

MEMO

TO: Northwest Region Workforce Development Board, Chief Elected Officials,
and Interested Parties

FROM: John Zelif, WDB Chair
Lisa Hostetler, WDB Director

DATE: June 30, 2017

RE: **NW WDB Special Business Meeting**
Tuesday, July 11, 2017
Cameron Community Center
915 Ashland Drive
Cameron, MO

The Northwest Workforce Development Board will hold a special business meeting at 4:00 p.m. on Tuesday, July 11, 2017 at Cameron Community Center, Cameron, MO.

Directions to Cameron Community Center:

Take Hwy 36 west of I-35 at Cameron; turn left (south) onto US 36 BR then left onto West Grand Avenue. Turn right onto North Ashland Drive; Cameron Community Center will be on the right.

4:00 – 6:00 Business Meeting (agenda below)

Please RSVP to our office by noon on Friday, July 7, 2017 to indicate if you will be in attendance. You may call 1-800-794-3535 or email Jeanie Griffin jgriffin@mail.ncmissouri.edu.

Our conference call line is always an option for Members unable to attend in person

Northwest Workforce Development Board Business Meeting Agenda
Tuesday, July 11, 2017; Cameron Community Center, Cameron

4:00 – Business Meeting

Introduction of Board Members, Commissioners and Guests
Roll call / Establish quorum

A. Consent Agenda (Action required)

Minutes of June 6, 2017 Board meeting (*below*)

B. Updates and Other Program Business

St. Joseph Job Center facility update – Lisa

C. WIOA-Mandated Business (Action required on 1, 2 and 3 below)

1. PY17 Administrative Budget –NW WDB/NCMC (*below*) – Lisa
2. PY17/FY18 Available Funds to Contract (and funding history) (*below*) – Jeanie
3. NW WDB Procurement Policy (*below*) – Lisa
4. September NW WDB meeting location – Lisa

D. Closed Session (Action required on 1, 2 and 3 below)

Pursuant to Section 610-021.11 RSMo.: For the purpose of “Specifications for competitive bidding, until either the specifications are officially approved by the public government body or the specifications are published for bid.”

1. Review and vote to release One-Stop Operator Request for Proposals* – Lisa
2. Review and vote to release Functional Leadership/WIOA Adult/DW Request for Proposals* – Lisa
3. Review and vote to release WIOA Youth Request for Proposals* – Lisa

*Sent in separate email to Northwest Workforce Development Board Members

Next Meeting – September 12, 2017; Missouri Star Quilt Company, Hamilton

Workforce Development Board Meeting Minutes June 6, 2017

First Baptist Church, Cameron, MO

The Northwest Region Workforce Development Board (WDB) met Tuesday, June 6, 2017 at First Baptist Church, Cameron, MO. At roll call there were seventeen (17) Board Members participating; three (3) Presiding Commissioners; twenty-three (23) Ex-officio (non-voting) members and guests; and four (4) WDB staff present. Those participating included the following:

Board Members

Bruce Baker*	Gregg Roberts*	Kent Osborn	John Dickmeyer	Lori Seymour
Lisa McGhee	John Zeliff	Julia Birkeness	Chad Boyd*	Juanita Assel
Betty Wymore	Rob Zirfas	Gary Clapp	Becky Cleveland	Debb Trautloff
Nshan Erganian	Laurie Findling			

*Participated via conference call

Presiding Commissioner

Jack Hodge, Harrison County Presiding Commissioner	Rick Hull, Grundy County Presiding Commissioner
Wade Wilken, Jr., Clinton County Presiding Commissioner	

Ex-officio (non-voting) Members and Guests

Shari Schenewerk, DWD	Randy Railsback, GHRPC	Becky McAtee, GHRPC
Sherry Hecker, DWD	Amanda Haile, AEL	Jackie Spainhower, NWRCOG
Kim Mildward, NWRCOG	Janice Spearman, Mo-Kan	Bryan Barnes, DWD
Karen Bryant, GHRPC	Laura Brewer, Mo-Kan	Sheila Williams, DWD
Rhonda Ewing, SJYA	David Rich, SJYA	Robin Hammond, SJYA
Gary Miller, Mo-Kan	Gene Auten, Worth County	Doug Sutton, NWRCOG
Josh McKim, NCED	John Arellin, VR	Tom Wilson, VR
Debbie Fannon, VR	Kat Morgan, Albany	

WDB Staff

Lisa Hostetler	Jeanie Griffin	Miranda Brummett	Brent Stevens
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Business Meeting – Roll call was taken and a quorum established with ten (10) private sector members and seven (7) partner sector members participating.

Consent Agenda

Motion was made by Betty Wymore, seconded by John Dickmeyer to approve the minutes from the March 7, 2017 NW WDB meeting; minutes of DRAFT RFP Review Committee conference call on April 3, 2017; minutes of the special Board meeting conference call on May 10, 2017; expenditure reports for WIOA Youth and NGCC; and NW WDB PY16 expenditures to date. The motion passed by roll call vote with seventeen (17) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

Updates and Other Program Business:

1. Clinton County Presiding Commissioner Wade Wilken, Jr. and Harrison County Presiding Commissioner Jack Hodge provided updates; Grundy County Presiding Commissioner Rick Hull had no report.

No action was required nor taken.

2. WIOA partner updates were provided by Nshan Erganian, GoodWill / GoodWORKS; Debb Trautloff, SCSEP; Gary Clapp, Higher Ed (MWSU); Betty Wymore, AEL; Rob Zirfas, VR; Laurie Findling, FSD/MWA.; and Amanda Haile, AEL.

No action was required nor taken.

3. A Board recertification letter from Division of Workforce Development (DWD) dated March 1, 2017 was presented. The letter indicates that the Northwest Workforce Development Board member list submitted to DWD meets local Workforce Development Board requirements for recertification.

No action was required nor taken.

4. A letter of support request was vetted with the Board. The letter indicates NW WDB willingness to work with the Craig School of Business (Missouri Western State University) and other partners to provide services and access to Rural Entrepreneurial Vitality (REV). The purpose of the REV grant is to build capacity for fast growth commercialization of ideas, products, and services in our rural region.

A motion was made by Kent Osborn, seconded by Lisa McGhee to release the letter of support presented. The motion passed by roll call vote with sixteen (16) 'yes' votes, zero (0) 'no' votes, and one (1) abstention (Gary Clapp).

5. A requirement of Workforce Innovation and Opportunity Act (WIOA) is coordination between Adult Education and Literacy programs and WIOA Title I services. An ad-hoc committee of the NW WDB was asked to review the AEL grant applications submitted by St. Joseph School District for St. Joseph and Green Hills AEL class sites and Maryville R-II School District AEL class sites in the Maryville area. Appropriate sections of the grants submitted to DESE were reviewed to determine their responsiveness to our regional needs. Committee members were Gary Clapp; Laurie Findling; Steve Reznicek; John Zelif; and Rob Zirfas.

Gary Clapp presented AEL application review suggestions and recommendations from the ad-hoc Committee.

No action was required nor taken.

6. Hostetler provided a brief update on the St. Joseph Job Center facility, noting that sale of the Center at 301 S. 7th Street is likely. Hostetler reported that Missouri Office of Administration considered rehabilitation and renovation of the space rather than selling

the facility; it appears the costs to rehab and renovate are prohibitive. No final decision has been made and the facility will remain occupied by Job Center staff until further notice.

No action was required nor taken.

WIOA-Mandated Business

1. NW WDB Equal Opportunity Officer Brent Stevens presented a letter to the Board indicating that St. Joseph Youth Alliance (SJYA) has complied with all remedies set forth by Division of Workforce Development (DWD) in a purported discrimination complaint received. Stevens asked the Board to consider finding SJYA to be in good standing with the Board based on their compliance.

A motion was made by Nshan Erganian, seconded by Gary Clapp to recognize SJYA as in good standing with the Board based on their compliance. The motion passed by roll call vote with seventeen (17) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

2. Stevens also presented an update on a Request for Proposals (RFP) grievance received at the NW WDB office. Board members were directed to the "Resolution of Instant Complaint" letter dated May 24, 2017 and "Withdrawal Memorandum" dated May 24, 2017. The documents indicate the grievance received has been resolved to the satisfaction of both parties.

No action was required nor taken.

3. Discussion to change the timeline for WIOA procurement/contract awards and offer contract extensions to our existing service providers was held. Board members discussed the ramifications of contract extensions and reached agreement to extend contracts 90 days (through September 30, 2017) to: Mo-Kan Regional Council (WIOA Adult/DW); St. Joseph Youth Alliance (WIOA Youth); NW Regional Council of Governments (WIOA Adult/DW and Youth); and Green Hills Regional Planning Commission (WIOA Adult/DW and Youth).

A motion was made by Lisa McGhee, seconded by Debb Trautloff to change the timeline for procurement and extend contracts to existing WIOA service providers (subcontractors) through September 30, 2017. The motion passed by roll call vote with seventeen (17) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

4. An open discussion about re-drafting Request for Proposals was conducted; 12 individuals addressed the Board with perspectives on regional alignment and support for Job Centers. Following that discussion, staff presented four (4) RFP options, each in compliance with WIOA and Division of Workforce Development. Each of the options (Option "A", Option "B", Option "C", and Option "D") was reviewed and questions addressed. The presentation of RFP options noted above is available on the NW WDB website (www.nwwdb.org).

Becky Cleveland made a motion to postpone the RFP process until a later date; the motion failed without a second.

After considerable discussion, a motion was made by Gary Clapp, seconded by John Dickmeyer to accept RFP Option "D", which is closest to the existing service delivery model. During the open discussion and prior to roll-call vote, a motion to amend the original motion was made by Lisa McGhee, seconded by Kent Osborn; that amendment reads "...a special Board meeting prior to release of the draft RFPs to the public will be held". A vote was taken to accept the amendment to the original motion. The amended motion passed by roll call vote with sixteen (16) 'yes' votes, zero (0) 'no' votes, and one (1) abstention (Becky Cleveland).

Once the amended motion was accepted, the original motion to accept RFP Option "D" and hold a special Board meeting to review the RFPs before release to the public was voted on. The motion passed by roll call vote with sixteen (16) 'yes' votes, one (1) 'no' vote (Becky Cleveland), and zero abstentions.

After NW WDB staff has drafted the RFPs in accordance with Board vote, a special Board meeting will be held to vet the drafts before releasing to the public. After approval by the Board during a special meeting (date and time to be determined), the RFPs will be posted for the requisite 30 days; a submission deadline noted and the procurement process followed. When an updated timeline is developed, the procurement timeline will be posted on the NW WDB website.

5. One-Stop Job Center Certification is required for two (2) One-Stop Job Centers in the Northwest region – St. Joseph and Chillicothe. Certification Review Teams were responsible for completing evaluations of the One-Stop Centers using a standardized certification review form.

The Chillicothe Certification Review Team Roster included: Laura Brewer – WIOA Title I Adult/DW partner (as Team Lead); David Scholz – DWD/WP partner; Brent Stevens – NW WDB EO Officer; and Rob Zirfas – Vocational Rehabilitation partner. The St. Joseph Certification Review Team included: Bobby Barlow – DWD/WP partner; Nshan Erganian – Goodwill/Goodworks partner; Sherry Hecker – DWD Employer Services Representative partner; Brent Stevens – NW WDB EO Officer (as Team Lead); and Betty Wymore – AEL partner.

Brent Stevens provided a letter to the NW WDB recommending the Board recognize the St. Joseph Job Center as a certified full-service One-Stop Job Center as outlined in DWD Issuance 02-2016. Laura Brewer provided a letter to the NW WDB recommending the Board recognize the Chillicothe Job Center as a certified full-service One-Stop Job Center in accordance with the same Issuance noted by Stevens.

A motion was made by Becky Cleveland, seconded by Lori Seymour to approve recommendation of the St. Joseph and Chillicothe One-Stop Job Centers as certified One-Stop Job Centers in the Northwest region. The motion passed by roll call vote with seventeen (17) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

*Board member Chad Boyd, participating via conference call, left the meeting at 7:25 p.m.; a quorum was maintained with nine (9) private sector members and seven (7) public sector members participating. Board member John Dickmeyer left the meeting room and immediately re-joined by conference call at 7:25 p.m.; the quorum remained unchanged.

6. NW WDB Program Operations Manager Miranda Callahan presented several program policy/procedure updates for consideration. The policies reviewed were 1) Individual Training Account; 2) Supportive Services Policy; 3) WIOA Youth Incentive Policy; 4) WIOA Youth Locally-defined Barrier; and 5) Local On-the-Job Training Policy.

After discussion, a motion was made by Lori Seymour, seconded by Betty Wymore to approve the NW WDB policy updates as presented. The motion passed by roll call vote with sixteen (16) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

7. Callahan also presented a new program policy/procedure to identify "basic skills deficient" determination. Each WDB is required to assess the academic levels, skill levels, and service needs of each participant, including a review of basic skills. Callahan described the testing/assessment tools Job Center staff will use to determine basic skills deficiency.

A motion was made by Laurie Findling, seconded by Lisa McGhee to approve the new NW WDB "Determining Basic Skills Deficiency" policy as presented. The motion passed by roll call vote with sixteen (16) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

8. Board Chair John Zeliff reported that our regional allocations are not known at this time; agenda items "Administrative Budget" and "Funds Available to Contract" were tabled until allocations are known.

No action was required nor taken.

9. NW WDB Fiscal Manager Jeanie Griffin provided an audit report summary to the Board, noting that audit reports were reviewed from Green Hills Regional Planning Commission (GHRPC), Trenton; Northwest Regional Council of Governments (RCOG), Maryville; Mo-Kan Regional Council (Mo-Kan), St. Joseph; and Green Hills Community Action Agency, Trenton. Griffin noted clean audits (no findings and reconciled expenditures) from each of the entities noted above and recommended each audit report be approved by the Board.

A motion was made by Lori Seymour, seconded by Gary Clapp to approve the Audit Report Summary as presented. The motion passed by roll call vote with sixteen (16) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

10. Board members were presented sub-state monitoring reports from Callahan. RCOG, GHRPC, and Mo-Kan (operating the NGCC services in our region) each received a written monitoring report from Callahan; responded to the report; and corrected any noted concerns. St. Joseph Youth Alliance (SJYA), RCOG, and GHRPC WIOA Youth programs were monitored by Callahan, who reported to the Board her monitoring report; response to the monitoring report; and correction of any noted concerns.

No action was required nor taken.

11. Kent Osborn reported for the NW WDB Nominating Committee, which included himself, Betty Wymore, Nshan Erganian, and Debb Trautloff. The Nominating Committee was tasked with establishing a slate of officers and presenting the slate to the Board for vote. The Officers will serve from July 1, 2017 through June 30, 2019. In accordance with our By-Laws, Osborn noted that each of the current Officers is eligible to serve another two (2) year term. The current Officers are: John Zeliff, Chair; Gregg Roberts, Vice-Chair; Juanita Assel, Secretary; and John Dickmeyer, Treasurer. Of those current Officers, all but John Dickmeyer agreed to remain on the ballot for another term. The slate of Officers presented for vote was: John Zeliff, Chair; Gregg Roberts, Vice-Chair; Juanita Assel, Secretary; and Julia Birkeness, Treasurer. Osborn opened the floor for nominations.

Hearing no additional nominations, a motion was made by Lori Seymour, seconded by Betty Wymore to close nominations from the floor. The motion passed by roll call vote with sixteen (16) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

A motion was made by Betty Wymore, seconded by Becky Cleveland to elect the slate of officers presented by Osborn on behalf of the Nominating Committee. The motion passed by roll call vote with thirteen (13) 'yes' votes, zero (0) 'no' votes, and three (3) abstentions (John Zeliff; Julia Birkeness; and Juanita Assel).

12. The next quarterly meeting of the NW WDB is scheduled for Tuesday, September 3, 2017. Hostetler noted the traditional first Tuesday immediately follows the Labor Day holiday this year. Board members discussed changing the date to the 2nd Tuesday, September 12, 2017.

A motion was made by Lisa McGhee, seconded by Rob Zirfas to move the September NW WDB meeting to the 2nd Tuesday in September (September 12th). The motion passed by roll call vote with sixteen (16) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

The September meeting location is yet to be determined; NW WDB staff will look for options.

Meeting was adjourned.

Next Meeting – September 12, 2017; location to be determined

PY17 Administrative Budget NCMC/NW WDB

PY17 ADMINISTRATIVE BUDGET – NCMC/WDB OFFICE				
				DRAFT 6.29.17
REVENUE				
SOURCE		PY 16	PY 17	Difference
WIOA Title I PY16 (10% admin & 8% training)		285,693	231,419	(54,274)
Carry-over Funds WIOA (projection)		91,090	120,000	28,910
TANF Summer Jobs		17,610	14,868	(2,742)
Apprenticeship Grant (projection)		0	6,000	6,000
EO Budget		50,000	50,000	0
TOTAL REVENUES		444,393	422,287	(22,106)
PROJECTED EXPENSES				
DESCRIPTION	ACCOUNT CODE	PY 16	PY 17	Difference
Salaries	12-060-840-56130	196,117.00	196,117.00	-
Retirement (NT)	12-060-840-56221	15,054.00	15,054.00	-
Insurance (Health/Life)	12-060-840-56241 12-060-840-56242	23,899.00	24,567.00	668.00
FICA	12-060-840-56281	12,159.00	12,159.00	-
Medicare	12-060-840-56282	2,844.00	2,844.00	-
Leave Reserve	12-060-840-56283	20,043.00	20,043.00	-
Unemployment Compensation		14,849.00	14,849.00	-
Telephone (including equipment)	12-060-840-67220	6,400.00	2,700.00	(3,700.00)
Workman's Comp	12-060-840-66351	5,000.00	5,000.00	-
Pooled Staff Travel/Professional	12-060-840-66353	15,399.00	14,375.00	(1,024.00)
Other Costs (supplies)	12-060-840-66600	4,300.00	2,500.00	(1,800.00)
Postage	12-060-840-66406	300.00	150.00	(150.00)
Memberships/Subscriptions	12-060-840-66490	650.00	650.00	-
Equipment/Service	12-060-840-76533	19,900.00	6,000.00	(13,900.00)
Advertising/Public Notices	12-060-840-66602	250.00	150.00	(100.00)
Contractor/Business Services/Partner Mtgs.	12-060-840-66647	5,200.00	3,100.00	(2,100.00)
Rent/Utilities	12-060-840-66304	12,000.00	12,000.00	-
Indirect Costs (9% off campus)	Direct Admin	52,758.00	52,758.00	-
Audit	Direct Admin	4,500.00	4,500.00	-
WDB Meetings / WDB Travel / WDB Retreat	Direct Admin	15,092.00	15,092.00	-
MAWD Conference	Direct Admin	4,750.00	4,750.00	-
Marketing/Outreach – Job Seekers	Direct Admin	1,500.00	1,500.00	-
Marketing/Outreach – Employer	Direct Admin	2,500.00	2,500.00	-
Direct Admin Travel	Direct Admin	3,700.00	3,700.00	-
Direct EO Officer Travel, Supplies, facility	Direct Admin	5,229.00	5,229.00	-
TOTAL BUDGETED EXPENSES		444,393.00	422,287.00	(22,106.00)

PY17/FY18 Available Funds to Contract

WIOA PY 2017-2018

Available Funds to Contract

6/29/2017

PY17/FY 2018 Adult Allocation

	Funds Available	ABCD-50%	GH -32%	NW-18%	PY16 Funds Available	Difference
Program Services	\$ 362,263.80	\$ 181,131.90	\$ 115,924.42	\$ 65,207.48		
TOTAL:	\$ 362,263.80	\$ 181,131.90	\$ 115,924.42	\$ 65,207.48	\$ 449,087.88	\$ (86,824.08)

-19.3%

PY17/FY 2018 Dislocated Worker Allocation

	Funds Available	ABCD-50%	GH-32%	NW-18%	PY16 Funds Available	Difference
Program Services	\$ 357,997.76	\$ 178,998.88	\$ 114,559.28	\$ 64,439.60		
TOTAL:	\$ 357,997.76	\$ 178,998.88	\$ 114,559.28	\$ 64,439.60	\$ 438,470.16	\$ (80,472.40)

-18.4%

PY 2017 Youth Allocation

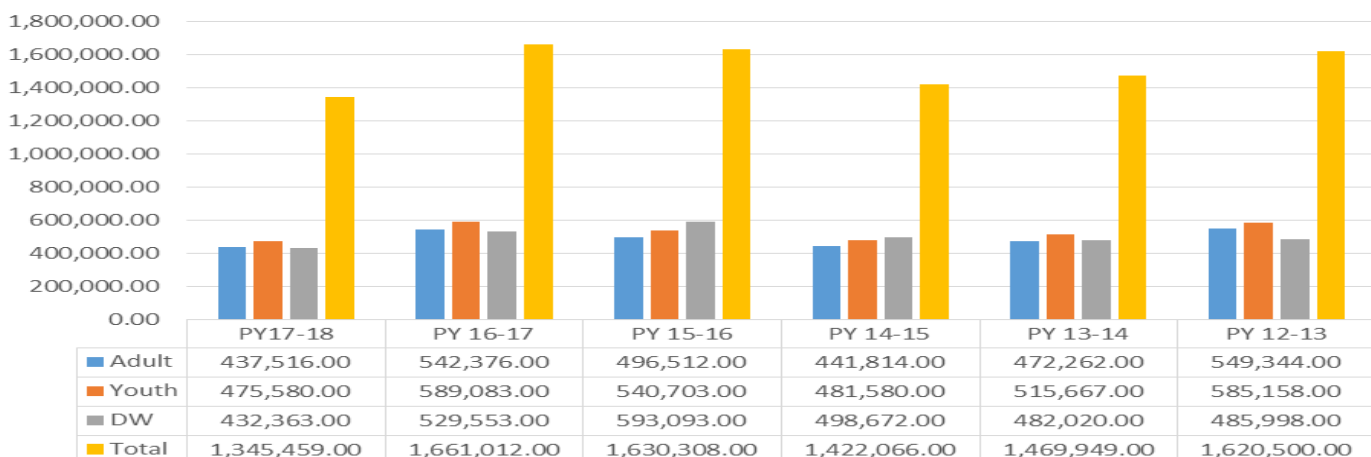
	Funds Available	ABCD-50%	GH -32%	NW-18%	PY16 Funds Available	Difference
In-School Youth YR (25%)	98,445.06	49,222.53	31,502.42	17,720.11		
Out-of-School YR (75%)	295,335.18	147,667.59	94,507.26	53,160.33		
TOTAL:	393,780.24	196,890.12	126,009.68	70,880.44	\$ 487,761.00	\$ (93,980.76)

-19.3%

Total funds to contract	\$ 1,114,042				\$ 1,375,319	
WDB portion	\$ 231,417				\$ 285,693	
Total WDB Allocation	\$ 1,345,459				\$ 1,661,012	

* NOTE: One-Stop Operator and Job Center Funding will be deducted prior to regional distribution.

WIA/WIOA FUNDING 6-Year History



NW WDB Procurement Policy

Competitive Procurement Process for WIOA Youth, Adult, and Dislocated Worker Programs and One-Stop Operator

To ensure full and open competition for provision of services under the Workforce Innovation and Opportunity Act (WIOA), the Northwest Workforce Development Board (NW WDB) has established the processes outlined below. These processes comply with 29 CFR (Code of Federal Regulations) 95, 95.40 through 95.48; TEGL 09-00; TEGL 35-10; and DWD Issuance 01-2012.

The DRAFT Request for Proposals will be presented to the eligible NW WDB Members Executive Committee and to eligible members of the NW WDB Youth Advisory Council for their review prior to release to the public.

Advertisement/Notification:

To foster competitive procurement in accordance with WIOA guidelines, the NW WDB maintains a list of potential bidders who receive the Request for Proposals either in hard copy or electronic format. That list is updated periodically as the NW WDB becomes aware of new/different organizations that might have an interest in providing services. The notice of Request for Proposals is also posted on the NW WDB website (www.nwwdb.org). The WDB posts notices in conventional media outlets; we also use social media (such as the NW WDB Facebook page).

Proposal Response Time:

The notice of Request for Proposals is posted, and correspondence to potential bidders is sent 30 days prior to the grant submission deadline. With the announcement of solicitation for proposals, we provide potential bidders a brief background on the service delivery area; the projected amount of funds available for the WIOA program(s) we are soliciting proposals on; instructions for completing the proposal; attachments that must be included with the proposal; the application submission address and deadline; date/time the proposals will be opened at the NW WDB office; and instructions for questions regarding the Request for Proposals and/or process.

Proposal Evaluation:

NW WDB staff develop an evaluation (score) sheet based on criteria required for successful performance of the WIOA program. Evaluation factors considered include completeness and timeliness of proposals (all the required elements are addressed/attached and the proposal was received prior to deadline expiration); reasonableness of costs; performance targets; probability of achieving proposed targets; compliance with WIOA; and past performance (if applicable).

Conflict of Interest Policy:

Each NW Workforce Development Board Member, NW WDB Committee Member, NW WDB staff member, and WIOA subcontractor staff member is required to sign and adhere to a Conflict of Interest/Code of Conduct policy. The introductory statement of policy reads:

“Statement of Policy: *It is the policy and expectation of the Northwest Workforce Development Board (NW WDB) that its Members will fulfill the fiduciary duties applicable to their service as Members of the NW WDB. Due to the legal and statutory structures of the NW WDB, it is expected that conflicts of interest will arise and this policy is intended to*

provide a framework that will allow the work of the NW WDB to be achieved without the fact of or appearance of impropriety. Where this document references "Member" it shall mean any agent, WDB employee, WIOA subcontractor employee, officer, Youth Advisory Committee Member and Board Member. "

The intent of the policy is to prevent any obvious or perceived conflicts of interest in selection of WIOA providers and conduct of business at board meetings. Each member is also required to complete and sign a disclosure of interest statement declaring conflict(s) of interest as appropriate.

Review of Proposals:

For the WIOA Adult and Dislocated Worker programs and the One-Stop Operator, the Northwest Workforce Development Board (NW WDB) Executive Committee members receive the DRAFT request for proposals, RFP guidelines, the proposals received in response to the RFP, and the proposal evaluation sheet after the submission deadline. Committee members who represent an agency which has submitted a proposal for consideration are not included in this distribution. NW WDB staff and committee members independently review and score each proposal.

Chapter 610, Missouri Revised Statutes, also known as the Sunshine provision, provides authorization for closing meetings and records under very prescribed circumstances. Chapter 610.021(11) states "...a public governmental body is authorized to close meetings, records and votes to the extent they relate to the following...specifications for competitive bidding, until either the specifications are officially approved by the public governmental body or the specifications are published for bid"; and Chapter 610.021(12) states "...For the purpose of sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected..." While we believe these conditions are met with the selection of WIOA subcontractors, we like for the process to be as open as possible and choose not to close the committee meeting when proposals are reviewed. We require that individuals who represent an agency which has submitted a proposal not participate in any committee discussion. When the DRAFT requests for proposals are reviewed by the full NW WDB, the NW WDB reserves the right to close that portion of a NW WDB business or special meeting. Likewise when eligible NW WDB Executive and NW WDB Youth Advisory Committee Members meet to review proposals received, the NW WDB reserves the right to close those Committee meetings in accordance with the Missouri Revised Statutes (Sunshine provision) cited above.

Award Recommendation:

During a meeting of the NW WDB Executive Committee, those members discuss and review evaluations; a vote is cast in committee to recommend subcontractor(s) to the full board.

When WIOA Youth service providers are procured, a similar process is followed as described above. The NW WDB Youth Advisory Committee receives the DRAFT request for proposals, proposals for review, as do the Executive Committee Members. The Youth Advisory members make a recommendation at the Executive Committee meeting. A recommendation is then presented to the full board for vote.

Award/Non-award Notification:

Each organization that responds to the RFP with a written proposal is notified via letter of award/non-award based on majority vote at the board meeting.

Competitive Procurement Timeline

WIOA Youth, Adult, and Dislocated Worker Programs and One-Stop Operator

Procurement Activity	Due Date
Staff DRAFT the Request for Proposals (RFPs)	Late June, 2017
NW WDB meets to review DRAFT Request for Proposals	July 11, 2017
Release the RFPs	July 20, 2017
Proposals due to the NW WDB Office 30 days after release	August 17, 2017
Proposal review	Mid- to Late- August, 2017
Bids awarded	September 12, 2017 WDB meeting
Award/Non-award notification sent to proposers	September 13, 2017
New contracts established	October 1, 2017