

NEWDB

NORTHEAST WORKFORCE DEVELOPMENT BOARD

NEWDB Board Meeting Minutes

August 10, 2016 - 9:00 a.m.

NE Technology Center/Pryor Campus
Pryor, Oklahoma

1. Welcome and Introductions David Chaussard welcomed all board members and guests to the meeting. Asked for roll call.	David Chaussard
2. Roll Call Members Present: Caitlin Blizzard, David Chaussard, John Hawkins, Kari Mace-Russell, Judee Snodderly, Pamela Bridwell, Brad Ford, Karen Geiger, Jack James, Diane Kelley, Sherry McCurley, Tami McKeon, Robbin Rogers. Kenneth Adams entered at 9:15 a.m. after roll call. Members Absent: Jerry Atkinson, Jeanine Coleman, 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, Paul Marquez, Sally Bocanegra, George Simmons, Ron Julian, Cathy Spencer, Mike Dunnagan, Gretchen Evans	Marsha Cunningham
3. Consent Agenda: <ul style="list-style-type: none">• 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 David Chaussard reminded board members that the consent agenda items were emailed to board members to review prior to the meeting. He asked for a motion to approve items listed in consent agenda. Tami McKeon made a motion to approve. Judee	David Chaussard

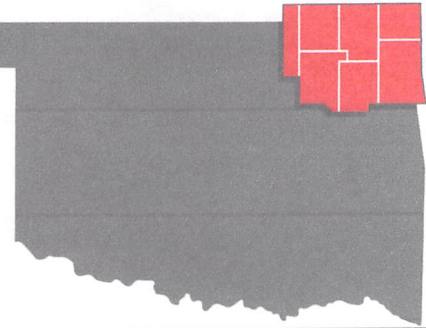
Equal Opportunity Employer/ Auxiliary aids and services are available upon request to individuals with disabilities

Posted: August 8, 2016 4100 SE Adams Rd. STE E. 104 Bartlesville, Ok 74006

A proud partner of the  American Job Center® network

NEWDB


NORTHEAST WORKFORCE DEVELOPMENT BOARD



Snodderly 2 nd . No Discussion – All voted approval.	
<p>4. Election of officers: 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 2nd. No discussion. All voted approval.</p>	David Chaussard
<p>5. Discussion/Possible Action to ratify Executive 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 2nd. No Discussion. All voted approval.</p>	David Chaussard
<p>6. Discussion/Possible Action to modify NEWDB By-Laws David Chaussard reviewed the revisions to the By-Laws related to the Executive Committee. Diane Kelley made a motion to approve, Kari Mace-Russell 2nd. No discussion. All voted approval.</p>	David Chaussard
<p>7. Discussion/Possible Action to ratify Executive 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.</p>	David Chaussard

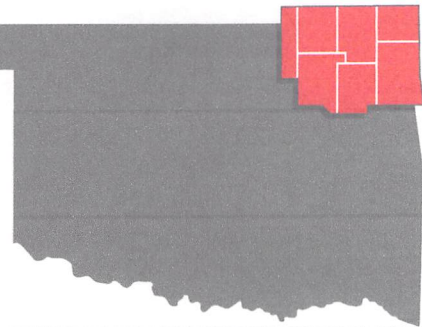
Equal Opportunity Employer/ Auxiliary aids and services are available upon request to individuals with disabilities

Posted: August 8, 2016 4100 SE Adams Rd. STE E. 104 Bartlesville, Ok 74006

A proud partner of the  American Job Center® network

NEWDB

NORTHEAST WORKFORCE DEVELOPMENT BOARD



<p>Karen Geiger motioned approve the purchase of a server and to cap the costs at \$10,000. Diane Kelley 2nd. No further discussion. All voted approval.</p>	
<p>8. Discussion/Possible Action for Elevate Expense Report 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 2nd. No discussion. All voted approval.</p>	Michelle Bish
<p>9. Discussion/Possible Action regarding bank card for 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 2nd. 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.</p>	David Chaussard
<p>10. Discussion/Possible Action PY 16 Proposed Budget 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 2nd. No discussion. All voted approval.</p>	David Chaussard
<p>11. Discussion/Action Budget vs Actual Report 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</p>	David Chaussard

Equal Opportunity Employer/ Auxiliary aids and services are available upon request to individuals with disabilities

Posted: August 8, 2016 4100 SE Adams Rd. STE E. 104 Bartlesville, Ok 74006

A proud partner of the  **American Job Center** network

NEWSPAPER

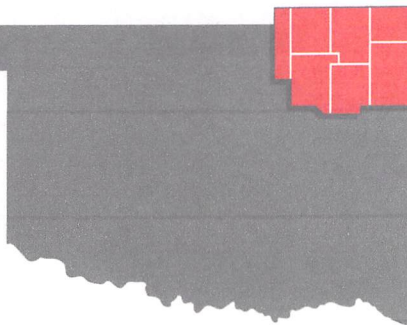
NORTHEAST WORKFORCE DEVELOPMENT BOARD

	<p>Karen Hager indicated approval of the purchase of a new and to use the costs at \$10,000. Diane Kelley 2nd NO further discussion. All voted approval.</p>
<p>Michelle Bish</p>	<p>8. Discussion/Possible Action for Elevate Expense Report Michelle Bish discussed the expense report for the Elevate Summit. Michelle indicated there were a few outstanding payments from vendors and agreed to work with participants. Michelle reported a balance of approximately \$23,700 and indicated the funds would be used for next year's Summit. Jones Snodgrass made a motion to approve the Elevate Expense Report as submitted. Diane Kelley 2nd NO discussion. All voted approval.</p>
<p>David Clouston</p>	<p>9. Discussion/Possible Action regarding bank card for 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 2nd NO board members discussed whether a member account for the debit card purchase. Linda Wilson reminded the board of the requirement to have two signatures if purchases were over \$500 for checks or cash. John Hawkins indicated he did not want to sign the motion and would like to co-sponsor. All voted approval.</p>
<p>David Clouston</p>	<p>10. Discussion/Possible Action BY 10 Proposed Budget Michelle Bish presented the budget to the board and reviewed the line items and explained that there were reductions from funds received last year. Jones Snodgrass made a motion to approve the BY 10 budget for the amount of \$1,177,418. Ken Adams 2nd NO discussion. All voted approval.</p>
<p>David Clouston</p>	<p>11. Discussion/Possible Action Budget vs Actual Report David Clouston asked Michelle Bish to discuss the budget report. She said this report covered the period of 7-1-13 to 6-30-14 and show the actual budget spent and is broken out by program. Pam Birkwell made a motion to approve the budget report. All voted approval.</p>

Post: August 8, 2014 11:00 AM Address: 115 E. 1st Street, Portland, OR 97208
 Phone: 503-222-1100 Fax: 503-222-1101 Email: info@nwworkforce.org

NEWDB

NORTHEAST WORKFORCE DEVELOPMENT BOARD



to approve. Judee Snodderly 2 nd . No discussion. All voted approval.	
<p>12. Discussion/Possible Action to ratify Executive Committee action regarding DESI contract extension from July 1, 2016 through August 31, 2016</p> <p>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 2nd. No discussion. All voted approval.</p>	David Chaussard
<p>13. Discussion/Possible Action to ratify Executive Committee action regarding DESI Modified Operating Budget July 1, 2016 through August 31, 2016</p> <p>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 2nd. No Discussion. All Voted approval.</p>	David Chaussard
<p>14. Discussion/Possible Action to ratify Executive Committee actions for the WIOA Adult, DLW and Youth Service Provider Contract</p> <p>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</p>	David Chaussard

*Equal Opportunity Employer/ Auxiliary aids and services are available upon request to individuals with disabilities
Posted: August 8, 2016 4100 SE Adams Rd. STE E. 104 Bartlesville, Ok 74006*

A proud partner of the  **American Job Center** network

NEWDB

NORTHEAST WORKFORCE DEVELOPMENT BOARD



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 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.	David Chaussard
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 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.	Michelle Bish

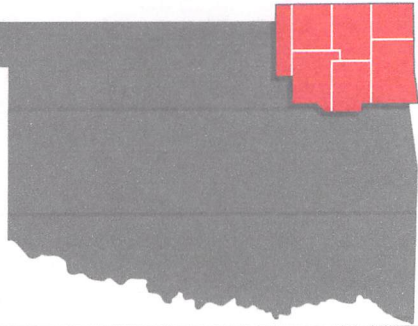
Equal Opportunity Employer/ Auxiliary aids and services are available upon request to individuals with disabilities

Posted: August 8, 2016 4100 SE Adams Rd. STE E. 104 Bartlesville, Ok 74006


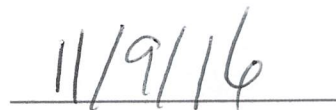
A proud partner of the  **AmericanJobCenter** network

NEWDB

NORTHEAST WORKFORCE DEVELOPMENT BOARD



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 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.	David Chaussard
19. Old Business as defined by the Open Meetings Act David asked if there was any Old Business to discuss. None noted.	David Chaussard
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.	


David Chaussard, Northeast WDB Chair
Date Signed

Equal Opportunity Employer/ Auxiliary aids and services are available upon request to individuals with disabilities

Posted: August 8, 2016 4100 SE Adams Rd. STE E. 104 Bartlesville, Ok 74006

A proud partner of the  **American Job Center**® network

NEWB

NORTHEAST WORKFORCE DEVELOPMENT BOARD

	David Christy noted that our local CEO, Dan DeLozier, was elected as the Chair of the Regional Board.
David Christy	<p>18. New Business as defined by the Open Meeting Act: Christy Kelly reported on the Charlotte Station Center. Services work in the Grove area. She also noted that the station is partnering with other schools to provide a location for the Alternative School at the Grove. Services Building in the Mid-America Industrial Park. Christy Kelly discussed the new 501(c)(3) entity for the station and the station was approved. She said she would staff that information to the Workforce Center Managers so they can be aware and share with their staff.</p>
David Christy	<p>19. Old Business as defined by the Open Meeting Act: David asked if there was any Old Business to discuss. None noted.</p>
	<p>Adjourn: Judge Stodenhay made a motion to adjourn. Jack Jones 2nd All votes approval and meeting was adjourned by David at 9:55 a.m.</p>

David Christy, Northeast Work Chair

Date signed