

## NEWDB Meeting Minutes

### 1. Welcome and Introductions

Due to the absence of David Chaussard, NEWDB Chair, the meeting was called to order at 9:00 a.m. by Scott Fry, NEWDB Vice Chair. He welcomed members and guests and thanked everyone for being at the meeting.

**Board Members present:** Jeanine Coleman, Layla Freeman, Scott Fry, Grant Kernan, Heather Smoot, Pamela Bridwell, Clarice Doyle, Karen Geiger, Cheryle Martin, Robbin Rogers, and Jeff Sims.

**Board Members absent:** Kenneth Adams, Jerry Atkinson, Brooke Brumbaugh, David Chaussard, Kari Mace-Russell, Lori Nichols, Melanie Rollins, Edie Tolbert, Mike Williams, and Miranda Wolfe.

**Guests present:** R. Joshua Drywater, Phil Albert, Sherry Latham, Paul Marquez, Mike Simmons, Michelle Bish, and Cathy Spencer.

Scott Fry

### 2. Presentation: Pelco Structural Registered Apprenticeship Program

Phil Albert, President of Pelco Structural, LLC shared how the partnership was formed between the Northeast Technology Center, Oklahoma Office of Workforce Development and the NEWDB. This partnership has allowed Pelco to offer registered apprenticeships to help qualified students gain on-the-job training and meaningful employment. He shared the success and impact it is having on the business. Currently the registered apprenticeships are for welding positions. Consideration is being given to add CDL and Auto CAD.

Jeanine Coleman, Pelco Human Resource Manager, presented a power point presentation regarding what is needed to be successful with a registered apprenticeship program.

Phil Albert and Jeanine Coleman

### 3. CONSENT AGENDA:

- November 14, 2018 Minutes
- On the Job Training Policy
- Work Experience/Transitional Jobs Policy
- Youth Incentive Policy
- Priority of Service
- Personnel Policy
- Approved Training Programs

Scott reminded members they were all provided with the meeting documents electronically. He asked for a motion to approve the Consent Agenda items. Jeanine Coleman made a motion to accept the Consent Agenda items as provided. Clarice Doyle seconded the motion. There was no discussion. All approved the motion.

Scott Fry

<p><b>4. Discussion/Action: NEWDB Audit Report</b></p> <p>Michelle reported there were "no findings" in the audit done by Saunders and Associates. This audit was done separately from the fiscal agent and was not anticipated to be a separate audit. It was a clean audit, showing no findings. The full audit was included in the board packet. Scott asked for a motion to accept the NEWDB Audit Report. Karen Geiger made the motion to accept the NEWDB audit report. This motion was seconded by Layla Freeman. No discussion. All approved the motion.</p>	<p>Michelle Bish</p>
<p><b>5. Discussion/Action: Budget vs. Actual Report</b></p> <p>Michelle reported the Budget vs Actual Report was not available. The reports from the Fiscal Agent are due on the 15<sup>th</sup> of each month. The reports were not received in a timely fashion that would allow board staff to prepare the Budget vs. Actual Report. No action is required.</p>	<p>Michelle Bish</p>
<p><b>6. Discussion/Action: NEWDB Revised PY 18 Budget</b></p> <p>Michelle explained proposed budget and advised the budget is a comparison showing the PY 18 planning numbers versus the actual award. Michelle explained each section of the budget, and advised the budget is aligned with the state/federal objectives around Work Based Learning. The spending requirements are listed in the bottom section of this budget.</p> <p>Scott asked for a motion to approve the PY 18 Revised Operating Budget of \$1,346,235. Grant Kernan made a motion to accept the PY 18 Revised Operating Budget. The motion was seconded by Heather Smoot. There was no discussion. All approved the motion.</p>	<p>Scott Fry</p>
<p><b>7. Discussion/Action: RFP for Title I Services</b></p> <p>Scott advised the Title I contracts has reached the maximum number of extensions. The board must solicit bids for Title I services. Additionally, Scott reminded board members of the Conflict of Interest Policy and advised board members to abstain if there was a conflict of interest as outlined in the Conflict of Interest Policy.</p> <p>Scott asked for a motion to approve an RFP for Title I Services. Layla Freeman made the motion to solicit bids through an RFP for Title I Services. This was seconded by Clarice Doyle. Jeanine Coleman asked if the contract can go to the same Service Provider. Michelle Bish reported yes it can and added how this is beneficial if they are currently meeting the state and federal requirements. There was no other discussion. All approved the motion.</p>	<p>Scott Fry</p>
<p><b>8. Discussion/Action: RFP for One Stop Operator</b></p> <p>Scott advised the One Stop Operator contracts had reached the maximum number of extensions. The board must solicit bids for the One Stop Operator services. Additionally, Scott reminded board members of the Conflict of Interest Policy and advised board members to abstain if there was a conflict of interest as outlined in the Conflict of Interest Policy.</p>	<p>Scott Fry</p>



<p>Scott asked for a motion to approve the RFP for One Stop Operator. Grant Kernan made the motion to approve the RFP for One Stop Operator. This was seconded by Layla Freeman. There was no discussion. All approved the motion.</p>	
<p><b>9. Appointment of RFP Committee</b>          Scott Fry reported David Chaussard had appointed an RFP Committee comprised of the following board members: Heather Smoot, Scott Fry, Pamela Bridwell, and Cheryle Martin.</p>	<p>Scott Fry</p>
<p><b>10. NEWDB Monitoring Report</b>  <b>Program Monitoring Activities:</b>          Odle failed the WBL contractual measure, thus they are not eligible for Q2 performance incentive – More details in the performance report later in the agenda.  <b>Invoice Monitoring Activities:</b>  <b>Eligible Training Program</b></p> <ol style="list-style-type: none"> <li>During the review of the October invoice from Odle Management Group, the monitor observed 13 participants that were enrolled in the Long-Term Care Aide program at Northeast Technology Center. This particular program is not on the NEWDB Approved Training Programs. There are two programs offered at Northeast Technology Center for the Long-Term Care Aide.</li> <li>One is a two-three weeks adult program that consist of 80 hours of training and will lead to a CNA/Long-Term Care Aide credential. This course is offered at all of the NTC campuses and cost \$500 per student. This program is not included on the NEWDB Approved Training Programs as ETPL information is not tracked nor data entered.</li> <li>The second program is a two to three semester program that consist of 632 hours of training. This program will also lead to a CNA/Long-term Care Aide credential. The cost is \$2,000 per student. This course is on the NEWDB Approved Training Programs and is only offered at the Claremore Northeast Technology Center campus.</li> <li>NEWDB staff brought this to the attention of OOWD. With their guidance this has been resolved. As a result, Northeast Technology Center has agreed to track and data enter adult ETPL information. The program is now approved by the state. If this is monitored by the US DOL, findings including disallowed costs could result. The OOWD provided guidance regarding enrollments in the youth program, these have been resolved by procurement instead of ITAs. These findings impacted three youth participants and 10 Adult/DLW participants.</li> </ol>	<p>Michelle Bish</p>

There was one disallowed cost found in the September invoice monitoring. OWDI 19-2017, Change 1 was released June 2018. This guidance was given regarding Pell grants and allowable expenditures. The guidance requires that the Pell grant be used first to cover tuition and fees. The disallowed cost amount was \$1,083.78. This amount was withheld from the invoice and is now resolved.

#### Budget Monitoring Activities

- e. Odle management has spent 44.07% of their Adult operating budget at the end of the 2nd quarter for PY 18 but only 31.19% of the client dollars.
- f. Odle management has spent 43.62% of their DLW operating budget at the end of the 2nd quarter for PY 18 but only 13.96% of the client dollars.
- g. As of December 31, 2018, Odle has expended only \$6,861.81 on Youth Work Experience Activities or 6.22% of the required expenditures for Youth Work Experience.
- 40% Minimum Requirement
  - Adult 35.97%
  - DLW 20.42%

#### Areas of Concern:

- With Odle spending only **35.97% of their adult client dollars** and **20.42% of their DLW worker budget**, this remains an area of concern. Odle has brought on a new operations manager Jeremy Frutche and their action plan is attached to this report. Jeremy is dedicated to working quickly to bring the Northeast into compliance with both of these requirements.
- WIOA requires 20% of total Youth funds to be spent on Work Experience activities. As of December 31, 2018, Odle has expended only \$6,861.81 on Youth Work Experience Activities or **6.22% of the required expenditures for Youth Work Experience**. To meet the 20% requirement Odle must expend \$89,750.

#### 11. NEWDB Director's Report

- **Sector Strategies Update**
  - Extended through April 20
  - Focus on Healthcare and Manufacturing
  - Listening Session: Healthcare January 30
  - Representation from CEOs, DONs, Long term care, mental health, Tech Centers, Higher Ed, Secondary Ed, Oklahoma Health Association, and students.
  - Expansion of RAs Pelco and MAIP two examples of expansions
- **Administration Update:**  
Sean Kouplen as the next Secretary of Commerce and Workforce Development
- **Local and Regional Plan Modifications**

Michelle Bish



- Will begin this month and be submitted at the May board meetings. Plans must be reviewed and updated every two years.
  - Will call on partners for contributions and input
- **Mid America Workforce Summit**
  - January 23-24
  - Invited to join panel – we featured collaboration and partnerships in NE OK and discussed rural challenges to Workforce Development
  - Only able to do so due to the strong partnerships in NE Ok.
- **Elevate**

June 11, 2019

The venue has not been decided. Claremore Conference Center has been asked to give us a quote on the cost for use of their building. This has not been received to date.
- **Performance Report**

Looking at two sets of performance standards: Common Measures/negotiated with OOWD and established by DOL and Contractual Measures Odle negotiated with the NEWDB
- Additional measures not negotiated, but established by OOWD and DOL
- **First: Table A Contractual Measures for Programs**

Odle has 6 contractual performance measures. Two of those measures were met at 100% or more. Three of those measures were met at 80% to 90%. One measure fell below the 80% minimum. According to the terms of the contract, no measure can fall below 80% in order for Odle to be eligible for incentive payments. Thus, they are not eligible for performance incentive for this quarter.

**Second: Table B Contractual Measures for the One Stop Operator**

There is a total of 4 Contractual Measures for the OSO, all 4 were met.

**Third: Table D Common Measures**

There is a total of 15 Common Measures. All but one measures is being met. Credential attainment – However, it improved over last quarter going from 25% to 44.83%. new OM is working with staff on data entry and hope to bring this up
- **Table G Outlines Spending Requirements by DOL, OOWD and NEWDB**

**Youth Expenditures Requirement established by DOL:** on track to meet the spending requirements for the ISY/OSY ratios

**Youth Work Experience Expenditures established by DOL:** Youth Work Experience budget for youth is spent only at 4.38%

<b>40% Minimum Requirement established by OOWD:</b> Expenditures for Adult: 35.97% (up from last report) Expenditures for DLW: 20.42% (down from last report)	
<b>12. New Business</b> None	Scott Fry
<b>13. Old Business</b> None	Scott Fry
<b>Adjourn</b> Scott Fry asked for a motion to adjourn the meeting at 10:20 a.m. Robbin Rogers made the motion to adjourn. This was seconded by Karen Geiger. No discussion. All approved.	Scott Fry

Approved by:

  
David Chaussard, NEWDB Chair

5/18/19  
Date