

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

April 5, 2022

8:00 AM

**Panera Bread Company
Willoughby, Ohio**

Committee Members in Attendance

Eric Barbe
Tim Flenner (P)
Dan Musacchio (P)

Sam Delzoppo
Terry Lazar

Staff in Attendance

Bob Dawson
Leslie Ryan
Cory Vojack

Call to Order:

Eric Barbe called the meeting to order at 8:07 AM.

Approval of Minutes:

Terry Lazar moved for the approval of the minutes from the meeting of February 1, 2022; Sam Delzoppo 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 several potential proposers at the Bidders Conference. In the end, we received two proposals, which were the United Labor Agency, our current contractor, and Harbor, from northwest, Ohio. Bob reviewed our outreach efforts on the RFP which included mailing the Public Notice to our current bidders list which includes approximately one hundred (100) 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 score of 93.3 on a 100 scale for their proposal. Harbor scored an average of 88.0. ULA's proposed price of \$406,580 was in line with the Cost Price Estimate. Bob mentioned that the contract price includes \$52,000 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 one-stops they have operated and/or worked at. They have one of the top reputations in Ohio as a workforce contractor.

Following discussions, Sam Delzoppo 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 22 (July 1, 2022 – June 30, 2023) to provide OMJ Lake Career Center Staffing Services in an amount not to exceed \$406,580 subject to final negotiations. Terry Lazar seconded the motion. All were in favor; motion carried without abstentions.

Adjournment:

There being no further business, Eric Barbe adjourned the meeting at 9:26 AM by Call of the Chair.