

Draft Minutes Pending Approval

**REGION 5 WORKFORCE DEVELOPMENT BOARD
(RWDB)**

Special Meeting

Thursday February 25, 2016

4:00 p.m.

Iowa Workforce Development

Three Triton Circle

Fort Dodge IA 50501

RWB in attendance:

Larry McBain-Chair	Tom Grau
Mick Hatcher	Daniel J. DeWall
Pat Essing	Jane Hambleton
Logan Welch	Julie Geopfert
Margene Bunda	

RWIB in attendance:
By phone

Janet Adams

RWIB absent:

Dr. Dan Kinney	Tom Salvatore-Vice Chair
Lois Irwin	

Guests in attendance:

Sara Messerly, Region 5 Operations Manager/WIOA Director
Cynthia Meek, RWDB Staff Support
Paul Eriksen, IowaWORKS staff

RWDB Chairperson Larry McBain called the special meeting of the Region 5 RWDB to order on February 25, 2016 at 4:15 p.m. in the Iowa Workforce Development office, Three Triton Circle, Fort Dodge, Iowa. This special meeting was held for the board to review of Request for Proposals (RFP's) templates and process.

Each person introduced themselves with a roll call to start the open meeting:

Mick Hatcher
Margene Bunda
Logan Welch
Jane Hambleton
Julie Geopfert
Pat Essing

Dan DeWall
Tom Grau
Janet Adams
Larry McBain

Guests:

Sara Messerly
Paul Eriksen
Cynthia Meek

A quorum was established.

A motion was made by Dan DeWall and seconded by Logan Welch to approve the agenda. Motion carried unanimously by the RWDB.

Larry stated that it was necessary for the board to move into closed session per Section 21.5 of the Iowa Code to discuss the RFP templates for the WIOA Title I Career Services for Adults and Dislocated Workers and the WIOA Title I Youth and Young Adult Services. The reason for the closed session was to avoid a competitive advantage among possible bidders.

Roll call to move to closed session:

Mick Hatcher	yes
Margene Bunda	yes
Logan Welch	yes
Jane Hambleton	yes
Julie Geopfert	yes
Pat Essing	yes
Dan DeWall	yes
Tom Grau	yes
Janet Adams	yes
Larry McBain	yes

Janet Adams ended her attendance on the phone call as she was not able to view the RFP templates using phone participation. She was out of state.

Larry asked if anyone had a conflict of interest with the RFP process, or service providers, under Section 85A of the Iowa Code. If yes, the board member must disclose it to the board in writing at that time and recuse his or her self from the closed session. There was no conflict of interest, and no board members excused themselves.

Under closed session, the templates were passed out by Paul Eriksen for the WIOA Title I Career Services for Adults and Dislocated Workers, and WIOA Title I Youth and Young Adult Services. Paul explained that the templates were provided by the state so they are consistent across each

region in the state. Paul then referred the board to begin review of the Adult/Dislocated Worker RFP template. On page 16, Section V, E discusses the appeals process. The board had the choice to use the process listed or to write their own appeals process. After allowing for discussion, a motion was made by Tom Grau and seconded by Jane Hambleton to accept the appeals process as listed in the RFP template.

Roll call vote to accept the appeals process as listed in the Adult/Dislocated Worker RFP template:

Mick Hatcher	yes
Margene Bunda	yes
Logan Welch	yes
Jane Hambleton	yes
Julie Geopfert	yes
Pat Essing	yes
Dan DeWall	yes
Tom Grau	yes

Motion carried unanimously by the RWDB.

The RWDB members then looked over the RFP template for WIOA Title I Youth and Young Adult Services. Paul explained that on page 5, there were a couple areas in red. Those were optional sections that the board could choose to include in the RFP or take out. The first section was the "Additional Required Program Element".

After discussion a motion was made by Jane Hambleton and seconded by Julie Geopfert to accept the template with the additional verbiage requiring computer skills training included.

Roll call vote to accept the template including additional verbiage for required computer skills training:

Mick Hatcher	yes
Margene Bunda	yes
Logan Welch	yes
Jane Hambleton	yes
Julie Geopfert	yes
Pat Essing	yes
Dan DeWall	yes
Tom Grau	yes

Motion carried unanimously by the RWDB.

The RWDB members then looked at Section C, "Local Service Provider Expectations". Paul explained that the board could choose to accept that section as written, write new language, or omit that section all together.

After discussion, a motion was made by Jane Hambleton and seconded by Dan DeWall to accept the template with the additional language as written in the template regarding Local Service Provider Expectations.

Roll Call vote to accept the Youth and Young Adult RFP template with the additional information for Local service Provider Expectations as written in Section C:

Mick Hatcher	yes
Margene Bunda	yes
Logan Welch	yes
Jane Hambleton	yes
Julie Geopfert	yes
Pat Essing	yes
Dan DeWall	yes
Tom Grau	yes

Motion carried unanimously by the RWIB.

Larry asked if there were any other questions or concerns about either the Youth/Young Adult or the Adult/Dislocated Worker RFP templates. Hearing none, Larry said that he would accept a motion to adjourn the closed session and move back into open session. A motion was made by Dan DeWall and seconded by Julie Geopfert to end the closed session and return to the open session.

Roll call to end closed session and return to open session:

Mick Hatcher	yes
Margene Bunda	yes
Logan Welch	yes
Jane Hambleton	yes
Julie Geopfert	yes
Pat Essing	yes
Dan DeWall	yes
Tom Grau	yes

Motion carried unanimously by the RWDB.

In open session, Larry then asked for a motion to accept the Request for Proposal for the WIOA Title I Career services for Adults and Dislocated Workers. Motion was made by Jane Hambleton and seconded by Julie Geopfert to accept the Request for Proposal for the WIOA Title I Career Services for Adults and Dislocated Workers.

Roll call vote to accept the Request for Proposal for Title I Career Services for Adults and Dislocated Workers:

Mick Hatcher	yes
Margene Bunda	yes
Logan Welch	yes
Jane Hambleton	yes
Julie Geopfert	yes
Pat Essing	yes
Dan DeWall	yes
Tom Grau	yes

Motion carried unanimously by the RWDB.

Larry then asked for a motion to accept the Request for Proposal for the WIOA Title I Youth and Young Adult services. Motion was made by Mick Hatcher and seconded by Logan Welch to accept the Request for Proposal for the WIOA Title I Youth and Young Adult Services.

Roll call vote to accept the Request for Proposal for Title I Youth and Young Adult Services:

Mick Hatcher	yes
Margene Bunda	yes
Logan Welch	yes
Jane Hambleton	yes
Julie Geopfert	yes
Pat Essing	yes
Dan DeWall	yes
Tom Grau	yes

Motion carried unanimously by the RWDB.

Paul spoke to the board about the need for a scoring committee. This committee would score the proposals that are submitted for both the Title I Career Services for Adults and Dislocated Workers and Title I Youth and Young Adult Services. The committee must have a minimum of three people, with five being recommended. The scoring criteria are listed in each RFP template.

The RFP's will be released to the public for bid as of March 1, 2016. The deadline for bidders to submit questions to Sara Messerly is March 15, 2016.

Proposals need to be submitted by April 8, 2016.

The scoring committee will meet and review the proposals around April 15, 2016, and recommendations by the scoring committee to the board will be made by May 6, 2016. The board will then vote to approve the service providers.

The contract for the service providers will be for one year on a trial basis, but can be extended up to four years. Payment to the service provider would be determined by what is available from the grants.

One week time frame is all that will be required by the scoring committee. It is possible for the scoring committee to reject a proposal. If just one proposal for either of the RFP's is submitted, the time frame is not extended to receive any other bids.

Larry asked for volunteers to serve on the scoring committee. The following agreed to volunteer for the scoring committee:

Logan Welch
Dan DeWall
Larry McBain
Julie Geopfert

It was also suggested that Janet Adams would be a good candidate for this committee. Larry said he will ask her to be on it.

Sara Messerly will be in attendance with the scoring committee to assist with any questions, but will not actually score any of the proposals.

Motion to approve the scoring committee that consented to serve, plus to allow Larry the latitude to appoint a fifth person was made by Tom Grau and seconded by Margene Bunda. Motion carried unanimously by the RWIB.

Sara will be in contact with the committee regarding the proposals at a later date. More information will be available around the time that the proposals are due.

Adjournment

Motion for adjournment made by Julie Geopfert and seconded by Logan Welch. Motion passed unanimously.

The next meeting will be Monday March 21, 2016 at 4:00 PM.

Respectfully submitted
Cynthia Meek, RWIB Staff Support