

**Workforce Development Board
Minutes of Board Meeting
September 12, 2017
Missouri Star Quilt Company, Hamilton, MO**

The Northwest Region Workforce Development Board (NW WDB) met in open session Tuesday, September 12, 2017 at Missouri Star Quilt retreat center (200 N. Davis, Hamilton, MO). NW WDB Chair John Zeliff called the meeting to order at 4:31 pm. At roll call there were fourteen (14) Board Members participating; seven (7) Commissioners; seventeen (17) Ex-officio (non-voting) members and guests; and three (3) WDB staff present. Those participating included the following:

Board Members

Gregg Roberts*	Kent Osborn	John Dickmeyer*	John Zeliff	Anita Coulter*
Kathy Sherer	Julia Birkeness	Juanita Assel	Betty Wymore	Gary Clapp*
Becky Cleveland	Debb Trautloff	Nshan Erganian	Laurie Findling	

*Participated via conference call

Commissioners

Wade Wilken, Jr., Clinton County	Rick Hull, Grundy County	Jack Hodge, Harrison County
Bill Walker, Nodaway County	Ted Findley, Worth County	Regan Nonneman, Worth County
Tyler Paxson, Worth County		

Ex-officio (non-voting) Members and Guests

Jackie Soptic, GHRPC	Becky McAtee, GHRPC	Karen Bryant, GHRPC
Jackie Spainhower, NWRCOG*	Amy Dowis, NWRCOG*	Kim Mildward, NWRCOG
Janice Spearman, Mo-Kan	Laura Brewer, Mo-Kan	Mike Spady, Mo-Kan
Gary Miller, Mo-Kan*	Robin Hammond, SJYA	David Rich, SJYA
Bryan Barnes, DWD	Shari Schenewerk, DWD	Sherry Hecker, DWD
Josh McKim, NCEDC	Tristan Londre, NCMC	

*Participated via conference call

WDB Staff

Lisa Hostetler	Jeanie Griffin	Brent Stevens
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Open Session Business Meeting – A quorum was established with eight (8) private sector members and six (6) partner sector members participating.

Consent Agenda

Motion was made by Kent Osborn, seconded by Betty Wymore to approve the minutes from the July 11, 2017 NW WDB special meeting. The motion passed by roll call vote with fourteen (14) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

Updates and Other Program Business:

1. WIOA partner updates were provided by Laurie Findling, FSD; Betty Wymore, AEL; Nshan Erganian, Goodwill/Goodworks; Debb Trautloff, SCSEP; and Kim Mildward; Becky McAtee; David Rich; and Laura Brewer, WIOA Title I.
2. NW WDB Director Lisa Hostetler presented a letter from Division of Workforce Development (DWD) congratulating the region for certification of the Chillicothe and St. Joseph One-Stop Job Centers. Hostetler and WDB Chair John Zeliff offered their congratulations and thanks to the Certification Review Teams for their hard work.
3. Hostetler also directed Board members to an August 25, 2017 letter from DWD presenting their programmatic monitoring review of the NW region. The purpose of the review was to evaluate management and administration and to ensure we are operating in compliance with federal regulations and state issuances. The review disclosed only minor issues, all of which were addressed prior to completion of the report dated August 25th.

As informational updates, no action was required nor taken on the above.

WIOA-Mandated Business

1. With the election of NW WDB Officers completed at the June, 2017 NW WDB meeting, the NW WDB Chair and Director reviewed the Executive Committee membership and agreed to retain current members with the addition of Julia Birkeness replacing John Dickmeyer as Treasurer. As such, the Executive Committee includes John Zeliff, Chair, Gregg Roberts, Vice-chair; Julia Birkeness, Treasurer, Juanita Assel, Secretary, and at-large members Lisa McGhee, Kent Osborn and Debb Trautloff.

A motion was made by Betty Wymore, seconded by Nshan Erganian to approve the Executive Committee membership as presented. The motion passed by roll call vote with fourteen (14) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

2. NW WDB Fiscal Manager Jeanie Griffin presented a local plan modification to request transfer of \$150,000 from PY17 Dislocated Worker to Adult funding allocation; Hostetler reviewed policy changes approved at the June, 2017 NW WDB meeting; and Griffin presented the PY17/FY18 planning budget summaries to fund Adult, Dislocated Worker, and Youth program services in the region. Each of those changes requires a modification to our local plan and approval by the Board prior to submission to DWD for their consideration.

A motion was made by Kent Osborn, seconded by Debb Trautloff to approve the requested plan modifications as noted above. The motion passed by roll call vote with fourteen (14) 'yes' votes, zero (0) 'no' votes, and zero (0) abstentions.

3. Request for Proposals (RFPs) for the WIOA Youth, Functional Leadership / Adult / Dislocated Worker (FL / Adult / DW), and One-Stop Operator service providers were sent to 37 organizations on the NW WDB bidder's list. Response to the RFPs included bids for the Youth and FL/ Adult/DW program contracts. Hostetler reported no proposals were received for the One-Stop Operator services. Without a One-Stop Operator, the NW WDB is out of compliance with Workforce Innovation and Opportunity Act (WIOA). The Department of

Labor Employment and Training Administration (DOL ETA) provided guidance for competitive selection of One-Stop Operators (TEGL 15-16); Hostetler discussed the option for a Workforce Development Board to serve as the One-Stop Operator, although specifications and restrictions severely limit the other work the Board would be permitted to do. After considerable discussion, Hostetler agreed to again reach out to Missouri Division of Workforce Development to identify a solution.

No action was required nor taken.

Follow-up note: A conference call with DWD senior management team was held on September 14, 2017; DWD gave their permission for the NW WDB to solicit interest from NW WDB contract awardees. A 'scaled down' version of the One-Stop Operator RFP will be presented to St. Joseph Youth Alliance, NW Regional Council of Governments, Green Hills Regional Planning Commission, and Mo-Kan Regional Council. Although procurement must still be competitive, this attempt does not have to follow the strict competitive procurement process and standards established by Department of Labor.

4. The Division of Workforce Development is developing a "Missouri Job Center Affiliate Certification Review Form" – any Missouri Affiliate Centers will now be required to undergo a review to become certified just as the Missouri One-Stop Job Centers have. The specifications for review are in draft form and awaiting completion by DWD. The Affiliate Job Centers must be certified by December 30, 2017.

No action was required nor taken.

Follow-up note: On September 13, 2017, DWD reported the review form and process for Affiliate Job Center certification will be finalized during the week of September 18, 2017; after that date Hostetler will identify Certification Review team members that will conduct the reviews.

At 5:48 pm, a motion was made by Betty Wymore, seconded by Kathy Sherer for Executive and eligible members of the Youth Advisory Committees to go into closed session pursuant to §610.021(12), RSMo relating to "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". The motion passed by roll call vote with thirteen (13) 'yes' votes, one (1) 'no' vote (Becky Cleveland), and zero (0) abstentions.

Due to space constraints at the Missouri Star Quilt large retreat center at 200 N. Davis, the closed session was held across the street at the Missouri Star Quilt mini retreat center (207 N. Davis); members of the Executive and Youth Advisory Committees moved to that facility while the remainder of meeting attendees remained at the 200 N. Davis site.

Closed Session - Review of sealed bids for WIOA Youth and Functional Leadership / Adult / Dislocated Worker program services.

Open Session Business Meeting – NW WDB Chair John Zeliff called the open meeting to order at Missouri Star Quilt large retreat center (200 N. Davis, Hamilton, MO) at 6:34 pm. At roll call there were fourteen (14) Board Members participating; seven (7) Commissioners; seventeen (17) Ex-officio (non-voting) members and guests; and three (3) WDB staff present. Those participating included the following:

Board Members

Gregg Roberts*	Kent Osborn	John Dickmeyer*	John Zeliff	Anita Coulter*
Kathy Sherer	Julia Birkeness	Juanita Assel	Betty Wymore	Gary Clapp*
Becky Cleveland	Debb Trautloff	Nshan Erganian	Laurie Findling	

*Participated via conference call

Commissioners

Wade Wilken, Jr., Clinton County	Rick Hull, Grundy County	Jack Hodge, Harrison County
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Tyler Paxson, Worth County		

Ex-officio (non-voting) Members and Guests

Jackie Soptic, GHRPC	Becky McAtee, GHRPC	Karen Bryant, GHRPC
Jackie Spainhower, NWRCOG*	Amy Dowis, NWRCOG*	Kim Mildward, NWRCOG
Janice Spearman, Mo-Kan	Laura Brewer, Mo-Kan	Mike Spady, Mo-Kan
Gary Miller, Mo-Kan*	Robin Hammond, SJYA	David Rich, SJYA
Bryan Barnes, DWD	Shari Schenewerk, DWD	Sherry Hecker, DWD
Josh McKim, NCEDC	Tristan Londre, NCMC	

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WDB Staff

Lisa Hostetler	Jeanie Griffin	Brent Stevens
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A quorum was maintained with eight (8) private sector members and six (6) partner sector members participating.

Report of joint meeting of NW WDB Executive and Youth Advisory Committees – Zeliff reported that the business of reviewing proposals for WIOA Youth and Functional Leadership / Adult / Dislocated program services was conducted during the closed session. Minutes of the closed session are a separate document.

NW WDB WIOA Service Providers

1. Juanita Assel, spokesperson for the NW WDB Youth Advisory Committee, recommended the WIOA Youth contract in the ABCD sub-region be awarded to St. Joseph Youth Alliance.

A motion was made by Debb Trautloff, seconded by Julia Birkeness to award the WIOA youth contract in the ABCD sub-region to St. Joseph Youth Alliance. The motion passed by roll call vote with eleven (11) 'yes' votes, zero (0) 'no' votes, and three (3) abstentions (Kathy Sherer, Betty Wymore, and Becky Cleveland).

2. Juanita Assel, spokesperson for the NW WDB Youth Advisory Committee, recommended the WIOA Youth contract in the Green Hills sub-region be awarded to Green Hills Regional Planning Commission.

A motion was made by Kent Osborn, seconded by Juanita Assel to award the WIOA youth contract in the Green Hills sub-region to Green Hills Regional Planning Commission. The motion passed by

roll call vote with ten (10) 'yes' votes, zero (0) 'no' votes, and four (4) abstentions (Kathy Sherer, Betty Wymore, Becky Cleveland and Nshan Erganian).

3. Juanita Assel, spokesperson for the NW WDB Youth Advisory Committee, recommended the WIOA Youth contract in the Northwest sub-region be awarded to Northwest Regional Council of Governments.

A motion was made by Julia Birkeness, seconded by Kathy Sherer to award the WIOA youth contract in the Northwest sub-region to Northwest Regional Council of Governments. The motion passed by roll call vote with eleven (11) 'yes' votes, zero (0) 'no' votes, and three (3) abstentions (Betty Wymore, Becky Cleveland and Laurie Findling).

4. Kent Osborn, spokesperson for the NW WDB Executive Committee, recommended the Functional Leadership / Adult / Dislocated Worker contract in the ABCD sub-region be awarded to Mo-Kan Regional Council.

A motion was made by Kent Osborn, seconded by Debb Trautloff to award the Functional Leadership / Adult / Dislocated Worker contract in the ABCD sub-region to Mo-Kan Regional Council. The motion passed by roll call vote with eleven (11) 'yes' votes, zero (0) 'no' votes, and three (3) abstentions (Kathy Sherer, Becky Cleveland, and Laurie Findling).

5. Kent Osborn, spokesperson for the NW WDB Executive Committee, recommended the Functional Leadership / Adult / Dislocated Worker contract in the Green Hills sub-region be awarded to Green Hills Regional Planning Commission.

A motion was made by Kent Osborn, seconded by Juanita Assel to award the Functional Leadership / Adult / Dislocated Worker contract in the Green Hills sub-region to Green Hills Regional Planning Commission. The motion passed by roll call vote with ten (10) 'yes' votes, zero (0) 'no' votes, and four (4) abstentions (Kathy Sherer, Becky Cleveland, Nshan Erganian, and Laurie Findling).

6. Kent Osborn, spokesperson for the NW WDB Executive Committee, recommended the Functional Leadership / Adult / Dislocated Worker contract in the Northwest sub-region be awarded to Northwest Regional Council of Governments.

A motion was made by Kent Osborn, seconded by Julia Birkeness to award the Functional Leadership / Adult / Dislocated Worker contract in the Northwest sub-region to Northwest Regional Council of Governments. The motion passed by roll call vote with twelve (12) 'yes' votes, zero (0) 'no' votes, and two (2) abstentions (Becky Cleveland, and Laurie Findling).

Hostetler noted the next steps at the WDB office will include updating our Memorandum of Understanding; cost-sharing agreements; negotiated performance rates; and any other local plan revisions as necessary.

Meeting was adjourned.

Next Meeting – December 5, 2017; Location to be determined