

**MINUTES OF A MEETING
PROGRAM REVIEW COMMITTEE
LAKE COUNTY WORKFORCE INVESTMENT BOARD**

8:00 a.m.

**November 15, 2006 at
Lake County Department of Job & Family Services**

COMMITTEE ATTENDANCE

Eric Barbe
Lou Falk
Terry Lazar
Dan Hart

STAFF ATTENDANCE

Bob Dawson
Pam Fiederer
Leslie Ryan
Terri Richards

Chairman Eric Barbe Called the Meeting to Order and declared a quorum.

I. A Motion to approve minutes of the October 26, 2005, meeting was made by Lou Falk and seconded by Terry Lazar. All approved, motion passed.

II. OLD BUSINESS.....There was no Old Business.

III. NEW BUSINESS

A. Bob Dawson reviewed a summary and requested approval to publish a Request for Proposal (RFP) to outsource a Job Development and Job Placement activities for the WIA. Items reviewed and discussed included anticipated outcomes, funds availability, services to be provided, provider performance criteria and estimated cost. It was agreed that a reasonable cost for a 2-3 person unit should not be more than \$200,000 (annualized) including the provider's full (FTE) participation in the One-Stop's Cost Sharing Budget. It was agreed that the \$200,000 (annualized) estimate, including the current \$18,618 One-Stop annualized FTE cost on a per head basis, would serve as the official Independent Cost Estimate for this RFP.

A Motion to approve the issuance of an RFP to outsource a Job Development and Job Placement Unit, not to exceed \$200,000 was made by Dan Hart and seconded by Lou Falk. All approved, motion passed.

B. Bob Dawson advised the Committee on the PY06 Performance Standard changes from the old Adult and Dislocated Worker Wage Gain Standards to the new Average Wage Performance Standards. The Committee reviewed the past three years' Wage Gain Performance and what the three years' Performance would have been if the Average Wage Performance measure had been in place, as calculated by ODJFS. After reviewing PY06 and WIA life-to-date Average Wage at Placement

statistics for our training providers, it was the consensus of the Committee not to change the existing Average Wage at Placement Goal (\$11.16/per hour) for training providers in their Training Provider Contracts. However, the Committee requested that our training providers all be informed of the new Adult and Dislocated Average Wage Standard and ask them to begin to raise the bar on their client's placement rates of pay.

- C. The Committee reviewed recent Area #5 training provider approvals and offered their support of the Executive Committee's decision to utilize the Incumbent Worker Training Waiver to fund the Health Care Career Pathways Initiative.

IV. There being no further business, Chairman Barbe adjourned the meeting.

Independent Cost Analysis
PY 06 Procurement of Job Search Assistance Services

The following principles are intended as guidance for cost and price evaluation of RFPs for job search assistance activities, and shall not be construed as setting absolute limitations on, or requirements for, specific budgets or budget line items. The Lake County WIB may recommend, and the Lake County Board of Commissioners may authorize, budgets and/or line items which do not follow these principles. In such cases, the procurement file will document the justification(s) for the recommendation. Reasons that may justify the recommendation include, but are not limited to, quality of the proposed program; credentials of provider staff; unique characteristic(s) of the program; and availability of alternate providers.

1. The maximum amount available to be awarded at this time is \$200,000.00 (annualized).
2. Wage rates for provider staff should not exceed current market rates for comparable positions. Current market rates for positions frequently utilized in similar programs are listed in Attachment A. The amount of funding available is expected to support two to three FTE positions.
3. Occupancy costs are established as the current rate charged for FTE occupancy by the Lake County Department of Job and Family Services. See Attachment B (from the PY 06 Lake County One-Stop Memorandum of Understanding), which documents how the FTE rate for PY 06 was established. The FTE rate includes most staff operational expenses, such as supplies, equipment use, etc.

ATTACHMENT A

INFORMATION FROM PY 05 RFPS RECEIVED, & PY 05 CONTRACTS

Position	Type of Position	Hourly/ Equivalent	Full Time Annual/ Equivalent
Director	Management	\$36.20	\$75,296
Coordinator	Management	\$33.17	\$69,000
Business Administrator	Management	\$23.94	\$49,795
Program Coordinator	Management	\$20.22	\$42,050
Site Supervisor	Professional	\$21.99	\$45,739
Teacher	Professional	\$21.99	\$45,739
Program Coordinator	Professional	\$20.22	\$42,050
Youth Services Coordinator	Professional	\$14.84	\$30,867
Instructor	Professional	\$14.00	\$29,120
Project Coordinator	Professional	\$14.00	\$29,120
Project Assistant	Professional	\$10.60	\$22,048
Administrative Secretary	Support	\$14.79	\$30,763
Clerical Aide	Support	\$13.53	\$28,142
Job Coach	Support	\$13.71	\$28,517
Job Monitors	Support	\$11.00	\$22,880
Instructor Aide	Support	\$10.10	\$21,008
Job Coach	Support	\$10.00	\$20,800
Administrative Assistant	Support	\$9.40	\$19,552

Positions listed in **boldface** are ones that are currently funded under PY 05 contracts.

Positions listed in regular type are ones from RFPs that were not funded.

Attachment B
IM/ONE STOP ALLOCATED SHARED BUDGET
SFY 2007

	Total Shared Cost Budget	IM/One Stop Shared Costs	LCJFS	Vendor(s)	Partner 1	Partner 2	Partner 3	Partner 4	Partner 5	Partner 6	Partner 7	Partner 8	Partner 9	Partner 10	Partner 11	Partner 12
Description		32.37%			ODJFS	Auburn	Goodwill	Mature Services	Ohio Rehabilitation Service Commission	Rural Opportunity	Economic Development Center	Lake Metro Housing	Painesville Adult Basic & Literacy Education	Neighboring	Lakeland	JPC Computer Learning Center
PERSONNEL SERVICES																
Salaries	\$1,755,049	\$568,108	\$542,032	\$0	\$4,829	\$966	\$1,932	\$966	\$9,658	\$966	\$0	\$966	\$966	\$966	\$1,932	\$1,932
Benefits	\$444,066	\$143,744	\$137,146	\$0	\$1,222	\$244	\$489	\$244	\$2,444	\$244	\$0	\$244	\$244	\$244	\$489	\$489
Subtotal Personnel Services	\$2,199,115	\$711,852	\$679,178	\$0	\$6,051	\$1,210	\$2,420	\$1,210	\$12,101	\$1,210	\$0	\$1,210	\$1,210	\$1,210	\$2,420	\$2,420
FACILITIES																
Lease Agreement	\$325,000	\$105,202	\$100,374	\$0	\$894	\$179	\$358	\$179	\$1,788	\$179	\$0	\$179	\$179	\$179	\$358	\$358
Telecommunications	\$136,000	\$44,023	\$42,002	\$0	\$374	\$75	\$150	\$75	\$748	\$75	\$0	\$75	\$75	\$75	\$150	\$150
Subtotal Facilities	\$461,000	\$149,225	\$142,376	\$0	\$1,268	\$254	\$507	\$254	\$2,537	\$254	\$0	\$254	\$254	\$254	\$507	\$507
OPERATIONS																
Equipment	\$250,000	\$80,925	\$77,210	\$0	\$688	\$138	\$275	\$138	\$1,376	\$138	\$0	\$138	\$138	\$138	\$275	\$275
Maintenance Agreements	\$51,424	\$16,646	\$15,882	\$0	\$141	\$28	\$57	\$28	\$283	\$28	\$0	\$28	\$28	\$28	\$57	\$57
Office Supplies	\$80,741	\$26,136	\$24,936	\$0	\$222	\$44	\$89	\$44	\$444	\$44	\$0	\$44	\$44	\$44	\$89	\$89
Postage	\$75,000	\$24,277	\$23,163	\$0	\$206	\$41	\$83	\$41	\$413	\$41	\$0	\$41	\$41	\$41	\$83	\$83
Printing	\$15,000	\$4,855	\$4,633	\$0	\$41	\$8	\$17	\$8	\$83	\$8	\$0	\$8	\$8	\$8	\$17	\$17
Central Support Services	\$126,000	\$40,786	\$38,914	\$0	\$347	\$69	\$139	\$69	\$693	\$69	\$0	\$69	\$69	\$69	\$139	\$139
Other	\$125,000	\$40,462	\$38,605	\$0	\$344	\$69	\$138	\$69	\$688	\$69	\$0	\$69	\$69	\$69	\$138	\$138
Subtotal Operations	\$723,165	\$234,088	\$223,343	\$0	\$1,990	\$398	\$796	\$398	\$3,979	\$398	\$0	\$398	\$398	\$398	\$796	\$796
Annual Total	\$3,383,280	\$1,095,166	\$1,044,898	\$0	\$9,309	\$1,862	\$3,724	\$1,862	\$18,618	\$1,862	\$0	\$1,862	\$1,862	\$1,862	\$3,724	\$3,724
Monthly Estimate		\$91,264	\$87,075	\$0	\$776	\$155	\$310	\$155	\$1,551	\$155	\$0	\$155	\$155	\$155	\$310	\$310

Partner Percentage of Total Cost			95.41%	0.00%	0.85%	0.17%	0.34%	0.17%	1.70%	0.17%	0.00%	0.17%	0.17%	0.17%	0.34%	0.34%
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