

August 9, 2017 9:00 AM

Northeast Technology – Administrative Building, Auditorium

6195 W. Highway 20, Pryor, OK 74361

NEWDB Board Meeting Minutes

<p>1. Welcome and Introductions</p> <p>David Chaussard, Chair recognized Cheryle Martin as a new board member and welcomed all members and guests.</p>	David Chaussard
<p>2. Roll Call</p> <p><u>Members Present:</u> David Chaussard, Jeanine Coleman, John Hawkins, Kari Mace-Russell, Heather Smoot, Sondra Baker, Pamela Bridwell, Clarice Doyle, Brad Ford, Karen Geiger, Cheryle Martin, Tami McKeon, and Robbin Rogers</p> <p><u>Members Absent:</u> Kenneth Adams, Jerry Atkinson, Scott Fry, Grant Kernan, Lori Nichols, James Perryman, Melanie Rollins, Miranda Wolf, Amy Wyrick, Diane Kelley, and Jeff Sims</p> <p><u>Guests Present:</u> Sally Bocanegra, Renselyn Sammy, George Simmons, Paul Marquez, Linda Wilson, Michelle Bish, Angie Ryan, Sheila Walker and Cathy Spencer</p>	
<p>3. Presentation: Renselyn T. Sammy</p> <p>Michelle Bish introduced Renselyn Sammy, Elevate participant. Renselyn reported to members and guests that she is Micronesian and came to the U.S. from Guam. She is currently employed as a receptionist and resource room technician on the WIOA "out of school youth" program at the Miami Workforce Center. Renselyn shared the positive experience she had at the Elevate Youth Summit.</p>	
<p>4. Discussion/Action Regarding 5.10.2017 Minutes</p> <p>David Chaussard reminded board members the minutes had been made available to them prior to the meeting. He asked for a motion to approve. No discussion. John Hawkins made a motion to approve the minutes as written. Tami McKeon seconded the motion. All members voted to approve.</p>	David Chaussard
<p>5. CONSENT AGENDA:</p> <ul style="list-style-type: none"> • NEWDB Approved Training Programs • NEWDB Personnel Policy • NEWDB Center Certification Policy • NEWDB Youth Incentive Policy • NEWDB Travel Policy • NEWDB Roles and Responsibilities of Operator <p>David Chaussard reminded board members the consent agenda items had been made available to them prior to the meeting. He asked for a motion to approve. No discussion. Brad Ford made a motion to approve all consent agenda items. Robbin Rogers seconded the motion. All members voted to approve.</p>	David Chaussard
<p>6. Discussion/Action Regarding Service Provider Contract Extension</p>	David Chaussard



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

A proud partner of the **americanjobcenter** network

<p>Michelle Bish expressed appreciation to the Odle Staff for their hard work, a job well done, and added they had met contractual standards for renewal. She reported the PY16 Odle contract was for ten months but can be renewed for up to four years without procuring, if performance is attained. After negotiations, the contract has been renewed for the period 7-1-17 through 6-30-18. David Chaussard asked for a motion to approve the contract renewal. No discussion. Tami McKeon made the motion to approve. John Hawkins seconded the motion. All members voted to approve.</p>	
<p>7. Discussion/Action Elevate Expense Report Michelle Bish reported a balance of \$16,705.71 in the NEWDB Elevate Account. She recognized Cathy Spencer for her efforts to invoice vendors and agencies and noted the efficiency in timely reconciliation. All invoices have been paid. David Chaussard asked for a motion to approve. No discussion. Karen Geiger made the motion to approve. Brad Ford seconded the motion. All voted to approve.</p>	Michelle Bish
<p>8. Discussion/Action NE PY 17 Proposed Budget Michelle Bish reported NEWDB had transitioned from Southern Workforce Board to Eastern Workforce Board as the Fiscal Agent. At this time EWIB has not received the NE Grants as a result, there have been a few glitches and the reimbursement and payroll payments could be at risk. With the transition to EWIB, NEWDB will assume additional fiscal responsibilities with Linda Wilson, Compliance Monitor, assuming additional fiscal responsibilities. The Adult and Dislocated Worker grants for PY 17 have not been received. It is hoped to have allocations by the November board meeting. Upon receipt of the youth funds, the Youth Budget was decreased by \$38K from the projected planning numbers. The Local Plan and budget supports "work based learning" goals for youth and the budget supports this goal. The budget supports the new 40% requirement for adult and dislocated worker funds to be spent on training activities. John Hawkins asked if we have any unencumbered or carryover dollars. David Chaussard asked for a motion to approve the PY 2017 Proposed Budget. No discussion. Jeanine Coleman made the motion to approve. Karen Geiger seconded the motion. All voted to approve the NEWDB budget in the amount of \$1,265,334.</p>	Michelle Bish
<p>9. Discussion/Action Odle PY 17 Budget Michelle Bish reported the PY 16 Odle budget was for ten months instead of one year since the contract dates were from Sept 1, 2016 – June 30, 2017. The PY 17 Budget is for twelve months. She reported Odle provides services as the Title 1 provider and also the One Stop Operator. Odle submits two separate budgets to distinguish between</p>	Michelle Bish



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

A proud partner of the **americanjobcenter** network

<p>the two roles. David Chaussard asked for a motion to approve the Odle PY 17 budget. No discussion. John Hawkins made the motion to approve. Brad Ford seconded the motion. All voted to approve the Odle Operating budget in the amount of \$381,799.</p>	
<p>10. Discussion/Action One Stop Operator PY 17 Budget Michelle Bish reported on the cost of the One Stop Operator. The PY 16 budget was for ten months year since the contract dates were from Sept 1, 2016 – June 30, 2017. The PY 17 budget is for twelve months. The One Stop Operator position is the managing partner of the Workforce Services. She added it is hoped to provide part of this funding through the MOU cost sharing process. David Chaussard asked for a motion to approve the One Stop Operator PY 17 Budget. No discussion. Karen Geiger made the motion to approve. Jeanine Coleman seconded the motion. All voted to approve the one-stop operator's budget of \$93,758.</p>	<p>Michelle Bish</p>
<p>11. Discussion/Action MOU Michelle Bish reported all MOU signatures have been obtained with the exception of Union Public Schools Adult Basic Education and OK Dept. of Rehabilitation Services. The MOU has only been done in part. The cost sharing and infrastructure has not been completed. Further guidance will be released from the Oklahoma Office of Workforce Development (OOWD) in the coming weeks and will provide the process for determining cost sharing requirements for workforce system partners. A bi-weekly progress report is being submitted to the OK Office of Workforce Development to demonstrate progress. David Chaussard asked for a motion to approve the MOU. No discussion. John Hawkins made the motion to approve. Heather Smoot seconded the motion. All voted to approve.</p>	<p>David Chaussard</p>
<p>12. Discussion/Action Regarding OK Works One Stop Center Certification Team Michelle Bish reviewed OOWDI 07-2017 with board members and advised that the policy mandates a board appointed Center Certification Team be in place. Based on processes used by other areas within the state, Michelle recommended the board consider approval of a process consistent with the regional partnership being drafted by local board monitors. Technical assistance has been requested from the OOWD regarding the process for allocating staff time and travel while monitoring other areas. The OOWD has reached out to the US DOL for clarification and will provide guidance regarding the appropriate methods for these allocations. David Chaussard asked for a motion to approve the proposed OK Works One Stop Center Certification Team. No discussion. Kari Mace-Russell made the motion to approve. John Hawkins seconded the motion. All voted</p>	<p>Michelle Bish</p>

NEWDB

NORTHEAST WORKFORCE DEVELOPMENT BOARD

to approve.	
<p>13. Discussion/Action Regarding NE Regional Plan</p> <p>David Chaussard reminded board members they were provided the NE Regional Plan electronically prior to the meeting. The OK Office of Workforce Development required the NE Regional Plan be submitted no later than 7-24-17. This was approved "conditionally". The NEWDB did request technical assistance. David asked for a motion to approve the NE Regional Plan. No discussion. Karen Geiger made the motion to approve. Robbin Rogers seconded the motion. All voted to approve.</p>	David Chaussard
<p>14. Discussion/Action Regarding NE Local Plan</p> <p>David Chaussard reminded board members they were provided the NE Local Plan electronically prior to the meeting. This was submitted and it has been approved by the OK Office of Workforce Development. David asked for a motion to approve the NE Local Plan. No discussion. Jeanine Coleman made the motion to approve. Kari Mace-Russell seconded the motion. All voted to approve.</p>	David Chaussard
<p>15. Partner Updates/Performance Reporting</p> <p>Michelle Bish reported on the Partner Updates and Performance Reporting for Gretchen Evans, Operator. Gretchen was unavailable to attend the meeting today because she is part of the team at the Port of Catoosa Job Fair which is being held for nine employers. Michelle added it is reassuring that we have opened a renewed relationship with the Port of Catoosa. Performance reports were provided to board members electronically in advance of the board meeting.</p>	Gretchen Evans
<p>16. NEWDB Chair Update</p> <p>David Chaussard reported on the quarterly meetings and the structure of the Regional Planning Board. They will start strategic planning soon and plan to accomplish things together. He added we will do business services and sector strategies.</p>	David Chaussard
<p>17. Monitoring Report</p> <p>The monitoring report was distributed electronically in advance of the meeting. Michelle presented an overview of the report. The monitor has assisted with the Fiscal Link transition over the past several months, this has been a huge undertaking. It has required all expenditure for the past year to be uploaded into the new tracking system. The monitor has also worked on programmatic and fiscal invoice reviews. She has assisted with the transition from Southern Workforce Board to Eastern Workforce Board as fiscal agent. She has also monitored expenditures to ensure we are tracking towards the 40% expenditure requirements for adult and dislocated workers and provides on-site monitoring for all Work Experience activities.</p>	Michelle Bish
<p>18. Director's Update</p> <p>Michelle Bish reported she has been focused on the Elevate Youth Summit, MOU, Center Certifications, Local Plan and the Regional Plan. We also working to ensure the board is strategically focused. Work is</p>	Michelle Bish



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

A proud partner of the **americanjobcenter** network

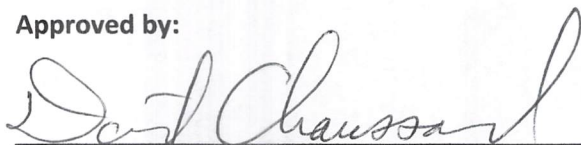
NEWDB

NORTHEAST WORKFORCE DEVELOPMENT BOARD

being done to assemble a team in the Northeast to focus on "registered apprenticeships" for employers. This effort is inclusive of labor and nonlabor registered apprenticeships.	
<p>19. Update from Governor's Council for Workforce and Economic Development</p> <p>John Hawkins reported the Governor's Council has worked on WIOA refining and adding elements. He commended the staff and added it has not been easy. Progress is being made. They continue to push on "skills gaps". STEM has been pushed forward in Mayes Co. MAIP provides labs. KEN Champion Mike Fuller is charged up about internships. Career Pathways needs to be redefined. Character development needs to be looked at. Need to look at keeping our citizens in Oklahoma after they are trained. Work needs to be done with education to align with business and industry.</p>	John Hawkins
<p>20. Strategic Conversations:</p> <p>What types of training/education/credentialing do businesses need?</p> <p>Business members split into groups with partner board members to discuss their business needs. These things were written up and given to Michelle Bish to discuss with the Title I Service Provider, workforce staff, educators, partners and board members.</p>	
<p>21. New Business</p> <p>None</p>	David Chaussard
<p>22. Old Business</p> <p>None</p>	David Chaussard
<p>Adjourn</p> <p>The meeting was adjourned at 10:37 a.m.</p>	David Chaussard

EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT: All Recipients, and Sub recipients/Sub grantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

Approved by:



David Chaussard

Northeast Workforce Development Board Chair

11/18/17

Date



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

A proud partner of the **americanjobcenter** network