



BY-LAWS
Workforce Development Board of North Missouri

Article I
Name and Location of the Principal Office

- 1.1 The Board shall be known as the Workforce Development Board of North Missouri.
- 1.2 The Board shall maintain its principal office in a place to be designated hereafter by the Board and may establish field offices at such other places as it may deem necessary and appropriate. All such offices shall be located within the North Missouri Region boundaries; the thirty-four contiguous counties of North Missouri.

Article II
Purpose of the Board

- 2.1 The purpose of the Board shall be to fulfill the obligations identified for a Local Workforce Development Board under the Workforce Innovation and Opportunity Act Section 107 and any amendments.
- 2.2 WDB Members are expected to actively participate in convening the workforce development system's stakeholders, broker relationships with a diverse range of employers, and leverage support for workforce development activities.

Article III
Powers of the Board

- 3.1 The Board shall exercise and discharge its powers and duties, as provided by the Workforce Innovation and Opportunity Act of 2014 (P.L. 113-128), all appropriate implementing regulations established by the State of Missouri, and any agreements established between the Board and the thirty-four County Commissions within the North Missouri Region, and accordingly shall:
 - a. Adopt, amend, and repeal by-laws, rules, and regulations governing the conduct of its business and the performance of its functions;
 - b. Provide for the internal organization and administration of the Board, as set forth in P.L. 113-128;
 - c. Enter into and perform such contracts, leases, agreements, or other transactions with persons of agencies, public or private as necessary to carry out its duties as required by public law 113-128 or any amendment.

- d. Accept, use, and dispose of gifts or donations of services or property (real, personal, or mixed, tangible or intangible);
- 3.2 The Board shall develop and submit a 4-year local plan for the local area, in partnership with the chief elected official and consistent with WIOA sec. 108
- 3.3 Conduct workforce research and regional labor market analysis to include:
- a. Analyses and regular updates of economic conditions, needed knowledge and skills, workforce, and workforce development (including education and training) activities to include an analysis of the strengths and weaknesses (including the capacity to provide) of such services to address the identified education and skill needs of the workforce and the employment needs of employers;
 - b. Assistance to the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act for the region; and
 - c. Other research, data collection, and analysis related to the workforce needs of the regional economy as the WDB, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions;
- 3.4 Convene local workforce development system stakeholders to assist in the development of the local plan under § 679.550 and in identifying non-Federal expertise and resources to leverage support for workforce development activities. Such stakeholders may assist the Local WDB and standing committees in carrying out convening, brokering, and leveraging functions at the direction of the Local WDB;
- 3.5 Lead efforts to engage with a diverse range of employers and other entities in the region in order to:
- a. Promote business representation (particularly representatives with optimum policy-making or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the Local WDB;
 - b. Develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities;
 - c. Ensure that workforce investment activities meet the needs of employers and support economic growth in the region by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and
 - d. Develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships), that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for

workforce development system participants in in-demand industry sectors or occupations;

- 3.6 With representatives of secondary and postsecondary education programs, lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment;
- 3.7 Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and job seekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs;
- 3.8 Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, and job seekers, by:
 - a. Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;
 - b. Facilitating access to services provided through the one-stop delivery system involved, including access in remote areas;
 - c. Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and
 - d. Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment;
- 3.9 In partnership with the chief elected official for the local area:
 - a. Conduct oversight of youth workforce investment activities authorized under WIOA sec. 129(c), adult and dislocated worker employment and training activities under WIOA secs. 134(c) and (d), and the entire one-stop delivery system in the local area;
 - b. Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area; and
 - c. Ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA sec. 116;

- 3.10 Negotiate and reach agreement on local performance indicators with the chief elected official and the Governor;
- 3.11 Negotiate with CEOs and required partners on the methods for funding the infrastructure costs of one-stop centers in the local area in accordance with § 678.715 of this chapter or must notify the Governor if they fail to reach an agreement at the local level and will use a State infrastructure funding mechanism;
- 3.12 Select the following providers in the local area, and where appropriate terminate such providers in accordance with 2 CFR part 200:
 - a. Providers of youth workforce investment activities through competitive grants or contracts based on the recommendations of the youth standing committee (if such a committee is established); however, if the Local WDB determines there is an insufficient number of eligible training providers in a local area, the Local WDB may award contracts on a sole-source basis as per the provisions at WIOA sec. 123(b);
 - b. Providers of training services consistent with the criteria and information requirements established by the Governor and WIOA sec. 122;
 - c. Providers of career services through the award of contracts, if the one-stop operator does not provide such services; and
 - d. One-stop operators in accordance with §§ 678.600 through 678.635 of this chapter;
- 3.13 In accordance with WIOA sec. 107(d)(10)(E) work with the State to ensure there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities;
- 3.14 Coordinate activities with education and training providers in the local area, including:
 - a. Reviewing applications to provide adult education and literacy activities under WIOA title II for the local area to determine whether such applications are consistent with the local plan;
 - b. Making recommendations to the eligible agency to promote alignment with such plan; and
 - c. Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals, such as cross-training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination;

- 3.15 Develop a budget for the activities of the Local WDB, with approval of the chief elected official and consistent with the local plan and the duties of the Local WDB;
- 3.16 Assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers in the local area, in accordance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.); and
- 3.17 Certification of one-stop centers in accordance with § 678.800

Article IV

Board Membership

- 4.1 The Board shall consist of persons appointed by the Presiding Commissioners of the 34 counties in the North Missouri Region. Members shall be from areas of interest stipulated in P.L. 113-128, and in various regulations developed by the US Department of Labor and the State.
- 4.2 Workforce Development Board terms are for a five-year period commencing July 1. These terms are to be staggered to allow only a portion of the Board memberships to expire in a given year. No more than 6 terms shall expire in any given year. Board members are allowed to serve multiple consecutive terms as long as approved by the original nominating entity.
- 4.3 The membership shall continually maintain at least a simple majority of business representatives. Efforts shall be made to ensure the membership is equitably drawn from each established sub-region as possible. The Board shall be comprised of at least the minimum number of federally-mandated agency partners and at least the minimum number of private-sector business partners. The Board itself must be certified every two years.
- 4.4 Business sector members shall have substantial management and policy responsibilities within their respective private sector organizations. All private sector members must have their principal place of business in the Workforce Development Area.
- 4.5 In the event a vacancy occurs during the term of an appointment, a new member shall be appointed by the same nomination and appointment process used for the vacating member. The appropriate nominating and appointing authority shall have the right to nominate and appoint the new member to fill the remainder of the term, and for a subsequent full term, without having to repeat either process at the end of the initial remaining term. Members whose terms have expired or otherwise been vacated may continue to serve on the Board until a replacement appointment is complete. The appropriate nominating and appointing authority may also choose, at its sole discretion, to nominate and appoint a different person to fill the subsequent full term. Whenever a change in membership of the Workforce Development Board occurs, written notification of the new member's appointment shall be submitted to the Office of Workforce Development. Such notification shall be signed by the Chair of the Chief-Elected Officials Coordinating Committee.

- 4.6 The Board may approve Ex-Officio, non-voting Board members who may attend all meetings of the Board and may participate in all discussions so long as no conflict of interest exists but may not execute a vote.
- 4.7 Any Member may resign from the Board by delivering a written resignation to the Chairperson or Secretary of the WDB. The WDB will begin replacement proceedings by contacting the appropriate County representative.
- 4.8 Any member may be removed by the Board based on a vote of the majority of the entire Board.
- 4.9 Any member of the Board who is absent from three consecutive Board meetings may be replaced unless extenuating circumstances are found and accepted by the executive committee.
- 4.10 Members of the Board shall receive no compensation but shall be reimbursed for expenses allowed by Board policy incurred in the performance of their duties.

Article V **Meetings**

- 5.1 Meetings of the Board, and all committees advising the Board, shall be open and public meetings, in accordance with Chapter 610 R.S. MO. Notice of all meetings, including closed meetings, shall be duly posted, with at least 24 hours advance notice, in conformance with the Missouri Sunshine Law.
- 5.2 Regular meetings of the Board shall be held quarterly. The times and places of each meeting will be arranged by the Executive Committee and/or Chairperson with notice to all members. Board meetings may be facilitated by electronic means (interactive video transmission, teleconference, etc.) as content and cost of assembly dictate.
- 5.3 Notice of Regular Meetings. Notice of all regular meetings of the Board shall be given to each member in writing and delivered by regular or electronic mail a minimum of five business days prior to the date called for the meeting. Such notice shall include a tentative agenda and a description of any matter(s) that the members may be called to vote upon at the regular meeting.
- 5.4 Special meetings of the Board may also be called by the Chairperson at such time and place and for such purpose that the Chairperson shall designate. In addition, special meetings of the Board may be called upon the written request of one-third of the Board members, filed with the Board secretary. Such a request shall include the time, place, and purpose of the meeting.

- A. All members of the Board shall be informed in writing of special meetings a minimum of forty-eight (48) hours in advance of the special meeting. Such notice shall include a description of the matter(s) for which the special meeting is called.
 - B. The business conducted at any special meeting shall be limited to the stated purposes of that meeting.
- 5.5 Quorum for Board Meetings shall be declared when at least 10 voting members are present. The Board may utilize electronic means (interactive video transmission, teleconference, etc.) to facilitate Board members' attendance at meetings.
- 5.6 The Chairperson shall preside over all regular and special meetings of the Board. In the absence of the Chairperson, the Vice-Chairperson shall preside over the meeting. In the absence of both the Chairperson and the Vice-Chairperson, the following contingency plan shall be followed in priority order:
- a. The Secretary shall preside if they are a business representative, or
 - b. The Treasurer shall preside if they are a business representative, or as the final option:
 - c. The Secretary shall convene the meeting and ask for an election of a temporary chair for that meeting. The temporary chair must be a business representative.
- 5.7 Each duly appointed member of the Board shall have one vote on all matters before the Board. Proxy voting shall not be permitted.
- 5.8 Each decision of the majority of the members participating and voting at any regular or special meetings of the Board, where there is such a quorum, shall be valid as a binding act of the Board. Abstentions shall not count as a vote
- 5.9 In an absence of a Quorum at any regular or special meeting, the Executive Committee may take the actions necessary to complete the required business.
- 5.10 WIOA Provisions. Section 101 of the WIOA prohibits a member of the Board from voting on a matter under consideration by the Board or a Committee of the Board when:
- a. The matter concerns the provision of services by the member or by an entity that the member represents; or
 - b. the matter would provide direct financial benefit to the member or the immediate family of the member; or
 - c. the matter concerns any other activity determined by the Governor to constitute a conflict of interest as specified in the State or Local Plan

- 5.11 The minutes of each meeting shall be prepared and distributed to the Board at least seven days prior to the next meeting. Each Presiding Commissioner of the thirty-four County Commissions shall also receive a copy of the minutes.
- 5.12 Meetings of the Board shall be conducted according to the procedures contained in Robert's Rules of Order, Revised unless such procedures conflict with the Board's By-Laws, in which case, the Board's By-Laws shall prevail.

Article VI **Officers**

- 6.1 The officers of the Board, to be chosen by the members of the Board, shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer. The elected Chairperson and Vice-Chairperson must be from the private sector members of the Board. The Secretary and Treasurer may be any member of the Board. No two officers may be from the same county.
- 6.2 All officers shall be elected by the Board having received a majority of the votes cast, and shall serve for a term of two years, or until their successors are elected and shall have been qualified. Officers shall not serve more than two consecutive terms in the same office; however, a person shall be eligible to hold an office to which they have previously been elected if one year has elapsed between the initial service and re-election. A person shall be eligible to hold another office of the Board during the interim year. Terms for officers shall commence on July 1.
- 6.3 Any officer elected by the members of the Board may be removed by the affirmative vote of at least two-thirds majority of the Board present at a regular or special meeting.
- 6.4 Any vacancy occurring in any office shall be filled for the unexpired term thereof by the Board members in the same manner as any election of officers.
- 6.5 The Chairperson shall preside at all meetings of the Board and shall perform all duties as may be prescribed by the Board. The Chairperson shall be entitled to vote on all matters before the Board and Committee(s), providing there is not a conflict of interest. All papers and instruments executed on behalf of the Board shall be executed in the name of the Workforce Development Board, and signed by the Chairperson.
- 6.6 The Vice-Chairperson shall, in the absence of the Chairperson, perform the duties and exercise the powers of the Chairperson.
- 6.7 The Secretary shall record, or cause to be recorded (via staff), all of the proceedings of the Board meetings. They shall give, or cause to be given, a notice of all meetings of the Board for which such notice is required.
- 6.8 The Treasurer shall cause to be instituted acceptable fiscal control of all funds of the Board. The Treasurer shall provide policies and procedures for the acceptance and

disbursal of funds, which shall be approved by the Board. The Treasurer shall render the Board an account of transactions and the financial condition of the Board, as required by the membership.

- 6.9 Any duty of an officer may appoint staff of the Board to perform their designated duties provided, however, that the Board cannot delegate its decision-making responsibilities to non-members of the Board.
- 6.10 The officers and employees of the Board who handle funds, or who are custodians of property, shall be bonded in an amount determined by the Board.

Article VII

Executive Committee

- 7.1 The Executive Committee consists of the Chairperson, Vice-Chairperson, Secretary, Treasurer, and two at-large members. The Chair of the Board shall be the Chair of the Executive Committee. The Executive Committee shall meet at the call of the Chair. At least four members of the executive committee shall represent private business and no two executive committee members may be from the same county. The Executive Committee shall have the following duties and authority:
- a. Conduct business for the Board when it is not feasible for the full Board to be convened.
 - b. Recommend the appointment and/or dissolution of standing and special committees.
 - c. Review periodically the progress of all standing and special committees Perform such other duties or matters of business that are not explicitly vested in the other standing committees or that may be properly assigned to the Executive Committee from time to time by the Board or the Chair of the Board.
- 7.2 Quorum for Executive Committee Meetings shall be declared when at least 50% of committee members are present. The Executive Committee may utilize electronic means (interactive video transmission, teleconference, etc.) to facilitate member attendance at meetings.
- 7.3 When a quorum is present during an Executive Committee Meeting, a majority of the voting members present shall decide any question. Abstentions shall not count as a vote.
- 7.4 Minutes from Executive Board Meetings shall be presented to the full Board for approval at the next regularly scheduled full Board Meeting.

Article VIII **Committees**

- 8.1 The Board Chair may create committees that shall have and may exercise, such powers as authorized by the Board. The Board Chair shall have power, at any time, to change the powers, and to dispose of, any such committee.
- 8.2 The Chair of the Board shall appoint a Board Member to be the chair of any committee established by the Board.
- 8.3 Committee members shall be appointed by the Board Chairperson and shall include members of the Board, and individuals who are not members of the Board who have demonstrated experience and expertise in accordance with 20 CFR Part 679.340(b) and as determined by the Board.
- 8.3 A standing or special committee shall meet as requested by the Committee Chair.
- 8.4 Reports, studies, recommendations, and other documents resulting from the work of any standing or special committee require the approval of the Board before they will be considered formal reports, studies, or recommendations of the Board.
- 8.5 Quorum for Committee Meetings shall be declared when at least 50% of committee members are present. Committees may utilize electronic means (interactive video transmission, teleconference, etc.) to facilitate member attendance at meetings.
- 8.6 When a quorum is present during a committee meeting, a majority of the voting members present shall decide any question. Abstentions shall not count as a vote.

Article IX **General**

- 9.1 No member of the Board shall be personally liable under, upon, or in connection with any other obligations or liabilities of the Board. All members of the Board shall be included as additional insured parties on the “errors and Omissions” policy held by the local grant sub-recipient, except in cases of malfeasance, dereliction of duty, libel, or slander the Board agrees to save, defend, indemnify, and hold harmless individual members of the Board, acting in an official capacity, from any claims, judgments, or lawsuits arising from Board actions.
- 9.2 If any of the provisions of these bylaws shall be found void or unenforceable for whatever reason by any court of law or equity, it is expressly intended that such provision(s) be severable and the remainder of the bylaws shall remain in full force and effect.

9.3 The Workforce Development Board has negotiated a working agreement with the Chief Local Elected Officials to operate and execute their mutual duties under Public Law 113-128.

9.4 The fiscal year of the Board shall be from July 1 to June 30.

Article X **Non-Discrimination**

10.1 The Board shall not discriminate against any employee, agent, or provider of consulting or contract services, or applicant for employment, on the basis of race, color, religion, sex, national origin, disability, or veteran status. It shall be the policy and practice of the Board to comply fully with federal and state laws, regulations, and requirements in respect of non-discrimination, affirmative action, equal employment, and civil rights.

Article XI **Amendments**

11.1 The By-Laws of the Board shall only be amended at a regular or at a special meeting of the Board when a quorum is present, provided the notice of the meeting includes a draft of the proposed amendment. A two-thirds majority affirmative vote of members present shall constitute approval of an amendment.



**LOCAL WORKFORCE DEVELOPMENT BOARD
ATTESTATION FOR REVIEW OF BY-LAWS**

The following form must be completed and submitted to the Office of Workforce Development annually. The purpose of the form is to assure that all certified members of the Local Workforce Development Board have reviewed and understand their current by-laws. The form must be signed and dated by at least a quorum of the membership. Please include the printed name of the member on the line below their signature. If additional signature/date lines are needed, please add them accordingly.

Name of Local Workforce Development Board: Workforce Development Board of North Missouri

The following local board members attest by their signatures that they have reviewed and understand the board's current by-laws:

Gregg Roberts 03 / 06 / 2024
Gregg Roberts Date

Julie L. Jones 03 / 06 / 2024
Julie Jones Date

Date
Amanda J. Haile 03 / 07 / 2024

Date
Bobby Barlow 03 / 06 / 2024

Amanda Haile Date

Bobby Barlow Date

Mark A. Chambers 03 / 06 / 2024

Kristen Smith 03 / 07 / 2024

Mark Chambers Date

Kristen Smith Date

Shari Schenewerk 03 / 13 / 2024

Mike Veale 03 / 06 / 2024

Shari Schenewerk Date

Mike Veale Date

Nichi Seckinger 03 / 06 / 2024

Nichi Seckinger Date

Kelly Bordewick 3/20/2024

Kelly Bordewick Date

Date

Date

Date

Date

Date

Date

The above signed Board Members were present at the Board Meeting on March 5, 2024 where the Bylaws were reviewed and approved.

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IP: 198.209.6.105



VIEWED

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17:28:57 UTC

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IP: 198.209.251.147



SIGNED


03 / 06 / 2024


17:30:15 UTC


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 IP: 168.166.80.238


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 IP: 65.255.137.61








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 IP: 65.255.137.61


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 IP: 38.186.200.240


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IP: 209.152.151.134



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Signed by Amanda Haile (haile@maryviller2.com)
IP: 209.152.151.134



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Viewed by Jerry Smith (jerry.smith@cenveo.com)
IP: 108.70.20.160



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IP: 67.60.26.58



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IP: 168.166.229.4



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This document has not been fully executed by all signers.