

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

January 31, 2024

8:00 AM

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

Committee Members in Attendance

Eric Barbe
Tim Flenner
Terry Lazar

Sam Delzoppo
Jerry Benko

Staff in Attendance

Cory Vojack
Leslie Ryan

Call to Order:

Eric Barbe called the meeting to order at 8:05AM.

Approval of Minutes:

Sam Delzoppo moved for the approval of the minutes from the meeting of March 8, 2023; Tim Flenner seconded the motion. All were in favor; motion carried.

New Business:

Cory Vojack introduced Jerry Benko of Middlefield Banking Company to the committee as a new member and the committee gave introductions to their respective business roles. Cory Vojack and Leslie Ryan updated the committee by reviewing the PY 22 (unadjusted) Year-End Common Measures for the annual period ending June 30, 2022. 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 within the next quarter. The figures reflected that Area 5 was performing above the local and state goals in most all categories and in most cases. Also presented was a summary of Adult and Dislocated Worker funding showing Area 5 in sound fiscal condition with more than ample allocation to fund a staffing procurement.

Cory then presented and reviewed several documents as preparation to performing a procurement for PY 24 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:

- Tim Flenner moved to authorize PY 24 OMJ Staffing Procurement and adopt the proposed Procurement Timeline. Terry Lazar seconded the motion. All were in favor; motion carried.
- Jerry Benko made a motion to adopt PY 24 RFP Specifications as presented. Terry Lazar seconded the motion. All were in favor; motion carried.

- Terry Lazar motioned for the adoption of the PY 24 Staffing RFP Proposal Evaluation Criteria and Scoring Matrix. Sam Delzoppo seconded the motion. All were in favor; motion carried.
- Tim Flenner moved to adopt the PY 24 Staffing Procurement Independent Cost Estimate. Sam Delzoppo 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 24 Staffing Procurement Evaluation Team. Sam Delzoppo seconded the motion. All were in favor; motion carried.

Adjournment:

There being no further business, Eric Barbe announced the next meeting for April 4th at the same location of Panera Bread Company in Willoughby Ohio. There being no further business, the meeting was adjourned by call of the Chair at 8:50 AM.