

LAKE COUNTY YOUTH COMMITTEE MEETING MINUTES

February 11, 2020

2:00 PM

Lake County Department of Job & Family Services

Members Attending the Meeting

Carol Darr
Heidi Fyffe
Mindy Hughes
Michael Stanic (P)
Lisa Sturgil

Staff Attending

Bob Dawson
Shawn Douglas
Terri Richards
Brigid Corbett

The meeting was called to order by Vice-Chair Lisa Sturgil at 2:03 PM.

Approval of Minutes:

Mindy Hughes moved to approve the minutes from the meeting of February 19, 2019; motion seconded by Carol Darr. All were in favor; motion carried.

Overview Matters:

Bob Dawson introduced new member Heidi Fyffe. Heidi is the Director of State and Federal Programs for Painesville City Schools. Mindy Hughes' term expires this year and she has been recommended to the Lake County Commissioners for reappointment. Bob passed out the Youth Committee Roster to be effective March 15, 2020.

CCMEP Program Status:

Bob Dawson and Brigid Corbett provided information on the status of the CCMEP program. Included were the CCMEP and WIOA Youth Performance Reports for the year ending June 30, 2019 and other general up-dates.

Providers and Case Management Status:

Brigid Corbett presented the Case Management summary write-ups for each provider. Last summer's transition from three (3) providers to two (2) went smoothly as planned. Brigid shared some of the impact to individual participants who were reassigned providers.

Considerations for issuing a PY 18 CCMEP RFP:

The Committee discussed all aspects of a potential procurement and following that discussion Lisa Sturgil accepted the following motions:

- Mindy Hughes motioned, and Carol Darr seconded a motion to authorize PY 20 CCMEP case management procurement and to adopt the proposed procurement timeline. All were in favor; motion carried.
- Mindy Hughes moved to establish the programming parameters for the PY 20 CCMEP RFP. Carol Darr seconded the motion. All were in favor; motion carried.
- Heidi Fyffe made a motion to adopt the Evaluation Rating Scale for scoring the CCMEP Case Management RFP proposals. Mindy Hughes seconded the motion. All were in favor; motion carried.
- Carol Darr moved to adopt the Cost/Price Estimate for the RFP proposals. Lisa Sturgil seconded the motion. All were in favor; motion carried.
- Heidi Fyffe made a motion to appoint Bob Dawson, Leslie Ryan, Shawn Douglas and Bridgid Corbett to serve on the Procurement Evaluation Team. Mindy Hughes seconded the motion. All were in favor; motion carried.

Next Meeting:

By consensus, it was agreed that the next meeting of the Youth Committee would be held on April 7, 2020 at 2:00 PM, at Lake County JFS to review the RFP Evaluations.

Adjournment:

There being no further business, the meeting was adjourned by the call of the chair at 3:10 PM.