

**MINUTES OF A MEETING
PROGRAM REVIEW COMMITTEE
LAKE COUNTY WORKFORCE INVESTMENT BOARD
8:30 a.m.
January 28, 2010 at
Lake County Department of Job & Family Services**

COMMITTEE ATTENDANCE

Eric Barbe
Lou Falk
Terry Lazar
Dan Hart
Jim Dillard

STAFF ATTENDANCE

Bob Dawson
Leslie Ryan

Chairman Eric Barbe Called the Meeting to Order and declared a quorum @ 8:40 am.

I. MINUTES:

A motion to approve minutes of the May 21, 2009 meeting was made by Jim Dillard and seconded by Lou Falk. All approved; motion carried.

II. ADMINISTRATOR'S REPORT:

Bob Dawson reviewed and the committee discussed the following items:

- A. Current Adult and Dislocated Worker Spending
- B. PY 09 1st Qtr WIA Adult and Dislocated Worker Performance
- C. Lake1Stop PY 09 Balanced Scorecard & ROI Analysis
- D. Status of the Project HIRE Initiative

III. NEW BUSINESS:

- A. The committee reviewed items relevant to publishing a Request for Proposal (RFP) to outsource Lake1Stop Staffing Services including:
 - 1. Establishing the need for services
 - 2. Establishing RFP Specifications & Evaluation Criteria
 - 3. Performing an Independent Cost Estimate
 - 4. Authorizing the Procurement

Following the review and discussions, Chairman Barbe entertained the following motions:

A motion was made by Dan Hart and seconded by Jim Dillard to authorize staff to proceed with procurement for Lake1Stop staffing proposals and approve the Procurement Timeline. All were in favor; motion carried.

Lou Falk moved and Jim Dillard seconded a motion to adopt the RFP Specifications and Evaluation Criteria as presented. All were in favor; motion carried.

Jim Dillard made a motion, seconded by Dan Hart, to adopt the Independent Cost Estimate. All were in favor; motion carried.

The Committee agreed to meet on March 24, 2010 at 8:30 am to review proposals and make a recommendation to the WIB for consideration at their March 30, 2010 meeting.

IV. ADJOURNMENT:

There being no further business, Chairman Barbe adjourned the meeting at 9:30 am.