

NEWDB Meeting Minutes

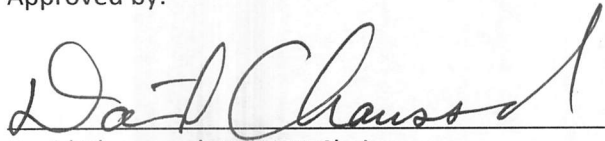
<p>1. Welcome and Introductions</p> <p>Chair, David Chaussard, called the meeting to order at 9:02 a.m. He welcomed board members and guests. Mike Fuller, the President/General Manager of American Castings and NE KEN Champion, was introduced.</p> <p>MEMBERS PRESENT: Nicole Anderson, Jerry Atkinson, David Chaussard, Scott Fry, John Hawkins, Grant Kernan, Kari Mace-Russell, Heather Smoot, Miranda Wolf, Pamela Bridwell, Clarice Doyle, Brad Ford, Karen Geiger, Tami McKeon, and Robbin Rogers,</p> <p>MEMBERS ABSENT: Kenneth Adams, Jeanine Coleman, Lori Nichols, James Perryman, Melanie Rollins, Diane Kelley, Cheryle Martin and Jeff Sims</p> <p>GUESTS PRESENT: Paul Marquez, Sheila Walker, Gretchen Evans, Linda Wilson, Michelle Bish, Mike Fuller, Mike Simmons, Angie Ryan, Melissa Foster and Cathy Spencer</p>	David Chaussard
<p>2. Presentation: American Castings</p> <p>Mike Fuller gave a power point presentation of American Castings and an overview of things this company offers and does to be involved and committed to the objectives of the KEN Champions as established by the governor.</p>	Mike Fuller General Manager NE KEN Champion
<p>3. Presentation: WIOA Success Story</p> <p>Melissa Foster gave an overview of the assistance and services she has received from the workforce system partners in NE Oklahoma.</p>	Melissa Foster Adult Program Participant
<p>4. CONSENT AGENDA:</p> <ul style="list-style-type: none"> February 14, 2018 Minutes NEWDB Approved Training Programs NEWDB Bylaws NEWDB Supplemental Wage Policy NEWDB Self-Sufficiency Policy NEWDB Code of Conduct NEWDB Nondiscrimination and EO Policy NEWDB Grievance and Complaint Process NEWDB Data Integrity Policy <p>David reminded board members they were provided the meeting documents electronically. He asked for a motion to approve the Consent Agenda items. Tami McKeon made the motion to accept and approve the agenda items. Clarice Doyle seconded the motion. A vote was taken and all approved the motion.</p>	David Chaussard
<p>5. Discussion/Action: Elevate Report</p> <p>Michelle Bish, NEWDB Executive Director, gave an overview of the Elevate Young Adult Summit scheduled June 12, 2018 and encouraged members to consider attending as exhibitors. The venue has changed from Pryor to Claremore and CIEDA is a new sponsor this year. Scott Fry was instrumental in identifying funding to be used to register 109 cadets from the Thunderbird Youth Academy. The checking account balance is currently \$23,080.71. David asked for a motion to accept the Elevate Report as presented. Karen Geiger made the motion to approve the Elevate Report. Jerry Atkinson seconded the motion. There was no discussion. A vote was taken and all approved the motion.</p>	Michelle Bish
<p>6. Discussion/Action: Incentive Funds</p> <p>David reported EWIB and the Northeast CLEO's, Board Chairs and Executive Directors are currently working on the Fiscal Agent agreement between NEWDB and EWIB. Due to this, the incentive funds will not be used to purchase accounting software and equipment needed for the NEWDB to become the fiscal</p>	David Chaussard

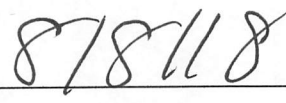
<p>agent for the NE LEOs. The balance of incentive funds must be expended before June 30, 2018. Michelle has requested the incentive funds be used to purchase computers/printers, items needed to resolve the branding compliance issues found, EMSI renewal, Dropbox renewal and registrations for NEWDB members and LEOs to attend the OAWDB Retreat scheduled May 8, 2018. David asked for a motion to accept the report provided by Michelle for the use of PY 2015 Incentive Funds. Grant Kernan made the motion to approve the request. Heather Smoot seconded the motion. There was no discussion. A vote was taken and all approved the motion.</p>	
<p>7. Discussion/Action: Budget vs. Actual Report Michelle reported the figures provided by the Fiscal Agent in the Budget vs Actual report are based on the August 8, 2017 NEWDB budget and not the November 29, 2017 modified NEWDB budget. There are additional concerns with the budget vs actual report as line items have not been coded properly and additional action is needed by EWIB to correct the line items. David asked for a motion to accept the report. As we do not have an accurate Budget vs Actual Report, Grant Kernan made the motion to table this discussion until it has been provided. Robbin Rogers seconded the motion. A vote was taken and all approved the motion to table any action being taken to approve or deny.</p>	Michelle Bish
<p>8. Discussion/Action: Odle Contract Extension II or RFP David reported it is time for the NEWDB to consider the service provider contract and take action to extend the contract for Title I Services to Odle Management Group, or to release an RFP. He added the Odle Management Group has maintained satisfactory performance while serving as the Title I Service Provider. Michelle concurred and added they are doing a good job at meeting performance and advised board members that the actual program funds will need to be added to the contract once the awards are received. David asked for a motion to accept the Odle Contract Extension II. Clarice Doyle made a motion to approve Odle Management Group as the Title I Service Provider for the NEWDB during the PY 18. Brad Ford seconded the motion. There was no discussion. A vote was taken and all approved the motion.</p>	David Chaussard
<p>9. Discussion/Action: Modified PY 17 One Stop Operating Budget Michelle explained the purpose of the One Stop Operating Budget is to collaborate resources among system partners in order to identify shared and infrastructure costs according to the direct benefit each partner receives. The system partners have been meeting for months to negotiate costs. At the request of the state leasing office (OMES) revisions were made to the One Stop Operating Budget due to the arrangements made for DRS partners. David asked for a motion to accept the modified budget for PY 17. John Hawkins made the motion to approve the modified budget in the amount of \$76,912.96. Brad Ford seconded the motion. There was no discussion. A vote was taken and all approved.</p>	Michelle Bish
<p>10. Discussion/Action: Odle PY 17 Operating Budget modification request Michelle reported the request is being made to modify the PY 17 Odle Operating Budget. The changes are being made in "line items" only. This modification makes line item changes to the original service provision budget. It changes several line items to increases the Fringe Benefits line item from \$64,629.38 to \$74,729.38. The overall budget is unchanged. David asked for a motion to accept the Odle PY 17 Budget modification request. Tami McKeon made the motion to approve the budget modification. Grant Kernan seconded the motion. There was no discussion. A vote was taken and all approved the motion.</p>	Michelle Bish
<p>11. Discussion/Action: One Stop Operator Budget PY17 modification request Michelle reported the request from Odle Management Group to modify the PY 17 One Stop Operator budget. Due to the required travel of the One Stop Operator, there is a need to modify the line items to increase the travel budget.</p>	Michelle Bish

<p>This modification makes line item changes to the original One Stop Operator budget. It decreases Fringe Benefits line item by \$5,000.00 to increase the Travel Expense line item to \$15,000.00. The overall budget is unchanged. David asked for a motion to accept the modifications to the One Stop Operator PY 17 budget. Tami McKeon made the motion to approve the budget modification. Jerry Atkinson seconded the motion. There was no discussion. A vote was taken and all approved the motion.</p>	
<p>12. Discussion/Action: Odle PY 18 Operating Budget Michelle presented the proposed Odle PY 18 Operating Budget and reported the request to increase the PY 18 Operating budget due to the increase in the cost of fringe benefits, salaries and travel. David asked for a motion to accept the proposed Odle PY 18 Operating Budget of \$407,806.44. Brad Ford made the motion to approve the Odle PY 18 Operating Budget. Jerry Atkinson seconded the motion. There was no discussion. A vote was taken and all approved the motion.</p>	Michelle Bish
<p>13. Discussion/Action: One Stop Operator PY 18 Budget Michelle Bish presented the proposed One Stop Operator PY 18 budget and reported the request to increase the One Stop Operator PY 18 Budget due to an increase in the cost of fringe benefits, salary and travel. David Chaussard asked for a motion to accept the proposed One Stop Operator PY 18 Budget of \$97,169.15. Clarice Doyle made the motion to approve the One Stop Operator PY 18 Budget. Heather Smoot seconded the motion. There was no discussion. A vote was taken and all approved.</p>	Michelle Bish
<p>14. Discussion/Action: NEWDB PY 18 Operating Budget Michelle reported the NEWDB PY 18 Operating Budget is not ready to present at this time. No action was taken on this agenda item.</p>	Michelle Bish
<p>15. Partner Updates/Performance Reporting Gretchen Evans gave a power point presentation on her activities as well as that of the partners. She reported Odle Management has exceeded or met all performance measures during the first three quarters of this program year. The performance reports presented to the board have been validated by board staff as required in the provider contract.</p>	Gretchen Evans
<p>16. NEWDB Chair Update David reported on the status of the Fiscal Agent for the NEWDB. David advised board members that there have been ongoing discussions between the LEOs and EWIB regarding pricing and reporting. The CLEO has expressed an interest in continuing the agreement with EWIB. More negotiations are needed between the CLEO and EWIB to address reporting concerns and finalize the LEO Agreement. David also reported the OAWDB Board Retreat will be held on May 8, 2018. He advised members he had attended in the past and the information provided is helpful in their role as board members. The OK Works Conference will be held May 9 – 11, 2018 as well.</p>	David Chaussard
<p>17. NEWDB Monitoring Report Michelle reported on the activities of the Compliance Monitor. The NEWDB monitor has attended EO training provided by OOWD, monitored WBL activities, the monthly invoices and other program files. Michelle advised board members that the board monitor identified one finding related to Work Based Learning and incorrect forms used by the service provider for a job shadowing activity. The provider has corrected the finding to the satisfaction of the board monitor. A full report of the monitoring activities was presented in the board packet provided in advance of the NEWDB meeting.</p>	Michelle Bish
<p>18. NEWDB Director's Report Michelle provided board members with an outline of her activities in the board report provided as part of the board packet. The activities include the following:</p> <ul style="list-style-type: none"> • Sector Strategies Update 	Michelle Bish

<ul style="list-style-type: none"> • Elevate Young Adult Summit • Youth Committee Report • US DOL: AJC Cohort Application • Invite from NAWB: Rural Workforce Challenges <p>The Elevate Young Adult Summit will be held June 12, 2018. She invited all board members to consider attending as exhibitors. The Youth Committee will be involved in an upcoming workshop for career counselors. Michelle met Dr. Eddie Estes at NAWB. He has invited the NEWDB to be a part of the group on "Rural Workforce Challenges". This group will be looking at best practices across the US.</p>	
<p>19. Update from Governor's Council: Youth Programs Committee</p> <p>Scott Fry gave a presentation about the activities of the Governor's Council Youth Programs Committee.</p>	<p>Scott Fry Director of Workforce Development, MAIP</p>
<p>20. New Business</p> <p>David thanked John Hawkins for his participation as an advocate of the NEWDB serving as a board member and officer over the past 19 years. David acknowledged when Michelle was hired 5/4/2015, the Executive Committee and NEWDB approved her to be given a raise at the successful completion of her 6-month review. During that time, budgets were cut, the Title I Service Provider had to lay off staff and the action was not taken to give her the raise at that time nor has one been given since her date of hire. This is being discussed and reviewed for Michelle to be given a raise.</p>	<p>David Chaussard</p>
<p>21. Old Business</p> <p>None</p>	<p>David Chaussard</p>
<p>Adjourn</p> <p>David asked for a motion to adjourn at 10:28 a.m. Karen Geiger made the motion to adjourn. Jerry Atkinson seconded. A vote was taken and all approved.</p>	<p>David Chaussard</p>

Approved by:


David Chaussard, NEWDB Chairman


Date