

**MINUTES OF THE C-WIB EXECUTIVE COMMITTEE MEETING
Conference Call**

March 23, 2016

CWIB Chairwoman Kathy Groves called the meeting to order at 8:30 a.m.

Committee members present included C-WIB officers Kathy Groves, Chairwoman, T.R. Dudley, Vice Chairman, and Vicki Nelson, Treasurer.

C-WIB staff in attendance included A. Blackwell, L. Gray, and K. Stadler.

The Executive Committee met due to the cancellation of the March 23, 2016 full board meeting due to lack of a quorum. A board decision was required to move forward with a plan modification that could not wait until the next regularly scheduled board meeting.

It is difficult to get a quorum for a meeting. At the June 2015 board meeting the board approved going to quarterly meetings. If the quarterly meetings did not work out, the board could always discuss returning to having the board meeting held every other month. Discussion will be held at the next full board meeting.

T.R. Dudley, Chairman of the Evaluation Committee reported the committee met via conference call on March 7, 2016, to discuss the one-year extension of our current subcontractor contracts and postponement of the Request for Proposal (RFP) process, based upon extenuating circumstances; and the evaluation of the Universal Challenge Course (UCC).

These contracts are due to expire on June 30, 2016, and the Board's intention was to release a request for proposals to seek subcontractors for the program year beginning July 1, 2016. Committee members asked about subcontractor performance, about language in our By-Laws that would prevent renewal and if there would be any pushback from the Missouri Division of Workforce Development and/or Federal Department of Labor. Taking into account the guidance from Department of Labor has not been published and that transition to WIOA is still underway, Committee members discussed offering contract renewals to existing subcontractors provided performance expectations are met.

The Evaluation Committee made the recommendation to extend the contracts for one additional year and postpone the RFP process until next year, and made a recommendation to the By-Laws Committee for the By-Laws to be changed to allow the contract extension. The recommendation was to be given to the full board for vote/approval at the March 23, 2016, WIB meeting.

In lieu of a quorum of the CWIB March 23, 2016, meeting the Executive Committee members discussed the Request for Proposals (RFP) subcontractor procurement process. In light of transition activities under Workforce Innovation and Opportunity Act

(WIOA) and given that the Federal Regulations have not been published by the Department of Labor (DOL), Committee members entertained the option of renewing the existing contracts rather than developing and releasing a request for proposals. T.R. Dudley made a motion to extend the current subcontractor's contracts for an additional year. V. Nelson seconded the motion; all in favor, motion carried.

The results of the sector strategy will drive much of our work and the work of our subcontractor's in the future; the sector strategy study is not yet completed. Other regions are also extending contracts due to the same reason.

CWIB is currently doing some research to find out the legalities of the property and looking at our options of what we can do with the facility of the Universal Challenge Course.

CWIB has contacted the state workforce development office and they are researching the course to see where the funds came from to see if we can keep the funds or would have to return the funds to the state.

K. Stadler reported the By-Laws Committee met via conference call on March 7, 2016. The proposed By-Laws revision is to allow the contract extension. The current language in the WIB By-Laws state "Contracts will be awarded for a one year period with the possibility of two one year extensions". The proposed revision to the language is "Contracts will be awarded for a one year period with the possibility of two one year extensions. **The Board may extend contracts beyond the two-one year extensions. Any extension beyond one additional year requires Board approval.**

The By-Laws Committee made the recommendation to accept the proposed revision of adding the sentences.

In lieu of a quorum of the full board meeting on March 23, 2016, the Executive Committee authorized the change recommended by the WIB By-Laws committee to accommodate the extension of one-year for the RFP process.

T.R. Dudley made a motion to accept adding the sentence "**The Board may extend contracts beyond the two-one year extensions. Any extension beyond one additional year requires Board approval**" to Article 111 3.2 (c) to the CWIB By-Laws, noted as amendment number one. V. Nelson seconded the motion; all in favor, motion carried.

A brief discussion was held on letting the process of future RFP's earlier to give the staff and the evaluation committee plenty of time to review the RFP's. All felt this was an excellent idea.

T.R. Dudley made a motion to adjourn, and Vicki Nelson seconded the motion. There were no objections. The Executive Committee adjourned at 9:15 a.m.