

**Workforce Development Board
Minutes of Special Board Meeting
July 11, 2017
Cameron Community Center, Cameron, MO**

The Northwest Region Workforce Development Board (WDB) met Tuesday, July 11, 2017 for a special Board meeting in open session at Cameron Community Center, Cameron, MO. At roll call there were eleven (11) Board Members participating; one (1) Presiding Commissioner; eight (8) Ex-officio (non-voting) members and guests; and four (4) WDB staff present. Those participating included the following:

Board Members

Kent Osborn	Lori Seymour*	John Zeliff	Anita Coulter*	Julia Birkeness
Juanita Assel	Rob Zirfas	Gary Clapp	Becky Cleveland	Penny Adams
Nshan Erganian*				

*Participated via conference call

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
Jackie Spainhower, NWRCOG	Amy Dowis, NWRCOG	Janice Spearman, Mo-Kan
Bryan Barnes, DWD	Robin Hammond, SJYA	

WDB Staff

Lisa Hostetler	Jeanie Griffin	Miranda Brummett	Brent Stevens
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Business Meeting – NW WDB Chair John Zeliff called the meeting to order. Roll call was taken and at the onset of the meeting a quorum was not reached. At second roll call, a quorum was established with six (6) private sector members and five (5) partner sector members participating.

Consent Agenda

Motion was made by Gary Clapp, seconded by Kent Osborn to approve the minutes from the June 6, 2017 NW WDB meeting. The motion passed by roll call vote with eleven (11) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

Updates and Other Program Business:

1. NW WDB Executive Director Lisa Hostetler provided an update on the St. Joseph Job Center facility, noting that information from Missouri Division of Workforce Development indicates sale of the current facility at 301 S. 7th Street is imminent. The location being considered for renovation and occupancy by St. Joseph Job Center staff is 2202 Frederick Avenue, St. Joseph (the former Kovac’s Grocery Store). We have been informed that staff will remain in the current facility until renovation at the proposed new facility is complete, likely December, 2017.

No action was required nor taken.

WIOA-Mandated Business

1. The Program Year 2017 (PY17) NCMC/WDB administrative budget was presented by Hostetler. The budget indicates a reduction in funding from PY16 to PY17 of \$22,106. Hostetler noted that WDB staff will not receive salary increases, and several line items have been cut in order to balance the budget. Total PY17 funding for the NCMC/WDB administrative and Board functions is \$422,287.

A motion was made by Rob Zirfas, seconded by Penny Adams to approve the PY17 NCMC/WDB administrative budget as presented. The motion passed by roll call vote with eleven (11) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

2. NW WDB Fiscal Manager Jeanie Griffin presented the Program Year 2017 / Fiscal Year 2018 (PY17/FY18) Funds Available to Contract based on the NW WDB regional allocation from Department of Labor and Missouri Division of Workforce Development. The funds for PY17/FY18 total \$1,345,459, compared to PY16/FY17 allocations of \$1,661,012. The reduction in funding of 19% is a significant financial hit to the region. Those funds support service provider staffing salaries, facility costs, and services to customers in the 18-county NW WDB region.

For the benefit of comparison, Griffin also presented a WIA/WIOA funding 6-year history chart to illustrate the substantial change in funding over the past several years. Funding at \$1,345,459 is the least amount of money the region has received in the 6-year history highlighted by Griffin.

After discussion, a motion was made by Kent Osborn, seconded by Rob Zirfas to approve the PY17/FY18 Funds Available to Contract. The motion passed by roll call vote with eleven (11) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

3. Workforce Development Boards are required by Department of Labor and Missouri Division of Workforce Development to establish (and update as necessary), a service provider procurement policy in compliance with federal statutes and regulations. Hostetler reviewed several changes to the existing policy, including desire by the full Board to review draft Request for Proposals (RFPs) prior to publishing, updated NW WDB website address, and authority to close a portion of meetings when specifications for competitive bidding are reviewed and/or review of sealed bids is conducted prior to award. The updated service provider procurement timeline was also included in the revised procurement policy. The policy is effective immediately.

A motion was made by Gary Clapp, seconded by Julia Birkeness to approve changes to the NW WDB Procurement Policy as presented. The motion passed by roll call vote with eleven (11) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

4. The location of the next regularly-scheduled NW WDB quarterly meeting was announced; the Board will meet on September 12, 2017 at Missouri Star Quilt Company in Hamilton.

No action was required nor taken.

A motion was made by Kent Osborn, seconded by Rob Zirfas to go into closed session pursuant to Section 610-021.11 RSMo for the purpose of reviewing "...specifications for competitive bidding, until either the specifications are officially approved by the public government body or the specifications are published for bid". The motion passed by roll call vote with eleven (11) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

Closed Session

A closed session of the Northwest Workforce Development Board was held in Cameron Community Center, Cameron, MO just as the open session was. Roll call was taken and a quorum maintained with six (6) private sector members and five (5) partner sector members participating. Also present were Clinton County Presiding Commissioner Wade Wilken, Jr. and NW WDB staff Lisa Hostetler, Jeanie Griffin, Miranda Callahan, and Brent Stevens

Specifications for competitive bidding were discussed.

A motion was made by Becky Cleveland, seconded by Julia Birkeness to adjourn closed session and reconvene in open session. The motion passed by roll call vote with eleven (11) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

NW WDB Chair John Zeliff called the open session to order at Cameron Community Center. Roll call showed six (6) private sector members and five (5) partner sector members participating and a quorum maintained.

Zeliff reported that the business of reviewing and voting on draft RFPs was conducted during the closed session. Board Members reviewed the One-Stop Operator, Functional Leadership / Adult / Dislocated Worker, and WIOA Youth RFPs. Board Members suggested a minor change that will be incorporated by the NW WDB staff prior to publishing the RFPs on July 20, 2017.

Meeting was adjourned by Chair Zeliff.

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