

LAKE COUNTY YOUTH COMMITTEE MEETING MINUTES

January 24, 2022

2:00 PM

Via Zoom

Members Attending the Meeting

Brian Bontempo
Heidi Fyffe
Mindy Hughes
Lisa Sturgil
Juliana Petti (P)

Staff Attending

Bob Dawson
Leslie Ryan
Bridgid Corbett

Call to Order:

The meeting was called to order by Lisa Sturgil at 2:01 PM.

Approval of Minutes:

Mindy Hughes moved to approve the minutes from the meeting of April 7, 2020; the motion was seconded by Heidi Fyffe. All were in favor; motion carried.

Overview

Bob Dawson briefly discussed the meeting agenda and provided an overview of the CCMEP procurement process which typically occurs every two years.

Program Status:

Bridgid Corbett, CCMEP Quality Control Reviewer, provided a CCMEP Program status report. She presented the PY 20 WIOA Youth and CCMEP year-end (unadjusted) Common Measures Performance Reports. The reports will not be final until the State applies the DOL deviation factors for Lake County and republishes the reports as final. Most all measures are at or above the "Success" level except for the Credential Attainment measure. Bridgid explained the issues we have had with the measure and what steps are being taken to meet the Success standard for the measure. Bridgid distributed summary reports for the two current providers and spoke to the excellent job they have been doing delivering services throughout the pandemic. Bob Dawson noted that the last time our year-end performance had the DOL deviations applied to them was at least two program years ago and the deviations actually helped to increase our performance.

Procurement Considerations:

Bob Dawson explained the technical steps required of a procurement process performed to federal standards. Following that discussion, the committee took the following actions:

Brian Bontempo moved and Mindy Hughes seconded a motion to authorize a procurement for PY 22 CCMEP Providers. All were in favor; the motion carried without abstentions.

Mindy Hughes moved, and Brian Bontempo seconded a motion to approve the Procurement Timeline. All were in favor; the motion passed without abstentions.

Brian Bontempo moved, and Mindy Hughes seconded a motion to adopt the RFP Program Parameters. All were in favor; the motion carried without abstentions.

Brian Bontempo moved, and Heidi Fyffe seconded a motion to adopt the Evaluation Criteria and Scoring Matrix as presented. All were in favor; motion carried without abstentions.

Mindy Hughes moved, and Heidi Fyffe seconded a motion to adopt the Independent Cost Estimate as presented and discussed. All were in favor; motion carried without abstentions.

Brian Bontempo moved, and Heidi Fyffe seconded a motion to appoint the Procurement Evaluation Team of Cory Vojack, Leslie Ryan, Shawn Douglas and Bridgid Corbett. All were in favor; motion carried without abstentions.

Bob Dawson advised the committee that he would have the team sign the required Conflict of Interest/Nondisclosure Statement immediately following the meeting.

Adjournment:

There being no further business, the meeting was adjourned by the call of the chair at 2:43 PM.