughes advised that the Youth Committee last met on April 7, 2020 to review the results from the Request for Proposal for PY 20 CCMEP Case Management Providers that was published on February 19, 2020. The committee reviewed the tabulated results of the procurement which was assembled by the Evaluation Team. A copy of the results is with this meeting's documents. We are anticipating the need for 120 participant slots in the new program year. The Youth Committee is recommending two organizations for contracts which are represented by resolution numbers 1 & 2 in the meeting documents. Each organization will be available to provide comprehensive case management services to 60 participants under the terms of their contracts. The recommended providers are OhioGuidestone and Catholic Charities. These two proposals met all the program specifications and the terms and conditions as required in the procurement which was performed to federal standards. Bob Dawson provided a brief overview of the procurement process and timeline.

Chairman Delzoppo opened the floor to the following motions:

- 1) Eric Barbe moved for a resolution to the Lake County Commissioners recommending the establishment of a contract with OhioGuidestone to provide CCMEP Services during Program Year 2020, in the amount of \$465,313 subject to final negotiations. Marty Gareau seconded the motion; all were in favor and the motion carried without abstentions.**
- 2) Brian Bontempo made a motion for a resolution to the Lake County Commissioners recommending the establishment of a contract with Catholic Charities Corporation to provide CCMEP Services during Program Year 2020. In the amount of \$465,797 subject to final negotiations. Eric Barbe seconded the motion; all were in favor and the motion carried without abstentions.**

### **Planning and Programs:**

Eric Barbe announced that the Planning and Programs Committee last met on April 9<sup>th</sup> and they reviewed and discussed a report from the RFP Evaluation team that provided information to the procurement for our Program Year 2020 Career Center staffing needs. The United Labor Agency was the sole proposer to the RFP that was published on February 19<sup>th</sup>. The procurement was performed to federal standards. The current contract and the RFP specifications call for four full-time staff providing day-to-day services at the One stop Career Center. United Labor Agency has held this contract for several years and does an outstanding job for us. The Planning and Programs Committee is recommending a contract with ULA for the next program year running July 1, 2020 – June 30, 2021. Bob Dawson mentioned that this contract includes \$54,168 of occupancy costs which will be paid back to OMJ Lake County.

Chairman Delzoppo opened the floor for the following resolution:

- 3) Scott Seaholm moved for a resolution to the Lake County Commissioners recommending the establishment of a contract with the United Labor Agency (ULA) to provide OMJ Lake Staffing Services during the Program Year 2020, in the amount of \$383,284 subject to final negotiations. Rich Mears seconded the motion; all were in favor and the motion carried with no abstentions.**

**Nominating Committee:**

Officer terms are approaching their two-year limits. Chairman Delzoppo advised the Board that he had appointed the following members to the ad hoc Nominating Committee to report back at the June meeting: Gretchen Skok-Disanto-Chair, Marty Gareau and Terry Lazar.

**Other Business:**

Bob Dawson presented and discussed the need to update the WIOA/Workforce Ohio Local Area #5 Multi-Function Governance Agreement between the Commissioners (Chief Elected Official), the Workforce Development Board (WDB) and the Lake County Department of Job and Family Services (Fiscal Agent).

- 4) Eric Barbe motioned for a Resolution to approve the amended WIOA/Workforce Local Multi-Function Governance Agreement and to authorize Chairman Sam Delzoppo to execute the (amended) agreement. Scott Seaholm seconded the motion. All were in favor; motion carried with no abstentions.**

**Adjournment:**

Sam Delzoppo announced that the next board meeting was scheduled for Thursday June 11, 2020. Details will be forthcoming subject to Ohio's Stay at Home Order. There being no further business, the meeting was adjourned by the call of the Chair at 12:00 PM.