

NEWDB

NORTHEAST WORKFORCE DEVELOPMENT BOARD



Board Meeting

May 11, 2016, 9:00 AM

Grand Gateway

333 S Oak St. Big Cabin, OK 74332

<p>1. Welcome and Introductions The meeting was called to order at 9:00 a.m. by Vice-Chair, Ken Adams.</p>	Ken Adams
<p>2. Roll Call Members Present: Vice Chair Ken Adams, Jerry Atkinson, Jeanine Coleman, Scott Fry, Miriam George, Co-Vice Chair John Hawkins, Kari Mace-Russell, Judee Snodderly, Sondra Baker, Pamela Bridwell, Karen Geiger, Jack James, Sherry McCurley, Tami McKeon, Dr. Mary Millikin, Robbin Rogers, and Allen Shipman Absent: Chair David Chaussard, Shannon Daane, Lori Nichols, James Perryman, Gary Williams, Amy Wyrick, and Diane Kelley Visitors: Michelle Bish, Cathy Spencer, Gretchen Evans, Gail Armstrong, Paul Marquez, LEO Curtis Barnes and LEO Lowell Walker</p>	
<p>3. Discussion/Action of February 10, 2016 Board Meeting Minutes Vice Chair Ken Adams asked for a motion to approve the February 10 minutes. Tami McKeon motioned to approve as submitted. Jerry Atkinson seconded the motion. A vote was taken and all approved the February 10 minutes.</p>	Ken Adams
<p>4. Consent Agenda Vice Chair Ken Adams asked for a motion to approve the Consent Agenda Items: Approved Training, NEWDB By-Laws, and NEWDB Personnel Policy. Miriam George made the motion to approve the Consent Agenda items. Jeanine Coleman seconded the motion. A vote was taken and all approved the Consent Agenda items.</p>	Ken Adams

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<p>5. Financial Overview</p> <p>Gail Armstrong, Fiscal Manager for the Southern Workforce Board, gave a financial overview and explained their roles and responsibilities as the Fiscal Agent for the NEWDB. She gave a power point presentation and explained the different funding streams, fiscal year and program year periods, dates monies are normally received, percentages distributed, when and how the monies can be spent, normal reasons the funding is decreased, and things that would result in disallowed costs.</p>	<p>Gail Armstrong</p>
<p>6. Discussion/Action Budget vs Actual Report</p> <p>Gail Armstrong presented the Budget vs Actual Report for review. After discussion, Vice Chair Ken Adams asked for a motion to approve the Budget vs Actual Report. Judee Snodderly motioned to approve. Miriam George seconded. A vote was taken and all voted to accept the Budget vs Actual Report.</p>	<p>Gail Armstrong</p>
<p>7. Discussion/Action NEWDB Budget PY 16</p> <p>Gail Armstrong presented the Fiscal Agent's drafted PY 16 Budget. The Youth Awards have been received in the amount of \$351, 214. However, awards for Adult and DLW have not yet been distributed to local areas. The budget has been drafted based on estimations of anticipated funds. The Board will review a revised budget following the Adult and DLW award notices. Vice Chair Ken Adams asked for a motion to approve the proposed budget of \$1,193,273. Judee Snodderly motioned to approve the PY 16 budget. Jack James seconded the motion. A vote was taken and all voted to approve the PY 16 budget in the amount of \$1,193,273.</p>	<p>Gail Armstrong</p>
<p>8. Discussion/Action on Audit Report for year ending June 30, 2015.</p> <p>Michelle Bish provided electronic copies from the PY 15 Audit Report. Gail Armstrong reported this audit was only board staff. It did not include the DESI budget and they have an independent audit. The audit was reviewed by NEWDB members. Vice Chair Ken Adams asked for a motion to accept the PY 15 Audit Report. Jack James motioned to accept the PY 15 Audit Report. Brad Ford seconded the motion. A vote was taken and all voted to approve the PY 15 Audit Report.</p>	<p>Gail Armstrong</p>
<p>9. Discussion/Action on IRS Form 990</p>	<p>Gail Armstrong</p>

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<p>Michelle Bish provided electronic copies of the IRS Form 990. Gail Armstrong explained the documents and its contents. Vice Chair Ken Adams asked for a motion to accept the IRS Form 990. Tami McKeon motioned to accept the IRS Form 990. Judee Snodderly seconded the motion. A vote was taken and all voted to approve the IRS Form 990.</p>	
<p>10. Discussion/Action regarding DESI contract extension July 1, 2016 – June 30, 2017 Vice Chair Ken Adams explained the current contract with DESI is eligible to be approved for one additional year before a RFP will have to be released. Vice Chair Ken Adams asked for a motion to authorize and enter into negotiation with DESI for the one additional year extension of their contract. Judee Snodderly motioned to approve the one year contract extension with DESI. Jack James seconded the motion. A vote was taken and all voted to approve the one year contract extension with DESI.</p>	<p>Ken Adams</p>
<p>11. Discussion/Action DESI Operating Budget PY 16 Gail Armstrong presented the proposed PY 16 Operating Budget for DESI in the amount of \$469,819.32. Vice Chair Ken Adams asked for a motion to approve the DESI PY 16 Operating Budget. Jerry Atkinson motioned to approve. Judee Snodderly seconded the motion. A vote was taken and all approved the DESI PY 16 Operating Budget in the amount of \$469,819.32.</p>	<p>Gail Armstrong</p>
<p>12. Discussion/Action DESI request to modify PY 15 Operating Budget Gail Armstrong explained DESI has requested to move line items dollars within their current budget. Their budget remains the same. Vice Chair Ken Adams asked for a motion to approve to modify the PY 15 Operating Budget by moving funds from one line item to another within the current budget. Judee Snodderly motioned to approve moving the funds. Miriam George seconded the motion. A vote was taken and all approved the request to move funds within the current budget.</p>	<p>Gail Armstrong</p>
<p>13. Discussion/Action regarding the NEWDB name Michelle Bish explained the board’s name was originally Northeast Oklahoma Workforce Development Board, Inc. At some time, this was changed to Northeast Workforce Investment Board, Inc. WIOA law is asking us to now identify them as “Development” instead of “Investment”. A</p>	<p>Ken Adams</p>

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<p>resolution of the proposed amendment will need to be adopted. Gail Armstrong added the business name, address and contacts will need to be updated and sent to the State with this resolution. When that has been done, the Southern Workforce Board will notify the IRS. Vice Chair Ken Adams asked for a motion to adopt a resolution of the proposed amendment to approve the organizational name change to be Northeast Workforce Development Board, Inc. Judee Snodderly motioned to adopt a resolution of the proposed amendment to approve the name change. Jeanine Coleman seconded the motion. A vote was taken and all approved to adopt a resolution of the organization's name change to be Northeast Workforce Development Board, Inc.</p>	
<p>14. Discussion/Action regarding the Policy and Memo Statement Michelle Bish reviewed the Policy and Memo Statement advising members this will ensure the most current policies are being used and are to be updated. Vice Chair Ken Adams asked for a motion to approve the Policy and Memo Statement. Jack James motioned to approve the Policy and Memo Statement. Pamela Bridwell seconded the motion. A vote was taken and all approved the Policy and Memo Statement.</p>	Michelle Bish
<p>15. Discussion/Action regarding Elevate Banking Michelle Bish reported a bank account was established in 2015 to only handle the Elevate funds. John Hawkins confirmed the account was set up to allow NEWDB to handle the Elevate funding locally. Gail Armstrong reported the funds would all be channeled through the Fiscal Agent and a quarterly report should be given to be transparent with the NEWDB. After discussion, Vice Chair Ken Adams asked for a motion to approve opening the account at Arvest, add Michelle Bish on the signature card, and to require two signatures on all checks written over the amount of \$500. Jeanine Coleman made the motion to approve opening the account, adding Michelle Bish to the account, and requiring two signatures on all payments over \$500. Judee Snodderly seconded the motion. A vote was taken and all approved the motion to open the account for Elevate, add Michelle Bish to the signature card, and require two signatures on checks written over \$500.</p>	Ken Adams
<p>16. DESI (WIOA Service provider) Report</p>	Gretchen Evans

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<p>Gretchen Evans, Project Manager, gave an overview of the staffing, services, and 161 participants being served. She gave two success stories, staff changes, and added they had met or exceeded all performance measures with less funding and staff.</p>	
<p>17. OESC Report Pamela Bridwell, Area Manager, gave an overview of OESC. They are continuing to provide services to get customers re-employed, register for employment, as well as assist in filing unemployment claims. The agency has changed from using Burning Glass to AJLA. She reported on Rapid Responses being done as well as hiring events.</p>	<p>Pamela Bridwell</p>
<p>18. Monitors Update Linda Wilson, Board Monitor, gave an overview of monitoring that had been done in the past quarter. She reported DESI had met or exceeded all performance. She continues to work with DESI staff in reviewing and modifying policy and procedures. She continues to be trained by the Southern Workforce Board Fiscal Manager in the fiscal duties.</p>	<p>Linda Wilson</p>
<p>19. Directors Update Michelle Bish, Executive Director, gave an overview of her activities for the past quarter. She has attended the NAWB Conference in Washington DC and the OAWDB Retreat and OK Works Conference in OKC. She is the lead for the June 28, 2016 scheduled Elevate Youth Summit, active in the New Day New Way, Regional Directors partnership, attends the Governor Council and OAWDB Director’s meetings, sets the LEO meetings and agendas, plus various work groups with NETC, MAIP, and local chambers.</p>	<p>Michelle Bish</p>
<p>20. New Business as defined by the Open Meeting Act Sondra Baker reported Cherokee Nation has a Summer Youth Program plus a Career Service program in welding/culinary arts. She added individuals do not have to be Native American to receive services but must be unemployed through no fault of their own.</p>	<p>Ken Adams</p>
<p>21. Old Business as defined by the Open Meeting Act John Hawkins asked if there was a need to establish a “standing committee” for the annual Elevate Youth Summit and also inquired about adding committee members to the current D&O liability insurance policy.</p>	<p>Ken Adams</p>

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22. Adjourn

Vice Chair Ken Adams asked for a motion to adjourn the meeting at 11:10 a.m. Scott Fry made the motion to adjourn the meeting. John Hawkins seconded the motion. A vote was taken and all approved to adjourn the meeting.

Ken Adams

Approved by:

David Chaussard, NEWDB Chair

Date

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