

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

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|----------------|-----------------|-----------------|-----------------|----------------|
| 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

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| 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

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| 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

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|----------------|----------------|------------------|---------------|
| Lisa Hostetler | Jeanie Griffin | Miranda Brummett | Brent Stevens |
|----------------|----------------|------------------|---------------|

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 Zeliff; 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