

Workforce Development Board

Minutes of Meeting

March 30, 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 Arnsmeier	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
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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

A. 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.

B. 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.

C. 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.

D. 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 RSMO. 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)	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
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.

E. 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