



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

Performance and Compliance Committee
State Workforce Innovation Council and Balance-of-State Workforce Investment Board
Conference Room 301-B
Department of Workforce Development
10 North Senate Avenue
Indianapolis, IN 46204
January 25, 2011

DRAFT
MEETING MINUTES

Members Present (in person): Derek Redelman, Steve Slagle
Members Present (by phone): Mark Goldman, Leroy Jackson, Dan Peterson, Doug Poe
Members Not Present: Brian Burton, Mark Everson
Staff Members Present: Gina DelSanto, Nate Klinck

Welcome and Introductions

Committee Chairperson, Derek Redelman called the meeting to order at 9:35am, and welcomed the committee members.

Business

- Nate Klinck provided the committee with an overview of the responsibilities and authorities provided to the committee with the SWIC bylaws. Those responsibilities and authorities consist of:
 - (1) Insuring WIA documentary and systemic regulations pertaining to the SWIC are followed, including certification of SWIC and local workforce investment board membership.
 - (2) Establishing performance metrics for the workforce development system, insuring alignment with the outcomes metrics established by the Educational Review Committee;
 - (3) Reviewing oversight reports produced by the agency's compliance unit;
 - (4) Reviewing performance, expenditure, and outcome reports from grant-awardees, and direct corrective action be taken as appropriate.

The Committee briefly discussed the role established within the SWIC bylaws for the committee, and shared their commitment to meeting regularly and with purpose to ensure

that the committee was performing its duties, and ensuring that the SWIC and the WIBs were fulfilling their legislative responsibilities and performing at a high level.

- The Committee reviewed a draft version of the standard RFP that all regions within the balance of state workforce service area would use to procure Regional Operator. Mr. Klinck explained that in May of 2009, the SWIC/BOS WIB passed a resolution which established protocols that Regional Workforce Boards must follow when procuring Regional Operators and Youth Service Providers. Part of the protocol called for the Oversight and Compliance Committee to work with DWD to develop the standard RFP.

The Committee provided a number of suggestions for modifying the Draft RFP. The suggestions consisted of including a section for bidders to include an executive summary of the proposal; reordering the specific questions bidders would respond to in proposals by placing key questions or items first and less important questions or items following; and modifying the scoring criteria to mandate scoring of the proposals with the following points:

- Experience of Bidding Organization and Staff – 35 points
- Staffing Plan and Organization – 10 points
- Plan of Service – 35 points
- Partnerships and Coordination – 10 points
- Budget and Financial Information -10 points

The Committee asked Mr. Klinck to make the requested modifications, and provide the modified RFP to them for consideration.

The Committee agreed to meet on Monday, January 31st to follow up on the modifications to the RFP, and to review the standard WIA Youth Service Provider RFP at that time.

Mr. Redelman adjourned the meeting at 11:05am.