

**WDA 16**

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***WDB 16 Executive Committee Meeting Minutes***

***Puskarich Public Library Cadiz***

***6/20/18 (10 am)***

**I. Call to Order** 10:04 by Chair Tammy Sanderson

Attending: Tammy Sanderson, Marc Manheim, Bob Hendricks, Ed Good, Kyle Brown, and Karen D’Anniballe Guests: Kate Offenberger, Deb Knight, Scott Blackburn and Rob Guentter

A quorum was present to conduct business.

**II. Review of Staff to the Board Year 3 Contract (July 1, 2018 to June 30, 2019)**

Tammy provide an overview of the contract and shared that the COG approved the agreement at their 6/15/18 meeting, subject to any language changes agreed to by the WDB16 and the Contractor. The Executive Committee then reviewed the draft contract page-by page.

Motion EC04-2018 to revise Section B2 and E as presented in the draft. E becomes “five (5) business days”

1st Kyle Brown 2nd Bob Hendricks All in Favor

Motion EC05-2018 to modify XI Retention of Records by adding “Within six (6) months of Contractor separation or termination, Contractor will provide all held WDA16 records to the Fiscal Agent. All records management must comply with current Ohio Revised Code requirements.”

1st Ed Good 2nd Marc Manheim All in Favor

Motion EC06-2018 to approve the Staff to the Board contract renewal (third year of three year agreement) with RFG Associates Inc. with amendments.

1st Kyle Brown 2nd Ed Good All in Favor

**III. Rebid of Youth Elements**

Rob shared some concerns about the first round of bidding for WDA16 Youth Element services. He made some suggestions on how to make the rebid more transparent and legally enforceable.

These included:

1. Use the WDB16 Exec Committee or a subcommittee of the Board for RFP review. The current membership of the Youth Council has too many possible conflicts of interest. All agreed to this and suggested the Youth Council will better be used for environmental scanning, to share “on the ground” insights to better manage and provide WDA16 services. An adhoc subcommittee of the Board will be formed for RFP review.
2. Either all vendors/bidders be allowed to participate in the RFP review process, or all be excluded from the RFP review meeting(s). It was agreed by all attending that bidders/vendors will not be allowed to participate in RFP reviews, and that the committee would use the Executive Session process to assure the committee members can be open and honest in their deliberations. All recommendations would be made public during open sessions of the meeting(s).

**V. Adjournment 11:55am**

Motion EC07-2018 to Adjourn

1st Ed Good 2nd Bob Hendricks All in Favor

No additional Executive Committee meetings are scheduled at this time.

Respectfully Submitted,

Rob Guentter, Jr. AICP

Staff to the Board, WDB16

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Board Chair Date