**Workforce Development Board**

**Minutes of Meeting**

**March 6, 2023**

**In-Person/Virtual**

The Workforce Development Board of North Missouri met in open session on Thursday, March 30, 2023. The meeting was called to order by Executive Director Brent Stevens at 4:03 PM

Roll Call was conducted and a quorum was established with 10 Members Present.

**Board Members Present**

|  |  |  |  |
| --- | --- | --- | --- |
| Bobby Barlow | Kara Berlin-Bates | Kelly Bordewick | Mark Chambers |
| Carolyn Chrisman\* | Amanda Haile | Jerry Smith | Julie Jones |
| Scott May | Michael Purol | Gregg Roberts |  |

\* Joined after roll call

**Board Members Absent**

|  |  |  |  |
| --- | --- | --- | --- |
| Darin Arnsmeyer | Allie Bennett | Julia Birkeness | Stephen Garner |
| Corey Mehaffy | Nichi Seckinger | Kristen Smith | Mike Veale |

**Commissioners**

Bill Walker – Nodaway County

**Staff**

|  |  |  |
| --- | --- | --- |
| Brent Stevens | Jeanie Griffin | Kerry Savage |

**Guests**

|  |  |  |  |
| --- | --- | --- | --- |
| Tom Epling | Robin Hammond | Allan Hedrick | Anita Jolly |
| Dana Keller | Dr. Lenny Klaver | Teresa Lee | Dr. Tristan Londre |
| Robin McHuch | Kim Meyer | Kim Mildward | Dawn Mowery |
| Cheyenne Murphy | Lynette Saxton | Shari Schenewerk | Cathy Scott |
| Diane Simbro | Jennifer Taylor | Corrine Watts |  |

**Meeting in Open Session**

1. **Introduction and Orientation to the Workforce Development Board**

WDB Executive Director Brent Stevens presented a slide show that overviewed the duties and responsibilities of the Board.

1. **Approval of By-Laws**

Director Stevens presented a draft copy of By-Laws for the newly formed Workforce Development Board of North Missouri. Board Members discussed the By-Laws.

*A motion was made by Gregg Roberts and seconded by Mark Chambers to approve the By-Laws as presented. The Motion Carried with no opposition.*

1. **Election of Officers**

Nominations were sought for officers and executive members of the WDB in accordance with the By-Laws. The following Nominations were presented:

Chairperson: Gregg Roberts

Vice Chairperson: Allie Bennett

Secretary: Julia Birkeness

Treasurer: Mark Chambers

At-Large (2 Positions): Michael Purol and Julie Jones

*A motion was made by Kelly Bordewick and seconded by Scott May to approve the proposed slate of officers. The motion carried with no opposition.*

Newly elected Board Chair Gregg Roberts shared with the Board information regarding his history with the Northwest Workforce Development Board and let the Board know he is a member of the State WDB.

1. **Request for Proposals**

Board Chair Gregg Roberts informed the Board since this part of the meeting deals with procurement, that they can move into a closed executive session.

*A motion was made by Julie Jones and Seconded by Mark Chambers to go into closed session as authorized by RSM0. 610.021.11 “specifications for competitive bidding…”*

*A roll call vote was conducted of the members present.*

***Members in favor****: Gregg Roberts, Michael Purol, Julie Jones, Scott May, Kelly Bordewick, Jerry Smith, Amanda Haile, Bobby Barlow, Kara Berlin-Bates, and Mark Chambers.*

*There was no opposition or abstentions.*

\* Meeting Convened in Closed Session

\* Meeting Re-convened in Open Session

Board Chair Gregg Roberts asked Director Stevens to present a proposed timeline to release the RFPs. The following timeline was presented for the three RFPs:

|  |  |
| --- | --- |
| **Event** | **Date** |
| RFPs Released | April 04, 2023 |
| RFP Q & A on WDB Website ([www.nwwdb.org](http://www.nwwdb.org)) | April 10, 2023 through April 21, 2023 at 4:00 PM\* |
| Optional Letter of Intent to Bid Due | April 24, 2023 at 9:00 AM |
| Proposals Due | May 15, 2023 at 10:00 AM |
| Public Opening of Proposal(s) Received | May 15, 2023 at 10:15 AM at the WDB office or live streaming at [www.nwwdb.org](http://www.nwwdb.org) |
| Bid(s) Awarded | May 30, 2023 WDB Meeting |
| Award/Non-award Notification Sent to Proposers | May 31, 2023 |
| New Contracts Established/Service Delivery Begins | July 01, 2023 |

*A motion as made by Michael Purol and seconded by Scott May to approve the timeline as presented. The motion passed with no opposition.*

1. **Open Discussion**

Fiscal Manger Jeanie Griffin introduced new Board Member Jerry Smith.

Board Chair asked all members to remember to promote the services of the Board in the communities. He mentioned that the Board does not have advertising funds, but it is important to inform the public about the services available.

*A motion was made by Michael Purol and seconded by Mark Chambers to Adjourn the Meeting. The motion passed with no opposition*

The meeting adjourned at 5:33 PM