NEWDB
NORTHEAST WORKFORCE DEVELOPMENT BOARD

February 8, 2017
10:00 AM
NTC Pryor
6195 W Hwy 20, Pryor, OK 74361

Board Meeting	
1. Welcome and Introductions Scott Fry, Vice Chair, welcomed all board members, guest speaker Shannan Walton DOL Office of Apprenticeship, and guests.	Scott Fry
2. Roll Call Members Present: Jerry Atkinson, Jeanine Coleman, Scott Fry, John Hawkins, Grant Kernan, Heather Smoot, Sondra Baker, Pamela Bridwell, Brad Ford, Karen Geiger, Jack James, Diane Kelley, Tami McKeon, Mary Millikin and Robbin Rogers Members Absent: Kenneth Adams, Caitlin Blizzard, David Chaussard, Miriam George, Kari Mace-Russell, Lori Nichols, James Perryman, Judee Snodderly, Amy Wyrick, Sherry McCurley, Alan Shipman Guests Present: Michelle Bish, Linda Wilson, Cathy Spencer, Angie Ryan, Sheila Walker, Gretchen Evans, Mike Simmons, Paul Marquez, Gail Armstrong, Pamela Hunnicutt, Commissioner Dan Delozier, Shannon Walton	
3. Registered Apprenticeships Shannan Walton presented a power point presentation on Apprenticeship USA. She reported on the history of apprenticeships, industries involved in the apprenticeships plus the benefits of these programs. The detailed information is available at: https://www.dol.gov/featured/apprenticeship	Shannan Walton
4. Overview of Apprenticeships and Incumbent Worker Efforts Scott Fry reported MAIP has discussed the possible apprentice-ships in our area to develop identifiable pathways to in-demand occupations. He mentioned the word "apprenticeships" can come with negative connotations but felt like things are turning around in respect to perspectives and added there is a big push for resurgence. Diane Kelley reported on the apprenticeship programs through Cherokee Nation.	Scott Fry
5. Discussion and approval or disapproval of 11.9.16 minutes	Scott Fry

Scott Fry reminded board members the meeting minutes were emailed for review prior to the meeting. Tami McKeon made a motion to accept the minutes as written. John Hawkins seconded the motion. No discussion. All members voted to approve.	
6. CONSENT AGENDA: • NEWDB Approved Training Programs • NEWDB OJT Policy • NEWDB ITA Policy • NEWDB Youth Incentive Policy • NEWDB Youth Policy • NEWDB Supportive Service Policy • NEWDB Work Experience Policy • NEWDB By Laws Scott Fry reminded board members the consent agenda items had been emailed prior to the meeting for review. He asked for a motion to approve the items listed. Diane Kelley made the motion to accept the consent agenda items. Jack James seconded the motion. No discussion. All members voted to approve.	Scott Fry
7. Discussion/Action for Elevate Expense Report Michelle Bish reported there had been no updates or changes to the Elevate Expense Report since last approved 11.9.2016. Scott Fry asked for a motion to approve the Elevate Expense Report as written. Diane Kelley made the motion to approve. Jerry Atkinson seconded the motion. No discussion. All members voted to approve.	Michelle Bish
8. Discussion/Action Budget vs Actual Report Gail Armstrong, SWB Fiscal Manager, reported on the Budget vs Actual Report. The contract balance 12.31.2016 was $1,062,026. She stated the number of customers served had been added to the report. A line item modification to travel was also requested Scott Fry asked for a motion to approval the Budget vs Actual Report. Tami McKeon made the motion to approve. Grant Kernan seconded the motion. No discussion. All members voted to approve.	Michelle Bish
9. Discussion/Action NEWDB Budget Revision Gail Armstrong reported a request had been made increase to the travel expense line item. Funds from the supply budget are below projects and can be utilized for travel. Gail advised we still have plenty of funding dollars left. Scott Fry asked for a motion to approve the current budget revision. Diane Kelley made the	Michelle Bish

motion to approve. Jack James seconded. No discussion. All members voted to approve.	
10. Discussion/Action Incentive Award Michelle Bish reported the NEWDB received an incentive award in the amount of $35,926.97 for PY15. Guidelines have been given on how these funds can be spent. Equipment has been ordered for the OK Works centers to use at job fairs, repaid responses, and hiring events. Additional items and proposed activities were provided to board members for review. The proposed activities correspond to the guidance received from the OOWD. Scott Fry asked for a motion to approve. Karen Geiger made the motion to approve. Jack James seconded the motion. No discussion. All members voted to approve.	Michelle Bish
11. Discussion/Action for RFP process for Program Design and Enhancement and WIOA Implementation Michelle Bish reported the State would provide funding for WIOA transition. This includes, program design and enhancement plus partner and staff cross training. It will need to include: targeting a facilitator, forming a group, and working together to present a cost analysis for approval. Scott Fry asked for a motion to approve. Diane Kelley made the motion to approve. Jeanine Coleman seconded the motion. No discussion. All members voted to approve.	Michelle Bish
12. Discussion Regarding Contractor Incentive Payment Michelle Bish reported the RFP allowed for an incentive payment to be made quarterly if performance has been met. Odle Management Group has met all performance measures and levels. Per the RFP and contract terms, they are entitled to an incentive payment in the amount of $2,716.40. Scott Fry asked for a motion to approve this payment. Karen Geiger made the motion to approve. Jerry Atkinson seconded the motion. No discussion. All members voted to approve.	Michelle Bish
13. Discussion/Action Youth Committee Nomination: Lisa Munson, Miami High School Principal Scott Fry reported Lisa Munson, Miami High School Principal has been nominated to be a Youth Committee member. Scott Fry asked for a motion to approve this nomination. John Hawkins made the motion to approve. Jack James seconded the motion. No discussion. All members voted to approve.	Scott Fry
14. Discussion/Action to Ratify Executive Committee Action	Scott Fry

Regarding the Claremore Affiliate Office Michelle Bish reported OESC made the decision to close the Claremore Workforce Center effective 12.20.2016. The LEO's were advised of the office closing and discussed the effects this would have on Rogers County. Cherokee Nation offered office space so that career service could continue for Rogers County residents. Collaborations were held between the NE LEO's, Cherokee Nation Career Services, and board staff. The value added to the community was shown and approval was given for Claremore to have an affiliate site located within Cherokee Nation Career Services effective 12.9.2016. This site will offer continued employment, reemployment, unemployment, and training services. Scott Fry asked for a motion to approve this action. Tami McKeon made the motion to approve. Grant Kernan seconded the motion. No discussion. Diane Kelley abstained from voting on this action. Remaining members voted to approve.	
15. Partner Updates/Performance Reporting Michelle Bish gave an update and report on local performance. She indicated the OOWD office had reported "common measures numbers" are missing from their report. Pamela Hunnicutt reported for Odle Management Group. Gretchen Evans reported on adult, dislocated worker have exceeded all measures. The youth program has met or exceeded all of their measures. Since the consolidation of the Workforce Center with Cherokee Nation Career Services on 12.9.2016, they have had 62 walk-in customers for services. Pam Bridwell added OK Works and partners have assisted with the RAE Corp expansion assisting 200 applicants that have filled 40 positions. A Rapid Response was held at Jay. Mayes County was awarded the first Innovation Manufacturing Award.	Michelle Bish/Gretchen Evans
16. NEWDB Chair Update Scott Fry reported this report could not be given due to David Chaussard being unable to attend the meeting today.	Scott Fry
17. Monitoring Report Written reports were given from the local NEWDB Monitor and the State Monitor's report. Linda Wilson provides all of the local monitoring. She also represents NEWDB in the state workgroup. She also reviews all monthly invoices for Odle Management Group before they are sent to the Fiscal Agent for approval and payment. The State Monitor's report did not have any findings.	Michelle Bish

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18. Director's Update Michelle Bish reported she has been working to meet state guidelines for the local and regional plans that are required. She has met with required and core partners. They are in the process of drafting the local plan. The regional planning committee for Northeast, Eastern and Tulsa areas have met and are working on a regional plan.	Michelle Bish
19. New Business Scott Fry asked if there was any new business to discuss. Diane Kelley reported NORA would meet on 4/5 at the Expo Center. On 2.21.17 there is Cherokee Nation and NORA Day at the Capitol.	Scott Fry
20. Old Business Scott Fry asked if there was any old business to discuss. There was none.	Scott Fry
Adjourn Jack James made a motion to adjourn the meeting at 11:33 a.m. Jerry Atkinson seconded the motion. All voted approval.	Scott Fry

Approved by:

David Chaussard, Chair

5/10/17
Date