

**MINUTES OF A MEETING
PROGRAM REVIEW AND
COORDINATING COMMITTEE
LAKE COUNTY WORKFORCE**

April 23, 2003 at 9:00 a.m.

At

Lake County Department of Job and Family Services

COMMITTEE ATTENDANCE

Eric Barbe
Jim Dillard
Lou Falk
Terri Richards
Steve Tsengas

STAFF ATTENDANCE

Art Iacofano
Shawn Douglas
Carol Anderson

Motion to approve minutes of the January 9, 2003, meeting was made by Terri Richards and seconded by Jim Dillard. All approved, motion passed.

New Business

The committee began discussion and review of PY 03 Youth Programs (July, 2003 through June 30, 2004).

Shawn Douglas explained the committee will be referring back to the document entitled "Staff Recommended Motions" (see attached) throughout the meeting. Mr. Douglas explained that the Board received four (4) proposals from service providers who would like to provide Youth Program Services for PY 03. Mr. Douglas advised that staff do not typically recommend that the Board establish contracts with proposers who earn a composite score of less than seventy (70) from the detached proposal rating team. Mr. Douglas further explained that the format of the proposal was reduced considerably this year. The proposers were also not provided with an advanced bidder's conference to answer technical questions about the Request for Proposal document. Mr. Douglas explained that the lack of a bidder's conference may have negatively impacted the quality of the proposals. As a result, staff are recommending that contracts be established with Willoughby-Eastlake Schools, J.P.C. Learning Center and Catholic Charities.

Mr. Douglas explained to the Committee that St. John Baptist church was proposing a program that did not fit with the Request for Proposal. They wanted to set up their own computer lab at their facility, when the agency already has a computer lab. They wanted to establish more of a Drop-in Center, which is not what the Board wanted to fund. As a result, staff are recommending that the Board not fund St. John Baptist Church's proposal.

Steve Tsengas questioned the lack of information on the R.F.P.'s that were submitted.

Art Iacofano explained that the two current providers have done well in providing services in the past. There is nothing in either of their files to suggest they have not done their job when they actually carry out their program. Mr. Iacofano explained that the agency tried to analyze why the scores were so low. For the first time, the agency did not hold a technical session. Mr. Iacofano believes that a technical session would have made a positive difference.

When the Youth Council looked at the R.F.P.'s, they did not have a quorum. Mr. Iacofano said that the members present at the Youth Council would have recommended approval of three of the four proposals to the full Board with the conditions that; 1) they complete all the information the Board needs; 2) that the Board negotiate the money; 3) that the Board makes sure that the services delivered are the proper services delivered to the youth that are affected.

Jim Dillard asked if staff gave feedback to any of the agencies so they would know the reason they are not approved. Mr. Iacofano explained that staff did provide feedback and will follow up with a letter.

Steven Tsengas asked if there is any way we can make this funding contingent on submitting additional information which is acceptable? Mr. Iacofano said "absolutely, when they negotiate with us they would have to complete all the information." There would be a clause in the contract that says contracts are subject to staff negotiation. There was additional discussion on approving R.F.P.'s even though the scores were low.

YOUTH PROGRAMS:

A motion was made by Eric Barbe and seconded by Jim Dillard that the Program Review Committee recommend that the full Board establish a contract with Catholic Charities of Lake County to provide Youth Program Services for Program Year 2003, in an amount not to exceed \$142, 282.00, subject to staff negotiation and pending additional information to be provided to the Board and/or staff by Catholic Charities of Lake County. Jim Dillard seconded the Motion. All approved; motion passed.

A motion was made by Lou Falk and seconded by Terri Richards that the Program Review Committee recommend that the full Board establish a contract with Willoughby-Eastlake Schools to provide Youth Program Services for Program Year 2003, in an amount not to exceed \$76,049.00, subject to staff negotiation and pending additional information to be provided to the Board and/or staff by Willoughby-Eastlake Schools. All approved; motion passed.

A motion was made by Terri Richards and seconded by Lou Falk that the Program Review Committee recommend that the full Board establish a contract with J.P.C. Learning Center to provide Youth Program Services for Program Year 2003, in an amount not to exceed \$46,000.00, subject to staff negotiation and pending additional information to be provided to the Board and/or staff by J.P.C. Learning Center. All approved, motion passed.

A motion was made by Eric Barbe and seconded by Jim Dillard to not recommend funding for St. John Baptist Church. All approved; motion passed.

INTENSIVE/TRAINING SERVICES:

Shawn Douglas reviewed the summary of J.P.C. and Computer Savvy. J.P.C. scored a higher rating from the detached rating team. Staff are recommending that the Board establish a contract with J.P.C. Learning Center for adult intensive services.

Steve Tsengas asked why the Board should approve a contract with J.P.C. Learning Centers if their cost is higher and the composite scores are so close.

Shawn Douglas explained that the staff believed the quality of service was better with J.P.C. The rating team looked at the value of the dollar, quality, and how closely the requirements of the R.F.P. were met. There are a number of categories on the rating sheet. Each one is taken into consideration and the score is tabulated. There are other factors that are considered, not just the dollar value.

Steven Tsengas asked “ was there any one significant thing that stands out that made the big difference?” Shawn Douglas explained that J.P.C. has had previous success in operating the program in Lake County’s One Stop with a good success rate. J.P.C. included this information in their proposal and that made a difference in the overall composite score. Computer Savvy was able to talk about other counties and what they have done in other communities, but they were not able to talk specifically about what they had done in Lake County’s One Stop. Past performance was a major contributor.

There was further discussion on the rating system that is used and the recommendation that a contract be established with J.P.C. Learning Center.

A motion was made by Eric Barbe and seconded by Terri Richards that the Program Review Committee recommend that the full Board establish a contract with J.P.C. Learning Center to provide Adult Intensive and Training Services for Program Year 2003, in an amount not to exceed \$148,000.00, subject to staff negotiation. All approved; motion passed.

CLASSROOM TRAINING PROVIDER APPLICATIONS:

Shawn Douglas briefly reviewed the attached Exhibits to the agenda; Exhibit I, “ALG Information Technology Program Information,” Exhibit II “TechSkills Information Technology Program Information” and Exhibit III, Lakeland Community College Programs for Consideration.”

Mr. Douglas explained that the staff recommendations was to approve or disapprove each course, as listed in the attached exhibits.

A motion was made by Terri Richards and seconded by Eric Barbe that the courses listed on the attached document, entitled “ALG Information Technology Program Information” (Exhibit I), be approved or disapproved per the staff recommendation and that approved courses be added to the list of WIA funded courses available for staff approved intensive services clients. All approved; motion passed.

A motion was made by Eric Barbe and seconded by Terri Richards that the courses listed on the attached document, entitled “TechSkills Information Technology Program Information” (Exhibit II), be approved or disapproved per the staff recommendation and that approved courses be added to the list of WIA funded courses available for staff approved intensive services clients. All approved; motion passed.

A motion was made by Eric Barbe and seconded by Lou Falk that the courses listed on the attached document, entitled “Lakeland Community College Programs for Consideration” (Exhibit III), be approved or disapproved per the staff recommendation and that approved courses be added to the list of WIA funded courses available for staff approved intensive services clients. All approved; motion passed.

There was no further business; meeting adjourned.