

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

**April 4, 2024**

**8:00 AM**

**Panera Bread Company  
Willoughby, Ohio**

**Committee Members in Attendance**

Eric Barbe  
Tim Flenner  
Jerry Benko (P)

Sam Delzoppo  
Terry Lazar

**Staff in Attendance**

Cory Vojack  
Leslie Ryan

**Call to Order:**

Eric Barbe called the meeting to order at 8:01 AM.

**Approval of Minutes:**

Sam Delzoppo moved for the approval of the minutes from the meeting of January 31, 2024; Terry Lazar seconded the motion. All were in favor; motion carried.

**New Business:**

During the meeting, Cory Vojack provided an overview of the career center staffing procurement process. He informed the attendees that despite several potential proposers being present at the Bidders Conference, only one proposal was received, which was from the United Labor Agency (ULA), our current contractor.

Cory detailed the outreach efforts conducted for the Request for Proposal (RFP), which included mailing the Public Notice to our current bidders list of approximately one hundred twelve (112) individuals and organizations. He also highlighted increased activity on the County Website's Q&A page regarding the RFP, with three other potential bidders submitting inquiries.

The Proposal Evaluation Summary, scored by designated evaluators, was presented by Cory. ULA received an average score of 89.3 out of 100 for their proposal, with their proposed price of \$416,379.00 aligning with the Cost Price Estimate. Cory noted that the contract price includes \$55,853 in occupancy costs, reimbursed to the career center as one-stop vendor shared costs.

Cory also shared information on the quality of work delivered by ULA over the years and their esteemed reputation in Ohio as a workforce contractor, based on their operations and projects in other one-stop centers.

Following discussions, Tim Flenner motioned to recommend to the Board of Lake County Commissioners that ULA be awarded a contract for PY 24 (July 1, 2024 – June 30, 2025) to provide OMJ Lake Career Center Staffing Services, not to exceed \$416,379.00, subject to final negotiations. Sam Delzoppo seconded the motion, and all present were in favor; the motion carried without abstentions.

**Adjournment:**

There being no further business, Eric Barbe adjourned the meeting at 8:26 AM by Call of the Chair.