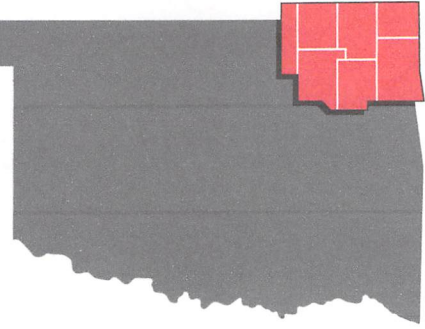


NEWDB

NORTHEAST WORKFORCE DEVELOPMENT BOARD



NEWDB
Board Meeting
February 10, 2016, 9:00 AM
NTC Pryor
6195 OK-20, Pryor Creek, OK 74362

1. Welcome and Introductions

David Chaussard

The Board Chair, David Chaussard, called the meeting to order at 9:05 AM and asked for introductions.

2. Roll Call

Marsha Cunningham

Members Present: Kenneth Adams, David Chaussard, Jeanine Coleman, Scott Fry, John Hawkins, Kari Mace-Russell, Amy Wyrick, Sondra Baker, Pamela Bridwell, Brad Ford, Karen Geiger, Jack James, Diane Kelley, Tami McKeon, Mary Millikin.

Members Absent: Jerry Atkinson, Shannon Daane, Miriam George, Lori Nichols, James Perryman, Amber Robertson, Judee Snodderly, Gary Williams, Sherry McCurley, Robbin Rogers, Allen Shipman.

Guests Present: Michelle Bish, Marsha Cunningham, Terri Schrader, Sally Bocanegra, George Simmons, Gretchen Evans, Paul Marquez, Cathy Spencer.

3. Discussion and approval or disapproval of 7.15.15 minutes

David Chaussard

Board Secretary, Marsha Cunningham, noted an error in the minutes, Page 1 4th Paragraph reads Ron Julian seconded the motion – should have read Gary Williams seconded the motion. Karen Geiger made a motion to approve the minutes from July 15, 2015 with the correction, Mary Millikin seconded the motion. A vote was taken and all approved.

4. CONSENT AGENDA

David Chaussard

The board chair asked if there was any discussion or questions regarding the consent agenda items. None were noted, the chair asked for motion to approve or disapprove.

Pam Bridwell made a motion to approve the consent agenda items. Jack James, seconded the motion, a vote was taken and all approved. Consent agenda items included: Grievance Policy, Approved Training Programs, Priority of Service Policy, NEWDB By-Laws, and NEWDB Travel Policy.

5. NEWDB meeting dates and locations

Michelle Bish

Michelle advised board members that the board meetings had been alternating between Pryor and Afton NE Technology Campuses in efforts to accommodate board members travel from all locations in the local area. Board members were asked for input as to locations for future board meetings. After discussion Scott Fry made a motion to approve alternating meeting places between Pryor NE Tech Campus and the Grand Gateway offices (with their approval) – Diane Kelley seconded the motion. A vote was taken and all approved.

6. Discussion and approval or disapproval of NEWDB Vision and Mission Statement

Michelle Bish

NEWDB

NORTHEAST WORKFORCE DEVELOPMENT BOARD

Michelle discussed the vision statement and asked if the board members had recommendations or revisions. Jeanine Coleman made a motion to the mission statement as written, Ken Adams seconded the motion. A vote was taken and all approved.

7. Discussion and approval or disapproval of NEWDB procurement and purchase of liability insurance for Directors and Officers **David Chaussard**

The Board Chair advised board members of the necessity of the liability policy and provided board members with the cost of \$1625.00 annually. Ken Adams made a motion to approve purchase, Sondra Baker seconded the motion. A vote was taken and all approved.

8. Discussion and approval or disapproval of the PY2015 Budget **Michelle Bish**

Michelle indicated to board members the PY 2015 budget was included in their packet of information. The budget was approved by the executive committee in October and needs to be reviewed and ratified by the full board. John Hawkins made a motion to approve the budget dated 10-1-15 as submitted. Tami McKeon seconded the motion. A vote was taken and all approved.

9. Discussion and approval or disapproval of the modified PY2015 Budget **Michelle Bish**

Michelle advised board members that a revision was made in January to the original budget. The revised budget shows the actual funds received and allocated for all programs and administrative costs. Tami McKeon made a motion to approve modified PY 2015 budget as submitted. Ken Adams seconded the motion. A vote was taken and all approved.

10. Discussion and approval or disapproval of 50% of DLW Funds to Adult Funds **Michelle Bish**

Michelle indicated that under The Opportunity Act local boards are allowed to transfer funds from Adult and DLW programs in order to effectively serve customer demand. The fiscal agent has recommended that the board consider a transfer of 50% of the DLW funds into the Adult program in order to meet the demands and trends we anticipate. Tami McKeon made a motion to approve, Ken Adams seconded the motion. A vote was taken and all approved.

11. Discussion and approval or disapproval of DESI Modified Operating Budget **Michelle Bish**

Michelle explained the service provider was asked to reduce their operating budget by 22.5% due to the federal funding limitations and in efforts to provide an increase to programs and services versus service provision. She noted this impacted case management services, services in the one stop centers and staffing. The DESI budget presented in the amount of \$XXX shows the 22.5% reduction as requested. Diane Kelley made a motion to approve the DESI modified operating budget. Sondra Baker seconded the motion. A vote was taken and all approved.

12. Discussion and approval or disapproval to hire Fiscal Officer **Michelle Bish**

Michelle reminded board members of the Local Elected Officials plan to transition fiscal agents in the upcoming program year. Southern Workforce Board is the current fiscal agent and their current agreement expires on June 30, 2016. In efforts to assume the fiscal responsibilities the board will need to be staffed with a Fiscal Officer. After discussion and confirmation that the budget would support the position, the Board Chair asked if there were additional questions and asked for a motion. Karen Geiger

NEWDB

NORTHEAST WORKFORCE DEVELOPMENT BOARD

made a motion to hire a fiscal officer for the board. Ken Adams seconded the motion. A vote was taken and all approved.

13. Discussion and approval or disapproval of the Fiscal Officer salary Michelle Bish

Based on salary research and discussion with other board directors, Michelle recommended a starting salary for the Fiscal Officer, of \$21.40 per hour or \$44512.00 per year. Diane Kelley made a motion to approve, Tami McKeon seconded the motion. A vote was taken and all approved.

14. Discussion and approval or disapproval to authorize the executive director to proceed with RFP for One Stop Operator if necessary David Chaussard

Michelle stated that it may be necessary to release an RFP for a service provider or One Stop Operator. The state administrative office is currently seeking guidance from the Department of Labor on the matter and should issue guidance in the next few weeks. In the event that the state requires local areas to re-procure services it will be necessary to release an RFP. If the state does not issue this requirement the current contract can be extended one more year if the service provider is meeting the required measures outlined in the current contract. Diane Kelly made a motion to approve. Jack James seconded the motion. A vote was taken and all approved.

15. Discussion and approval or disapproval to authorize the NEWDB to obtain a credit card Michelle Bish

The board chair explained that in efforts to conduct business it would be beneficial to obtain a credit card. Jeanine Coleman made a motion to approve, Ken Adams seconded the motion. A vote was taken and all approved.

16. Introduction of new service provider project director Michelle Bish

Michelle introduced Gretchen Evans, newly hired service provider project director. She previously worked for OESC and the state for 29 years.

17. DESI (WIOA Service Provider) report Michelle Bish

Michelle reviewed the service provider reports. An explanation of the reports was provided to board members. The current reports show that DESI is meeting or exceeding standards at the present time.

18. OESC report Pam Bridwell

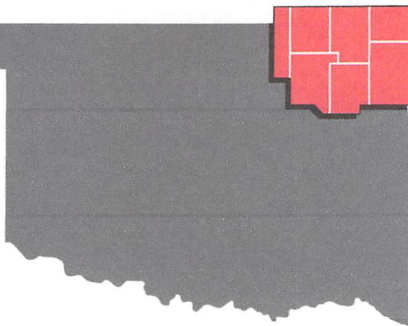
Pam Bridwell apologized that right now we are missing data due to communication issues between burning glass and the OSL system. She said soon that would not be a problem since we will be moving by to Service Link. She said the state had started bringing in UI claimants when they are ½ through their benefits to monitor their progress to look for a job and provide them with services to shorten the time they are unemployed.

19. Monitors update Michelle Bish for Linda Wilson

The Monitor and EEO officer has been visiting local centers and checking on EEO/AA in the centers as well as monitoring programs and working with the fiscal agent to learn fiscal duties.

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NORTHEAST WORKFORCE DEVELOPMENT BOARD



20. Directors update

Michelle Bish

Michelle presented a review and update of activities board members. She discussed Elevate 2016 and would like to invite anyone interested to attend meetings or participate in the program. The event will focus on Career Pathways. She also advised that the "New Day New Way" sub- group is working on system development. Out of this group and through collaborative efforts from several partners the NE Technology Center has developed a workshop for employability skills.

21. New Business as defined by the Open Meetings Act

David Chaussard

Diane Kelley wanted to let everyone know that the tribe had funds available for short term training and customized training and added participants do not have to be members of the Cherokee Tribe.

22. Old Business as defined by the Open Meetings Act

David Chaussard

Adjourn

David Chaussard

Jack James made a motion to adjourn the meeting, Scott Fry seconded the motion. A vote was taken and all approved. Meeting adjourned at 10:30 a.m.

Approved by:

Kenneth S. Adams for

David Chaussard, NEWDB Chair

5-11-2016

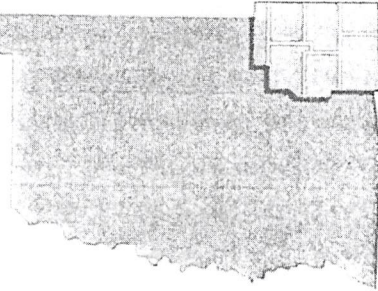
Date

Marsha Cunningham, NEWDB Secretary

Date

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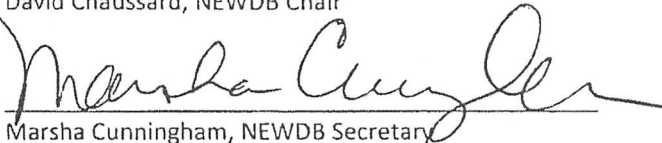
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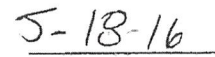


David Chaussard, NEWDB Chair


Date



Marsha Cunningham, NEWDB Secretary


Date