

MEMO

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

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

DATE: November 27, 2017

RE: **NW WDB Business Meeting**
Tuesday, December 5, 2017
First Baptist Church
202 E. Ford St.
Cameron, MO

The Northwest Workforce Development Board will hold a quarterly business meeting on Tuesday, December 5, 2017 at First Baptist Church, 202 E. Ford St, Cameron, MO.

Directions to First Baptist Church in Cameron:

Take I-35 S of Hwy 36 at Cameron to exit 52 (MO BB/I-35 Business Loop); turn right onto E. Evergreen Street (I-35 BL) for less than a mile; turn right onto S. Walnut Street (I-35 BL); turn left onto E. Ford Street. First Baptist Church will be on the left.

4:00 Light meal

4:30 Business Meeting in Open Session (agenda below)

Please RSVP to our office by noon on Friday, November 30th, 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 individuals unable to attend in person
866-906-0040; participant code 7141429#

Northwest Workforce Development Board Business Meeting Agenda
Tuesday, December 5, 2017; First Baptist Church, Cameron

4:00 – Light meal

4:30 – Business Meeting

Convene in Open Session

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

A. Consent Agenda

ACTION REQUIRED

1. Minutes of September 12, 2017 meetings of the Board/Committees (*below*)

B. Updates and Other Program Business

1. Commissioner reports
2. One-Stop Operator report – Kim Mildward
3. St. Joseph Job Center update – Lisa
4. Plan modification approval letter from DWD (*below*) – Lisa
5. Program Operations Manager position update – Lisa
6. Presentation of Job Center Certificates (Chillicothe & St. Joseph) – Bryan Barnes and Lisa

C. WIOA-Mandated Business

ACTION REQUIRED on 1, 2, 3, and 4 below

1. NW WDB policy updates (in one motion)
 - a. Procurement (*below*) – Lisa
 - b. Sunshine Law (*below*) – Lisa
 - c. Local Eligible Training Provider Selection Policy (*below*) – Lisa
2. Updated Memorandum of Understanding (*attached to meeting announcement email*)- Kim Mildward
3. Plan Modifications

* Policies updated earlier in this meeting that are referenced in our local plan and/or are attachments to the plan (NW WDB Procurement Process; Sunshine Law; Local eligible Training Provider Selection Policy); MOU; and NW WDB Membership List – Lisa
4. Affiliate Job Center Certification – Certification Review Team Leads

Next Meeting – March 6, 2018; Location to be determined

Workforce Development Board Meeting Minutes 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.

**Workforce Development Board
Executive and Youth Advisory Committees
Minutes of Closed Session
September 12, 2017
Missouri Star Quilt Company, Hamilton, MO**

Citing §610.021(12), RSMo., the Northwest Region Workforce Development Board (WDB) Executive Committee and eligible members of the WDB Youth Advisory Committee met in closed session at Missouri Star Quilt mini retreat center (207 N. Davis, Hamilton, MO) on Tuesday, September 12, 2017 to review proposals received in response to the Request for Proposals by the NW WDB. NW WDB Chair John Zeliff called the closed session to order at 5:54 pm. At roll call there were six (6) Committee Members participating; seven (7) Commissioners; and three (3) WDB staff present. Those participating included the following:

Committee Members

Gregg Roberts*	Kent Osborn	John Zeliff	Julia Birkeness	Juanita Assel
Debb Trautloff				

*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		

WDB Staff

Lisa Hostetler	Jeanie Griffin	Brent Stevens
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Sealed proposals for Workforce Innovation and Opportunity (WIOA) Youth program services were reviewed by members of the Youth Advisory Committee (John Zeliff; Gregg Roberts; Juanita Assel; Rob Zirfas; and Linda Meyer). Meyer and Zirfas were unable to attend / participate via conference call but provided their recommendations to NW WDB Chair John Zeliff for inclusion in the review discussion.

Juanita Assel was appointed the spokesperson for the Youth Advisory Committee.

WIOA Youth proposals received and reviewed (by sub-region):

ABCD Sub-region - Northwest Missouri Regional Council of Governments; ResCare Workforce Services; and St. Joseph Youth Alliance

Green Hills Sub-region - Access II Independent Living Center; Gamm, Inc.; Green Hills Regional Planning Commission; ResCare Workforce Services; and St. Joseph Youth Alliance

NW Sub-region - Northwest Missouri Regional Council of Governments; ResCare Workforce Services; and St. Joseph Youth Alliance

Proposal reviews and discussion supported the recommendations of the Youth Advisory Committee to the full Board for vote below:

Recommendation for WIOA Youth contract in the ABCD sub-region to St. Joseph Youth Alliance

Recommendation for WIOA Youth contract in the GH sub-region to Green Hills Regional Planning Commission

Recommendation for WIOA Youth contract in the NW sub-region to NW Regional Council of Governments

Sealed proposals for the Functional Leadership / Adult / Dislocated Worker program services were reviewed by members of the Executive Committee (John Zelif; Gregg Roberts; Juanita Assel; Julia Birkeness; Kent Osborn; and Debb Trautloff). Lisa McGhee (member of the Executive Committee) was unavailable to review proposals and unable to attend the meeting.

Kent Osborn was appointed the spokesperson for the Executive Committee.

Functional Leadership / Adult / Dislocated Worker proposals received and reviewed (by sub-region):

ABCD Sub-region - Northwest Missouri Regional Council of Governments; and ResCare Workforce Services

Green Hills Sub-region - Gamm, Inc.; Green Hills Regional Planning Commission; and ResCare Workforce Services

NW Sub-region - Northwest Missouri Regional Council of Governments; and ResCare Workforce Services

As discussion began, it was pointed out that two of the proposers stated their bids were 'all or nothing' (they must have every program in every sub-region). Based on that information, and the recommendations of the Youth Advisory Committee, there was no competition in any of the three sub-regions for the Functional Leadership / Adult / Dislocated Worker contracts.

As such, the Executive Committee reviewers agreed to make the following recommendations to the full Board for vote:

Recommendation for FL/Adult/DW contract in the ABCD sub-region to Mo-Kan Regional Council

Recommendation for FL/Adult/DW contract in the GH sub-region to Green Hills Regional Planning Commission

Recommendation for FL/Adult/DW contract in the NW sub-region to NW Regional Council of Governments

A motion was made by Julia Birkeness, seconded by Debb Trautloff to adjourn closed session at 6:24 pm. The motion passed by roll call vote with six (6) ‘yes’ votes, zero (0) ‘no’ votes, and zero (0) abstentions.

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
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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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

Approval of Prior Plan Modification

Eric R. Greitens
Governor
Division of
Workforce Development



Robert B. Dixon
Acting Director
Amy Sublett
Acting Director

September 22, 2017

The Honorable Rick Hull
Presiding Commissioner
Grundy County Courthouse
700 Main Street
Trenton, Missouri 64683

Mr. John Zelif
Zelif Farms
30038 X Avenue
Skidmore, Missouri 64487

Dear Commissioner Hull and Mr. Zelif:

On September 14, 2017, the Division of Workforce Development (DWD) received Plan Modification requests with Planning Budget Summaries from the Northwest Workforce Development Board.

The requested changes pertained to transfer of funds, addition of Basic Skills Deficiency determination for Youth; ITA procedures; website address; Supportive Services Policy; CEO Agreement; Procurement Policy and Program Planning Budgets PY17 Adult, Dislocated Worker, Youth; and FY18 Adult, and Dislocated Worker.

After a review by my staff of the financial forms and the justification, I am happy to inform you that the plan modifications are approved and effective this date.

Sincerely,

A handwritten signature in black ink that reads "Amy Sublett". The signature is written in a cursive, flowing style.

Amy Sublett
Acting Director

AS/CF/DL/CB

C: Lisa Hostetler
DWD Senior Staff

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(573) 751-3999 • Fax (573) 751-8162

jobs.mo.gov

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NW WDB Procurement Policy

Incorporated into NW WDB Procurement Policy A23

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 04-2016, C1.

The DRAFT Request for Proposals will be presented to eligible NW WDB Members 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).

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 RFP guidelines, the proposals received in response to the RFP, and the proposal evaluation sheet after the submission deadline. For the WIOA Youth program, eligible members of the NW WDB Youth Advisory Committee receive the 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. Each proposal reviewer will be assigned a randomly-generated evaluator code to use when scoring proposals.

Chapter 610, Missouri Revised Statutes, also known as the Sunshine provision Law, 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...” 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 Law) cited above.

Award Recommendation:

During a joint meeting of the NW WDB Executive and NW WDB Youth Advisory Committees, those members discuss and review evaluations; a vote is cast in committee to recommend subcontractor(s) to the full board for contract award vote.

When WIOA Youth service providers are procured, a similar process is followed as described above. The NW WDB Youth Advisory Committee receives the RFP guidelines, 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.

In the event of no response to a Request for Proposals:

The competitive procurement process identified in 29 CFR (Code of Federal Regulations) 95, 95.40 through 95.48; TEGL 09-00; TEGL 35-10; and DWD Issuance 04-2016, C1 will be followed in every instance of service provider procurement. In the event the Northwest Workforce Development Board receives no response to a Request for Proposals after following Department of Labor competitive procurement procedures, the NW WDB reserves the right to solicit proposals from existing service providers or to appoint a service provider.

NW WDB Sunshine Law Policy

Northwest Workforce Development Board ADMINISTRATIVE POLICIES/PROCEDURES

Issuance No: A27
Issuance Date: December 1, 2017
Subject: Sunshine Law Policy

As a public governmental body, the Northwest Workforce Development Board (NW WDB) is required to abide by the Missouri Sunshine Law (Open Meetings and Records Law) as set forth in Chapter 610 RSMo. Section 610.028.2 RSMo provides that a public governmental body must establish a written policy regarding release of information on any meeting, record or vote.

The Executive Director is appointed custodian of the records of the Northwest Workforce Development Board, located at 912 Main Street, Trenton, MO 64683. As such, the Executive Director shall respond to all requests for access to or copies of a public record within the time period provided in 610.023 RSMo except in those circumstances authorized by statute.

The fees to be charged for access to or furnishing copies of records shall be in accordance with 610.026 RSMo: Fees may not exceed 10 cents per page for paper copies 9 by 14 or smaller, plus an hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the public governmental body.

It is the public policy of the Northwest Workforce Development Board that meetings, records, votes, actions and deliberations shall be open to the public unless otherwise provided by law and only then with proper citation of the statute authorizing such.

The Northwest Workforce Development Board shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.

NW WDB Local Eligible Training Provider Selection Policy

Northwest Workforce Development Board PROGRAM POLICIES/PROCEDURES

Issuance No: P9
Issuance Date: December 1, 2017
Subject: Local Eligible Training provider (ETP) Selection Policy

In order to support informed consumer choice and the achievement of local performance indicators, the Northwest Workforce Development Board (NW WDB) is establishing this policy in accordance with Missouri Division of Workforce Development Issuance 02-2017. It is our desire to ensure consumers have appropriate access to sufficient numbers and types of providers of training services.

Procedure for the Local Workforce Development Board Approval of ETP Programs

When a training-eligible participant selects a training provider, the Job Center Functional Leaders/Program Directors will confirm the program is approved and in good standing on Missouri's Eligible Training Provider System (ETPS). The **program** must be approved on the ETPS, not just the training provider. That training program must be in an occupation that leads to economic self-sufficiency or wages comparable to or higher than the wages from previous employment and directly linked to the employment opportunities in the local area.

WIOA Requirements of Training Providers

Training providers must agree to follow all requirements of the Workforce Innovation and Opportunity Act, including:

- The organization should have an EO Officer or a staff person responsible for nondiscrimination and equal opportunity policies and regulations
- The Missouri Division of Workforce Development's "Equal Opportunity is the Law" poster should be posted in the facility
- Contract agreements should contain nondiscrimination and equal opportunity provisions
- Training provider should advertise to underserved populations
- The organization should have an accommodations policy
- There should be a process for analyzing equal opportunity demographics for students that attend the institution. The following may be requested during an EO monitoring visit:
 - A copy of all training program applications by demographics

- A copy of training program selection outcomes by demographics
 - A copy of training programs graduation/completion outcomes by demographics
 - A copy of training programs non-completers by demographics
 - A copy of training programs placement wages outcomes by demographics
- The training provider should have a confidentiality policy including a process for collecting confidential information
 - The training provider should have a written complaint policy

Additionally, the training provider must allow monitoring visits for EO compliance, WIOA compliance and participant progress.

Expected Performance Levels

Approved training providers must collect and share data on the outcomes of all students. Training providers must meet or exceed the entered employment, retention and wage rate of the Northwest Workforce Development Board Region for the current Program Year. This rate is negotiated with Missouri Division of Workforce Development annually; training providers should check the Northwest Region's planned performance rate for the current Program Year by visiting the NW WDB website (www.nwwdb.org).

Procedures for PELL Grant Reimbursement to WIOA Tuition

All participants assessed as appropriate for a classroom training activity will be required to apply for available grants. Participants must be unable to obtain other grant assistance or require assistance beyond the assistance made available, including Federal PELL Grants - WIOA is funding of last resort. See the NW WDB *Individual Training Account Policy* on www.nwwdb.org.

When a participant is eligible for PELL, it is to be used for other PELL-eligible expenses; WIOA will pay tuition, books and fees.

Terms and expectation of eligible training providers

- The training program is listed on the Missouri ETPS
- Average training-related job placements of past graduates equal the entered employment, retention and wage performance rate required of the Northwest Region for the current Program Year. This requires the training provider to collect job placement data on its graduates. This data must be available to the Functional Leader/Program Director for review
- Individuals with similar training/credentials are able to earn a living wage with the training or credential they provide

- The cost of supportive services required to complete the training is not prohibitive
- Training provider will collect the required data for EO compliance
- Training provider will submit student progress reports. Students will sign a release of information form with WIOA staff for this information to be shared.
- Training Provider will allow NW WDB staff to monitor for program compliance and to insure compliance with EO requirements

Methods of Gaining Local Approval

- Training provider ensures programs are on the State's ETPS
- Training provider must collect data on job placement of graduates of the program. This data must be available for review by the Job Center staff
- Training provider must collect data on the number of students who start the program versus those who complete the program. This must be available for Job Center staff review
- The Functional Leaders/Program Directors will notify the training provider of the program's local approval or advice on the corrective actions needed for approval. Programs denied approval can submit a request for another review at any time; the review will be presented to the Northwest Workforce Development Board upon request. The decision of the NW WDB is final.

Renewal of Eligibility and Termination Procedures

- Programs will retain their local approval status for one year from the original approval.
- After one year the school will complete the process of the original approval for subsequent approval
- If at any time the Northwest Workforce Development Board determines the training provider is no longer adhering to the terms and expectations listed in this document, the approval will be disqualified and the training provider notified. The local area may grant a probationary period for corrective action before disqualifying the program for local approval.

The Northwest Workforce Development Board agrees to:

- Carry out the procedures in this document
- Perform initial eligibility
- Renew the eligibility of providers and programs
- Terminate training providers due to performance or violation of WIOA requirements
- Work with the State to ensure sufficient number and types of providers of training services are available
- Ensure the dissemination and appropriate use of the State ETPS and programs

The Northwest Workforce Development Board reserves the right to modify this policy as economic, training, and employment opportunities change.

Local Plan Modifications



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Debb Trautloff
Betty Wymore
John Zelif
Rob Zirfas

November 27, 2017

Mardy Leathers, Director
Division of Workforce Development
PO Box 1087
Jefferson City, MO 65109

Dear Director Leathers;

The Northwest Region Workforce Development Board is requesting a modification to its 2016-2020 Plan which addresses recently approved policy changes, revised MOU and Board member updates. Specifically, please find attached:

- Narrative page 33 – Sunshine Law Policy;
- Narrative page 49 – Eligible Training Provider Selection Policy;
- Attachment 3 – Memorandum of Understanding;
- Attachment 5 – Updated Board member roster
- Attachment 12 – Competitive Procurement Process
- Public Notice posted on www.nwwdb.org website.

Please contact Lisa Hostetler or Jeanie Griffin at the NWWDB if you have any questions or need further information. We look forward to hearing from you regarding your approval to this request.

Sincerely,

John Zelif, Chairman

The Northwest Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial 711

Plan Modification Public Notice

PUBLIC NOTICE Plan Modification

The Northwest Region Workforce Development Board, comprised of the 18 contiguous counties of Northwest Missouri, will have available for public review and comment a modification to its 5-Year Plan. This Plan, which provides services and funding levels under the Workforce Innovation and Opportunity Act (WIOA) (P.L. 113-128), will be available for review on December 6, 2017.

The modification changes narrative and attachments in the plan to reflect recently approved policy changes to include: Eligible Training Provider Selection Policy, Sunshine Law Policy, Memorandum of Understanding, Competitive Procurement procedures and updated Board membership roster.

To review the modification you may contact the Workforce Development Board, North Central Missouri College at 912 Main Street, Trenton, Missouri 64683. By phone: 660-359-3622, X-1233, by e-mail to jgriffin@mail.ncmissouri.edu or visit our website at www.nwwdb.org

Any comments concerning the plan modification or to petition for disapproval or change, please contact either the WDB Director or the Division of Workforce Development's Planning and Research Section at dwdlocalplan@ded.mo.gov. Petitions for disapproval or change must be received no later than January 6, 2018.