

NEWDB Board Meeting Minutes
August 10, 2016 - 9:00 a.m.
NE Technology Center/Pryor Campus
Pryor, Oklahoma

1.	Welcome and Introductions	David Chaussard
	David Chaussard welcomed all board members and guests	
	to the meeting. Asked for roll call.	
	Roll Call	Marsha Cunningham
	Members Present: Caitlin Blizzard, David Chaussard, John	
	Hawkins, Kari Mace-Russell, Judee Snodderly, Pamela	
	Bridwell, Brad Ford, Karen Geiger, Jack James, Diane	
1	Kelley, Sherry McCurley, Tami McKeon, Robbin Rogers.	
	Kenneth Adams entered at 9:15 a.m. after roll call.	
	Members Absent: Jerry Atkinson, Jeanine Coleman,	
1	Shannon Daane, Scott Fry, Miriam George, Lori Nichols, James Perryman, Amy Wyrick, Sondra Baker, Dr. Mary	
	Millikin, Alan Shipman.	
	Guests Present: Michelle Bish, Marsha Cunningham,	
I	Paul Marquez, Sally Bocanegra, George Simmons, Ron	
1	Julian, Cathy Spencer, Mike Dunnagan, Gretchen Evans	
	Consent Agenda:	David Chaussard
2	 Minutes of May 11, 2016 NEWDB meeting 	
	OJT Policy	
	• ITA	
	Self Sufficiency	
	 Internal Controls Policy 	
	 Employer of Record Agreement 	
	 Demand Occupations Policy 	
	Work Experience Policy	
	chaussard reminded board members that the consent	
	items were emailed to board members to review prior to	
1	eting. He asked for a motion to approve items listed in	
consen	t agenda. Tami McKeon made a motion to approve. Judee	



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Snodd	erly 2 nd . No Discussion – All voted approval.	
4.	Election of officers:	David Chaussard
	Chair and Vice Chair	
	David Chaussard, current NEWDB Chair, told the board he	
	would volunteer to remain as the Chairman for another	
	year if the members would like. He said he had a	
	conversation with Scott Fry regarding the vice chair	
	position. Scott Fry indicated he would be willing to serve	
	as board Vice Chair if nominated. John Hawkins made a	
	motion to nominate David Chaussard as Chair and Scott	
	Fry as Vice Chair of the NEWDB. Jack James 2 nd . No	
	discussion.All voted approval.	
5.	Discussion/Possible Action to ratify Executive	David Chaussard
	Committee action regarding Code of Conduct	
	Policy/Conflict of Interest Statement	
	David Chaussard asked Michelle Bish to review the policy	
	and the recommendations. Michelle explained the fiscal	
	agent made the recommendation that all NEWDB review	
	and sign the policy that outlines the expectations for	
	board members. Pam Bridwell made a motion to approve.	
	Judee Snodderly 2 nd . No Discussion. All voted approval.	
6.	Discussion/Possible Action to modify NEWDB By-Laws	David Chaussard
	David Chaussard reviewed the revisions to the By-Laws	
	related to the Executive Committee. Diane Kelley made a	
	motion to approve, Kari Mace-Russell 2 nd . No discussion.	
	All voted approval.	
7.	Discussion/Possible Action to ratify Executive	David Chaussard
	Committee action regarding purchase of a server for	
	NEWDB	
	David Chaussard discussed the purpose and the benefits	
	of a server for board documents and storage. Michelle	
	Bish indicated storage was an issue. David asked board	
	members for feedback on costs. Tami McKeon asked if	
	\$10,000 maximum would be reasonable for the costs.	
	John Hawkins said he believed it would be.	

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Karen Geiger motioned approve the purchase of a server	
and to cap the costs at \$10,000. Diane Kelley 2 nd . No	
further discussion. All voted approval.	
8. Discussion/Possible Action for Elevate Expense Report	Michelle Bish
Michelle Bish discussed the expense report for the Elevate	
Summit. Michelle indicated there were a few outstanding	
payments from vendors and agencies with participants.	
Michelle reported a balance of approximately \$12,000	
and indicated the funds would be used for next year's	
Summit. Judee Snodderly made a motion to approve as	
the Elevate Expense Report as submitted. Diane Kelley	
2 nd . No discussion. All voted approval.	
9. Discussion/Possible Action regarding bank card for	David Chaussard
Elevate	
Michelle Bish indicated the board must approve the use	
of a debit card for the Elevate bank account.	
John Hawkins made a motion to approve use of debit card	
for the Elevate Summit account. Jack James 2 nd . The	
board members discussed establishing a maximum	
amount for debit card purchases. Linda Wilson reminded	
the board of the requirement to have two signatures if	
purchases were over \$500 for checks written.	
John Hawkins indicated he did not want to amend his	
motion and would like to continue. All voted approval.	
10. Discussion/Possible Action PY 16 Proposed Budget	David Chaussard
Michelle Bish presented the budget to the board and	
reviewed the line items and explained there were	
reductions from funds received last year. Judee	
Snodderly made a motion to approve the PY 16 Budget in	
the amount of \$1,177,418. Ken Adams 2 nd . No	
discussion. All voted approval.	
11. Discussion/Action Budget vs Actual Report	David Chaussard
David Chaussard asked Michelle Bish to discuss the	
budget report. She said this report covered the period of	
7-1-15 to 6-30-16 and shows the actual budget spent and	
is broken out by program. Pam Bridwell made a motion	

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to approve. Judee Snodderly 2 nd . No discussion. All voted approval.	
12. Discussion/Possible Action to ratify Executive Committee action regarding DESI contract extension from July 1, 2016 through August 31, 2016 David Chaussard reminded board members that DESI had submitted a 30-day Notice of Termination of Contract but through negotiations agreed to continue services through August 31, 2016. This extension allows the board to release an RFP and select a new provider. He said he extended the boards appreciation for this. Diane Kelley made a motion to approve the DESI contraction extension through August 31, 2016. Ken Adams 2 nd . No discussion. All voted approval.	David Chaussard
13. Discussion/Possible Action to ratify Executive Committee action regarding DESI Modified Operating Budget July 1, 2016 through August 31, 2016 David Chaussard advised the board members that the budget is for services through August 31, 2016. Diane Kelley made a motion to approve. Ken Adams 2 nd . No Discussion. All Voted approval.	David Chaussard
14. Discussion/Possible Action to ratify Executive Committee actions for the WIOA Adult, DLW and Youth Service Provider Contract David Chaussard discussed the RFP process. Two responses were received and each one was reviewed and evaluated by the RFP committee. The recommendation to award the contract to Odle Management Group was made by the RFP committee and was submitted to the Executive Committee. The Executive Committee accepted the recommendation to award the contract to Odle Management. David advised that the recommendation was based on the overall scoring and also noted Odle Management Group had the lowest bid and emphasized the desire to retain existing staff who were demonstrating effective performance. David thanked the RFP committee	David Chaussard

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for their work on the action. Judee Snodderly made a	
motion to award the contract to Odle Management.	
Karen Geiger 2 nd . No discussion. All voted approval.	
15. Discussion/Possible Action to accept resignation of Gary	David Chaussard
Williams, Amber Robertson and Lisa Adams from the	
NEWDB	
David thanked these board members for their	
commitment to the board and their service. John	
Hawkins made motion to approve. Jack James 2 nd . No	
discussion. All voted approval.	
16. Partner Updates	
Pam Bridwell gave an OESC Partner report to the board.	
She indicated that OESC had experienced a reduced	
budget and that some positions were eliminated. Pam	
discussed plans for a job fair in Bartlesville and they	
anticipate approximately 40 employers. The Pryor Office	
had several activities, including a hiring event for RAE	
Corporation. Kari Mace-Russell, HR Manager for RAE	
Corp., indicated she was pleased with the outcome and	
the work of the workforce staff. The DESI Report was	
given by Gretchen Evans, Project Manager. Performance	
reports were provided to board members and reports for	
common and contractual measures showed attainment of	
all measures.	
17. Director's Update	Michelle Bish
Michelle Bish summarized the Elevate Youth Summit. She	
thanked all the partners for their involvement and work.	
She added without the partnering, the event would not	
have been a success. She told the board the Alumni	
Celebration in the State Capitol was coming up and she	
would send information out to all board members.	
She encouraged anyone interested could nominate	
participants or businesses for awards. Michelle also told	
the board she was still working with the regional planning	
areas. More information would be forthcoming about	
those activities and she will email that out at a later date.	

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David Chaussard noted that our local CLEO, Dan Delozier,	
was elected as the Chair of the Regional Board.	
18. New Business as defined by the Open Meetings Act	David Chaussard
Diane Kelly reported on the Cherokee Nation Career	
Services work in the Grove area. She also noted	
Cherokee Nation is partnering with Pryor schools to	
provide a location for the Alternative School at the Career	
Services Building in the Mid America Industrial Park.	
Sherry McCurley discussed the new GED equivalency tests	
that the State has approved. She said she would email	
that information to the Workforce Center Managers so	
they can be aware and share with their staff.	
19. Old Business as defined by the Open Meetings Act	David Chaussard
David asked if there was any Old Business to discuss.	
None noted.	
Adjourn	
Judee Snodderly made a motion to adjourn. Jack James 2 nd .	
All voted approval and meeting was adjourned by David at	
9:55 a.m.	4

David Chaussard, Northeast WDB Chair

Date Signed

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	David asked if there was any Old Business to discuss
	None soud
	Adiques
•	Judee Snodderty mede a modon to adjourn Tack Levies 2 ¹¹⁶
	All voted auproval and meeting was adjourned by Doold at
	Bilish a major

David Chaussani, Northeast Villi Chair

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