

**Region 8 Regional Workforce Development Board Meeting**  
**IowaWORKS Center, 619 N. Carroll St., Carroll**  
**Official Minutes, March 7, 2016**

Call to Order - The meeting was called to order by Elizabeth Waigand at 12:30 P.M.

Roll Call - Regional Workforce Development Board members present: Elizabeth Waigand, Becky Jacobsen (by phone), Behne (by phone), Smalley (by phone), Osborne (by phone), Wenthold (by phone), Susanna Lee (by phone), Dorhout (by phone). **RWIB Quorum – Yes.**

Guest present: Todd Spencer, District IWD Manager. WIOA staff present: Beth Winquist and Rick Hunsaker

**Minutes –**

**RFP Process**

Elizabeth Waigand explained the RFP process and what the process meant for the board and the operation of the local programs. Asked again if anyone had a conflict of interest and only the WIOA staff stated they had a conflict of interest and would leave the conversation when needed.

**Selection of Review Committee Volunteers**

Elizabeth Waigand explained need for a review committee and asked for volunteers. Jacobsen and Waigand volunteered. No others volunteered so Waigand suggested Sherri Vaughn from the local IWD. Waigand made a motion for Jacobsen, Waigand and Vaughn to be the Volunteer committee and Smalley second the motion. All in favor.

WIOA staff Winquist and Hunsaker left the call.

**Move to Closed Session**

Motion was made by Dorhout to move to closed session and Jacobsen seconded. Roll call vote: Behne (yes), Lee (yes), Waigand (yes), Smalley (yes), Wenthold (yes), Osborne (yes), Dorhout (yes), Jacobsen (yes).

**RFP to be Posted to Public – Open Session**

Elizabeth Waigand announced that the meeting was back in open session. No one else joined the open session. Dorhout made a motion that Elizabeth Waigand can post RFP to the public. Jacobsen seconded. All in favor.

**Adjourn**

Waigand made a motion to adjourn the meeting. Jacobsen seconded the motion. Meeting adjourned at 1:30 P.M.