

**WORKFORCE DEVELOPMENT BOARD
EMEGENCY MEETING MINUTES**

Wednesday, June 11, 2020

BOARD MEMBER PRESENT

Business Majority: Kevin Whirley–Chair, Caroline Battles, John Frederick, Jeffrey Mazur, Lee Metcalf, Vanessa Parker-Lewis, Reginald Scott

Required Representative: Jason Archer, Mary Grott, Lydia Mitchell, Hart Nelson

Labor & Workforce Reps: Mark Bethell, Cenia Bosman, John Bowman, Julie Gassner, Carolyn Seward, Ron Tierney

Optional Members: John Gaal, Don Willey

BOARD MEMBERS ABSENT

Business Majority: Elliott Henry, Melissa Miller, Gwen Mizell

Required Representatives: Mary Abbey, Mardy Leathers

Labor & Workforce Reps: Michael McMillan

Optional Members:

ST. LOUIS COUNTY EXECUTIVE REPRESENTATIVE

Andrea Jackson-Jennings, Director of Human Services

ST. LOUIS COUNTY STAFF MEMBERS

Greg Laposa, Ethan Dixon, Patty Reuter, Loris Williams, Tanisha Travis

GUESTS PRESENT

No guest speakers present for this meeting.

- I. CALL TO ORDER** - Kevin Whirley-Chair called the meeting to order at 7:34a.
- II. ROLL CALL** – Roll call was conducted at 7:34a. There was a quorum present
- III. CHAIRMAN’S REPORT**
The Chairman instructed the Board that all proceedings of this meeting was under a Cone of Silence and that nothing discussed during this emergency meeting is to be discussed prior to the final signing of the contracts which is believed to be July 1, 2020.
- IV. DEPARTMENT OF HUMAN SERVICES DIRECTOR REPORTS**
The DHS Director thanked all of the Board members for their participation for the Emergency Board meeting as well as their support and dedication to all of the constituents of St. Louis County
- V. DIRECTOR WORKFORCE DEVELOPMENT REPORTS**

Director of WFD thanked all of the Board members for their flexibility in being able to be a part of the meeting to discuss who will be the recipients of contracts who will be executing services for St. Louis County Workforce Development. It is very important to make sure that there are partners in place to meet the needs of the customers. Recommendations will be made today and if the Board approves then next steps will be taken working with Procurement to certify the recommendations and then move on to contracts, which have to be done by July 1.

- Evaluation Process
 - The RFP's were originally posted in March 2020. This was discussed at the February 2020 Board meeting. There was a deadline extension allotted due to the COVID-19 crisis. There was a list of Workforce providers in the region that the notices we sent to regarding the deadline being extended. Worked closely with Procurement to have the move this process into an Evaluation Committee who had members that individually scored the proposals based on criteria. There was no conferring. There was a meeting with Procurement where the committee member met and scores we compiled to solidify their recommendations for each RFP. There were multiple categories: One-Stop Operator, Adult & Dislocated Worker Program, Out-of-School Youth, In School Youth, and the LEP Program. There were multiple proposals submitted for each category except one, the Limited English Proficiency, there was no bids for that category and it had to be canceled.
 - The criteria by which the Evaluation Committee scored each proposal was:
 - Management and Organization (20pts)
 - Operation and Service Strategy (30pts)
 - Budget Summary (15pts)
 - Outreach Strategy (15pts)
 - Other (5pts); anything the proposer thought would enhance their proposal that wasn't required by the RFP.
 - MBE/WBE Credit (15pts)
- Recommendations of the Evaluation Committee
 - One Stop Operator – Family and Workforce Centers of America
 - Adult and Dislocated Worker - Family and Workforce Centers of America
 - Out of School Youth –
 - (1) Family and Workforce Centers of America
 - (2) Employment Connections
 - In School Youth - Family and Workforce Centers of America
 - Limited English Proficiency – no bids submitted; the Executive Committed discussed having the Adult and Dislocated Worker contract winner, Family and Workforce Centers of America, subcontract services out for the LEP program if the Board approved.
- Next Steps, pending the vote
 - A letter, on behalf of the WFD Board, will be submitted to the Director of the Department of Human Services expressing what the Evaluation Committee recommended and what the Board affirmed by their votes.
 - A letter sent to the Director of Procurement from the Director of the Department of Human Services, then Procurement would certify the recommendations
 - Then contracts will be drawn up
 - Then it is read and perfected; by being presented three times in front of the County Council
 - The County Executive signs off on it
 - There is a 15 day waiting period until it becomes official

VI. PROCURMENT REPORTS (15:29)

- RFP Process – Patty Reuter

Patty Reuter reported that there are two processes that involve formal bids. One is an invitation to bid that involves specific classifications and goes to the low bid that meets that. This type of bid does not work for human services and things that need to be more fleshed out and more ability to judge by certain criteria and not necessarily picks the lowest bid but the most qualified. Patty reported that the RFP's are set up with scoring criteria in areas the matter and allow the committee to come to a decision of who is most qualified and the best value. The committee must have at least three St. Louis County employees who are the only ones allowed to score. There are also non-scoring subject matter experts who are allowed to be part of the committee. Patty stated that this Board would be considered subject matter experts who gives input and recommendations to help the committee come to a decision. The RFP process must be publicized for 15 business days. All proposals must be submitted electronically, walk-in bids are no longer accepted. All the records are sealed until a fully executed contract has been put in place. Patty reported that one of the contracts was canceled and that record is no longer sealed. What we rely on with the RFP's, because they are not our regular vendors, is the contact information the department provides so Procurement will know who to reach out to because they are the subject matter experts.

- Cone of Silence – Patty Reuter

Patty Reuter reported that the Cone of Silence was something that was implemented after the resignation of Steve Stenger to prevent corruption. There were people giving out information to people that they knew and giving them information which made it an unfair process. The Cone of Silence is a good thing that does not end until a fully executed contract has been put in place. It prevents anyone from having an upper hand, or more knowledge than anyone else and it keeps it at an even playing field.

VII. VOTING

The Director of Workforce Development instructed that any member of the Board that is part of an organization that submitted a proposal for services must recuse themselves from voting.

- There were five recommendations of the Evaluation Committee presented for a required Board approval:
 - a. Accept the Evaluation Committee recommendation and award the contract for the One Stop Operator to Family and Workforce Centers of America. **A motion was made and seconded to accept the Evaluation Committee recommendation and award the contract for the One Stop Operator to Family and Workforce Centers of America. Vote taken - 11 approved; 5 abstentions.**
 - b. Accept the Evaluation Committee recommendation and award the contract for the Adult and Dislocated Worker program to Family and Workforce Centers of America. **A motion was made and seconded to accept the Evaluation Committee recommendation and award the contract for the Adult and Dislocated Worker program to Family and Workforce Centers of America. Vote taken - 11 approved; 5 abstentions.**
 - c. Accept the Evaluation Committee recommendation and award the two contracts for the Out of School Youth program; one to Family and Workforce Centers of America and one to Employment Connections. **A motion was made and seconded to accept the Evaluation Committee recommendation and award the two contracts for the Out of School Youth**

program; one to Family and Workforce Centers of America and one to Employment Connections. Vote taken - 11 approved; 5 abstentions.

- d. Accept the Evaluation Committee recommendation and award the contract for the In-School Youth program to Family and Workforce Centers of America. A motion was made and seconded to accept the Evaluation Committee recommendation and award the contract for the In-School Youth program to Family and Workforce Centers of America. Vote taken - 11 approved; 5 abstentions.**

VIII. ADJOURNMENT – The meeting was adjourned at 8:29a.

THE NEXT MEETING:

August 26, 2020

7:30 am

715 Northwest Plaza Drive

St. Ann, MO 63074

Minutes prepared by Tanisha Travis