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**North Central Workforce Development Board
Executive Committee Meeting Minutes
December 8, 2020; 1:00 PM
Zoom Meeting**

Members Present: Corine Christoff, Kelly Davis, Tonya Coursey, Lisa Kweder, and George Salter

Staff Present: Susie Snelick

Agenda Items Included: Equus Transfer Request, Video Production Request for Quote, Board Meeting Interview Update, and Other Business

The meeting was called to order at 1:00 PM. The meeting minutes from September 3, 2020 meeting stand approved as presented.

The first item on the agenda was review of Equus' request to transfer \$100,000 from Dislocated Worker funds to Adult funds. We have flexibility in the law to move 100% of these funds where there is need. Equus has obligated all of their training resources for the Adult funding stream and are in need of additional funds. Susie explained that there is enough funding in other pots to serve our dislocated workers. If we need more for this population we can request dollars from Labor and Industry under Rapid Response. Kelly moved to approve the transfer request, Lisa seconded it, motion passed.

The next item on the agenda was in regard to a request for quote that was released to complete the video production needed for our marketing website. This was originally part of the award to Mary and Ferari. They did not have the capabilities to develop videos so we procured on behalf of them to find a company. Both quotes received (Covalent and Vort Media) were of good quality but one was much more cost effective. Staff recommended awarding the contract to Vort Media for a total not to exceed \$25,000. George moved to approve the contract with Vort Media, Kelly seconded it, motion passed.

Susie then provided an update on the board interviews. She said the process was great and although time consuming so worth the effort. She let the committee know that she received some feedback in regard to information sessions staff will develop and present to the board members via zoom in March – June 2021.

With all of the challenges over this past year staff have been flexible and responsive and haven't skipped a beat with services. In an effort to say thank you to staff Susie is requesting an extra day off over the holidays. George moved to approve Christmas Eve off for all staff, Lisa seconded it. Motion passed.

With no other business, the meeting adjourned at approximately 1:25 PM.