

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

February 1, 2022

8:00 AM

**Panera Bread Company
36099 Euclid Avenue
Willoughby, Ohio 44094**

Committee Members in Attendance

Eric Barbe
Tim Flenner
Terry Lazar

Sam Delzoppo (P)
Dan Musacchio (P)

Staff in Attendance

Bob Dawson
Leslie Ryan
Cory Vojack

Call to Order:

Eric Barbe called the meeting to order at 8:15AM.

Approval of Minutes:

Tim Flenner moved for the approval of the minutes from the meeting of May 19, 2021; Terry Lazar seconded the motion. All were in favor; motion carried.

New Business:

Bob Dawson and Cory Vojack updated the committee by reviewing the PY 20 (unadjusted) Year-End Common Measures for the annual period ending June 30, 2021. This is the most up-to-date performance numbers available. They explained the situation of “unadjusted” and told the group we were expecting final numbers shortly. The numbers reflected that Area 5 was performing above the local and state goals in most all categories and in most cases by a wide margin. They also shared the State’s graphic comparison of performance by Workforce Area which also showed Area 5 leading the State in several categories of performance. Also presented was a summary of Adult and Dislocated Worker funding showing Area 5 in sound fiscal condition with more than ample money to fund a staffing procurement.

Bob then presented and reviewed several documents as back-up to performing a procurement for PY 22 One Stop Staffing Services. Presented and discussed were a proposed Public Notice, a suggested Procurement Timeline, details for potential OMJ Staffing RFP Specifications, a suggested Procurement Evaluation Rating Matrix, a proposed Independent Cost Estimate for the procurement and suggestions of persons to serve on the RFP Evaluation Team.

After questions and discussion, Chairman Barbe accepted the following motions:

- Terry Lazar moved to authorize PY 22 OMJ Staffing Procurement and adopt the proposed Procurement Timeline. Tim Flenner seconded the motion. All were in favor; motion carried.

- Tim Flenner made a motion to adopt PY 22 RFP Specifications as presented. Terry Lazar seconded the motion. All were in favor; motion carried.

- Terry Lazar motioned for the adoption of the PY 22 Staffing RFP Proposal Evaluation Criteria and Scoring Matrix. Tim Flenner seconded the motion. All were in favor; motion carried.
- Tim Flenner moved to adopt the PY 20 Staffing Procurement Independent Cost Estimate. Terry Lazar seconded the motion. All were in favor; motion carried.
- Terry Lazar made a motion to appoint Cory Vojack, Shawn Douglas and Leslie Ryan to the PY 22 Staffing Procurement Evaluation Team. Tim Flenner seconded the motion. All were in favor; motion carried.

Adjournment:

There being no further business, Eric Barbe announced the next meeting for April 5th with the time, place and/or type of meeting TBA. There being no further business, the meeting was adjourned by call of the Chair at 9:00 AM.