

**MINUTES OF A MEETING
PLANNING COMMITTEE
LAKE COUNTY WORKFORCE INVESTMENT BOARD**

January 23, 2003 at 2:30 p.m.

At

Lake County Department of Job and Family Services

Committee Members Attendance

Dave Kalina
Joe Francesconi
Paul Magnus
Roger Sustar

Staff Members Attendance

Donna Mona
Pam Fiederer
Carol Anderson

Approval of Minutes of November 21, 2002 Committee Meeting

Paul Magnus made a motion to approve November 21, 2002 minutes and Roger Sustar seconded the motion. Motion passed.

Pam Fiederer distributed a page from the Request for Proposal that was part of the agenda package. There was an addition made on this page. "Training shall be offered in an interactive multimedia format subject to the approval of LCDJFS."

Old Business

Pam Fiederer reviewed non-positive exits. There were 13 - 14 people who are non-positive exits from the program in the previous year. The question was asked previously by the committee why individuals were exited non-positively. Pam Fiederer reviewed page 4 of the agenda, "Non-Positive Exits, PY01."

New Business

There was discussion on Intensive Training Services. Donna Mona defined in detail, intensive training services and occupational training services. The question was asked where the funding for these services came from. Donna Mona explained the funding sources to committee. There was discussion on funding for Core services and intensive services.

The Committee reviewed the "Request for Proposal WIB Intensive/Training Services Program." Dave Kalina asked if there was a good response to this solicitation. Ms. Fiederer said that there two bidders last year. The committee felt that part of bidders concern was that they could spend a lot of time and money not knowing if they were in "the running". Dave Kalina suggested that a short form qualification could be done to see if someone was interested; this information could be evaluated and they could be preapproved before they actually went through the cost and time to fill out the whole Request for Proposal form, if in fact this was one of the hurdles that was preventing people from proposing. The committee felt that the volume of this proposal may be the reason for not getting a good response to the solicitation.

Paul Magnus suggested a contract be negotiated which says not to exceed a specified dollar amount. There was discussion on what the content of the contract should be, and the cost effectiveness of a contract.

Dave Kalina suggested looking at the whole contract or portions of the contract to see if we can reclassify as part of intensive, and actually earmark funding that says this is a basic service that is going to be provided for a specified amount.

Dave Kalina suggested the committee review the Request for Proposal and get back to him with comments. Dave will then make a suggestion to Donna Mona to add a clause or make a change. The committee will get back to Ms. Mona by the first week in February if they decided to make a change in the proposal.

A date was set for the next committee meeting on February 27, 2003 at 2:30.

MOTION TO ADJOURN MEETING

**Motion was made by Dave Kalina to adjourn meeting and seconded by Joe Francesconi.
Meeting adjourned.**