

**MEETING MINUTES**  
**LAKE COUNTY WORKFORCE DEVELOPMENT BOARD**  
**April 21, 2022 @ 11:30 AM**

**Board Roll Call:**

Eric Barbe  
Patrick Mohorcic  
Sam Delzoppo  
Gretchen Skok-Disanto(P)  
Rich Mears(P)  
Suzanne Casar

Terry Lazar  
Carolyn O'Connor  
Carrie Dotson(P)  
William Moore  
Scott Seaholm

Shayna Jackson  
Dan Massachio(P)  
Shirley Galipo(P)  
Robert J Dawson (P)  
Tim Flenner

**Others in Attendance:**

Leslie Ryan, LCDJFS  
Shawn Douglas, LCDJFS  
Mindy Hughes, LCDJFS  
Matt Myers, ODJFS

Bob Dawson, LCWDB, Ex Director  
Matt Battiato LCDJFS, Ex Director  
Kristin Conteen, Main Street Recruitment  
Cory Vojack, Director LCWDB

**Call to Order:**

Sam Delzoppo called the meeting to order at 11:45 AM. Cory Vojack performed the roll call.

**Approval of Minutes:**

Eric Barbe moved for the approval of the minutes from the meetings of November 4, 2021. Terry Lazar seconded the motion; all were in favor; motion carried with no abstentions.

**Introductions and Announcements:**

Cory Vojack introduced new board members including Shayna Jackson from Crossroads Health, and Patrick Mohorcic from the Lake Development Authority.

**Executive Director's Report:**

Cory Vojack introduced Kristin Conteen, president of Main Street Recruitment. Kristin used a PowerPoint to present an overview of Main Street Recruitment and then spoke specifically on Main Street Recruitments upcoming projects with the OMJ Lake team. Cory reviewed the PY 21 "Unadjusted" Common Measures for both WIOA and CCMEP through Q2. He also discussed the current year's ROI Analysis through December 31, 2021. The report showed us exiting 34 participants with a payback period of 14.2 months. Cory also provided a report on the Business Resource Network grant awarded to us at the end of 2021. The report included a background on the BRN, the scope on the subgrant, and examples of projects put in place by the director.

**Youth Committee:**

Mindy Hughes advised that the Youth Committee last met on April 5, 2022 to review the results from the Request for Proposal for PY 22 CCMEP Case Management Providers that was

published on February 23, 2022. The committee reviewed the tabulated results of the procurement which was assembled by the Evaluation Team. 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.

Sam 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 2022, in the amount of \$569,473 subject to final negotiations. Scott Seaholm seconded the motion; all were in favor and the motion carried without abstentions.**
- 2) **Eric Barbe 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 2022. In the amount of \$504,484 subject to final negotiations. Terry Iazar 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 5<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 2022 Career Center staffing needs. The United Labor Agency was the top proposer to the RFP that was published on February 23<sup>th</sup>. Harbor, a community based non-profit organization from Northwest, Ohio also submitted a proposal. 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, 2022 – June 30, 2023. Bob Dawson mentioned that this contract includes \$52,000 of occupancy costs which will be paid back to OMJ Lake County.

Sam Delzoppo opened the floor for the following resolution:

- 3) **Patrick Mohorcic 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 2022, in the amount of \$406,580 subject to final negotiations. Tim Flenner seconded the motion; all were in favor and the motion carried with no abstentions.**

### **Nominating Committee:**

Officer terms are approaching their two-year limits. Sam Delzoppo advised the Board that Robert J. Dawson had appointed the following members to the ad hoc Nominating Committee to report back at the June meeting: Eric Barbe-Chair, Suzanne Casar, and Terry Lazar.

**Other Business:**

Bob Dawson presented an award to former chair Sam Delzoppo for his commitment and service to the board during Mr. Dawson's time as director.

**Adjournment:**

Sam Delzoppo announced that the next board meeting was scheduled for Thursday June 9, 2022. There being no further business, the meeting was adjourned by the Chair fill-in at 12:23PM.