

## NEWDB Board Meeting Minutes

<p><b>1. Welcome and Introductions</b></p> <p>Chair, David Chaussard, called the meeting to order at 9:05 a.m. He welcomed new board members, Nicole Anderson and Melanie Rollins, and newly appointed Washington County Local Elected Official, Mitch Antle.</p> <p><b>MEMBERS PRESENT:</b> Kenneth Adams, Nicole Anderson, Jerry Atkinson, David Chaussard, John Hawkins, Grant Kernan, Melanie Rollins, Heather Smoot, Pamela Bridwell, Clarice Doyle, Karen Geiger, Cheryle Martin, Tami McKeon, Robbin Rogers, Jeff Sims</p> <p><b>MEMBERS ABSENT:</b> Jeanine Coleman, Scott Fry, Kari Mace-Russell, Lori Nichols, Miranda Wolf, Sondra Baker, Brad Ford, Diane Kelley</p> <p><b>GUESTS:</b> Sally Bocanegra, Pamela Hunnicutt, Mitch Antle, Gretchen Evans, George Simmons, Paul Marquez, Jenna Morey, Karen Campbell, Angie Ryan, Sheila Walker, Michelle Bish, Linda Wilson, Cathy Spencer</p>	David Chaussard
<p><b>2. Presentation: Registered Apprenticeships - Oklahoma Office of Workforce Development</b></p> <p>Jenna Morey gave a presentation on Registered Apprenticeships and referenced the NE OK Critical Occupations 2016-2025 can be found on the board website. She added the Registered Apprenticeship allows people to be debt free upon completion of their program and begin employment at an average of \$50,000 annually. A business can get started on a Registered Apprenticeship program by contacting Karen Campbell, OOWD. Jenna commended the NEWDB for moving forward and promoting these programs.</p>	Jenna Morey and Karen Campbell
<p><b>3. CONSENT AGENDA:</b></p> <ul style="list-style-type: none"> <li>• November 8, 2017 Minutes</li> <li>• NEWDB Approved Training Programs</li> <li>• NEWDB Eligible Training Provider Policy</li> <li>• NEWDB Internal Controls Policy</li> </ul> <p>David reminded board members they were provided the meeting documents electronically. He asked for a motion to approve the Consent Agenda items. Ken Adams made the motion to accept and approve the agenda items. John Hawkins seconded the motion. A vote was taken and all approved the motion.</p>	David Chaussard
<p><b>4. Discussion/Action: NEWDB IRS Form 990</b></p> <p>Michelle Bish, Executive Director, reported the Southern Workforce Board filed the NEWDB IRS 990 on 11.17.2017. David Chaussard asked if there was any discussion regarding the 990. There was none. He asked for a motion to accept the NEWDB IRS 990. Ken Adams made the motion to approve this document. Jerry Atkinson seconded the motion. A vote was taken. All approved.</p>	Michelle Bish
<p><b>5. Discussion/Action: NEWDB Audit Report</b></p> <p>Michelle Bish reported an audit had been conducted for the period 7.1.16 through 6.30.17 when Southern Workforce Board was the NEWDB Fiscal Agent. Michelle drew board members attention to Page 17 and page 34 where details of the NE financials are included. The audit shows no findings or areas of concern. David Chaussard asked for a motion to approve the PY 16 Audit Report. John Hawkins made the motion to approve. Ken Adams seconded. There was no discussion. A vote was taken and all approved.</p>	Michelle Bish
<p><b>6. Discussion/Action: Ratify Executive Committee actions regarding NEWDB PY 17 Revised Budget</b></p> <p>Michelle Bish reported the PY Revised Budget reflects the actual funds awarded for Adult and Dislocated Worker. Michelle provided an overview of the budget that shows the original amount approved by the board at the August board</p>	Michelle Bish

<p>meeting and the modified budgets upon receipt of the actual funds. Michelle also explained that an adjustment was made to reflect client needs as the line items for OJTs and WE were increased. The total budget for PY 17 is \$1,288,684. David Chaussard asked for a motion to approve the NEWDB PY 2017 Revised Budget. Ken Adams made the motion to approve the PY 17 budget in the amount of \$1,288,684. Clarice Doyle seconded the motion. No discussion. A vote was taken and all approved.</p>	
<p><b>7. Discussion/Action: Budget vs. Actual Report</b> No action was taken as this report was not available.</p>	Michelle Bish
<p><b>8. Discussion/Action: Odle Operating Budget modification request</b> No action was taken.</p>	Michelle Bish
<p><b>9. Discussion/Action: Ratify Executive Committee actions regarding the One Stop Operating Budget</b> Michelle Bish asked for consideration to ratify the 12.14.2017 Executive Committee action approving the \$76,912.96 One Stop Operating Budget. This outlines the infrastructure and shared costs of operating the AJC. David Chaussard asked for a motion to ratify the 12.14.2017 NEWDB Executive Committee approval. Karen Geiger made the motion to ratify this action. Heather Smoot seconded the motion. There was no discussion. A vote was taken and all approved.</p>	Michelle Bish
<p><b>10. Discussion/Action: Ratify Executive Committee actions regarding MOUs/IFA</b> Michelle Bish reported the infrastructure and cost sharing was added to the MOU/IFA model. The modification also includes a request from DRS that states that the NE is in the process of ADA Certification. David Chaussard asked for a motion to ratify the 11.29.2017 Executive Committee approval. John Hawkins made the motion to approve. Jerry Atkinson seconded. There was no discussion. A vote was taken and all approved.</p>	Michelle Bish
<p><b>11. Discussion/Action: Arvest Bank authorized signature, removal of Marsha Cunningham</b> David Chaussard reported Marsha Cunningham was an authorized signature on the Arvest Elevate bank account. Marsha has resigned from the Elevate Planning Committee and should be removed from the Elevate account. Ken Adams made the motion to remove Marsha Cunningham from the signature card. Grant Kernan seconded this motion. There was no discussion. A vote was taken and all approved.</p>	David Chaussard
<p><b>12. Discussion/Action: Arvest Bank authorized signature</b> David Chaussard reported an additional authorized individual should be added to the Arvest Elevate account. Michelle Bish added that it was logical to authorize the board chair, David Chaussard. Grant Kernan made the motion to authorize David Chaussard to become an approved signatory on the Arvest Elevate bank account. Clarice Doyle seconded this motion. There was no discussion. A vote was taken and all approved.</p>	David Chaussard
<p><b>13. Discussion/Action: NE LEO and NEWDB Agreement</b> David Chaussard reported the agreement between the NE LEO and the NEWDB had been updated and was provided to all board members electronically. This agreement outlines the roles and responsibilities of the CLEO, NE LEO's, and NEWDB. David asked for a motion to approve the NE LEO and NEWDB Agreement. Karen Geiger made the motion to approve the agreement. John Hawkins seconded the motion. There was no discussion. A vote was taken and all approved.</p>	David Chaussard
<p><b>14. Discussion/Action: Ratify Executive Committee actions regarding NRPB Regional Plan</b> David Chaussard reported the NRPB Regional Plan was approved 12.14.2017 by the NEWDB Executive Committee and was submitted to OOWD. He added this</p>	David Chaussard



<p>was a huge undertaking and thanked everyone involved for their hard work in getting the NRPB Regional Plan prepared and submitted. David Chaussard asked for a motion to ratify the action taken by the NEWDB Executive Committee 12.14.2017. John Hawkins made the motion to ratify the approval by the NEWDB Executive Committee. Heather Smoot seconded the motion. There was no discussion. A vote was taken and all approved.</p>	
<p><b>15. Discussion/Action: Accept the role of fiscal agent for the NE LEOs</b> David Chaussard reported the Eastern Workforce Board submitted a termination notice to the NE LEOs. The original termination notice provided an effective date of 1.31.2018. Through negotiations the EWIB modified the termination effective date to 3.30.18. The NE LEOs appointed the NEWDB as the fiscal agent at the February 9 LEO meeting. David Chaussard requested a motion to accept the designation of the NEWDB as the Fiscal Agent for the NE LEOs. Ken Adams made the motion to accept the designation of the NEWDB as Fiscal Agent for the NE LEO's. Karen Geiger seconded the motion. There was no discussion. A vote was taken and all approved.</p>	David Chaussard
<p><b>16. Discussion/Action: NEWDB staff Employer of Record</b> David Chaussard reported effective 3.30.2018 the Eastern Workforce Board will no longer be the Employer of Record for the NEWDB staff. The request is being made for the NEWDB to become Employer of Record for board staff. Jerry Atkinson made the motion to approve the NEWDB to become their staff's Employer of Record. Karen Geiger seconded this motion. There was no discussion. A vote was taken and all approved.</p>	David Chaussard
<p><b>17. Discussion/Action: Accounting Services of Allen, Gibbs &amp; Houlik, L.C. (AGH)</b> David Chaussard reported the challenges and concerns of the Fiscal Agent have been reviewed. All options have been reviewed. Due to the timing, this has been a huge undertaking and NEWDB needs to ensure the integrity of all programs the board is considering the services of a paymaster through AGH. AGH serves as the Paymaster for 4/5 Local Areas in Kansas. AGH is versed in fund accounting and familiar with WIOA regulations, OMB, and management information. Their costs would be similar to the amount paid to the Southern Workforce Board which was less than Eastern Workforce Board charges as Fiscal Agent. This would be an unconventional approach for Oklahoma. Due to the emergency situation to have the Fiscal Agent in place 3.30.2018, a request for an emergency approval is given to sole source AGH. On December 6 OOWD provided consent for the NEWDB to sole source procure the accounting services. David Chaussard asked for a motion to approve the Accounting Services of AGH as the Paymaster for the NEWDB due to the emergency situation. Karen Geiger made the motion to approve the Accounting Services of AGH as the Paymaster as a sole source bid due to the emergency situation. Jerry Atkinson seconded the motion. John Hawkins discussed and asked if approval had been given by the state and was advised it had been given in writing. A vote was taken and all approved.</p>	David Chaussard
<p><b>18. Discussion/Action: NEWDB Accounting and Financial Policies and Procedures</b> David Chaussard reported with the undertaking of becoming the Fiscal Agent, a new NEWDB Accounting and Financial Policies and Procedures would be needed. Michelle Bish added this policy mirrored the policy used by the Southern Workforce Board with the names and specifics changed to be for the NEWDB. David asked for a motion to approve the policy that was provided to each NEWDB member electronically.is policy. Ken Adams made the motion to approve the policy. Jerry Atkinson seconded the motion. There was no discussion. A vote was taken and all approved.</p>	David Chaussard
<p><b>19. Partner Updates/Performance Reporting</b> Gretchen Evans, One Stop Operator gave an overview of the written report</p>	Gretchen Evans

provided to all NEWDB members electronically.	
<b>20. NEWDB Chair Update</b> David Chaussard reported the Board Retreat is scheduled for May 8, 2018 and encouraged all board members to attend if possible. The 2018 OK Works Conference is scheduled on May 9 – 11, 2018 if any members are interested in attending. The Board Retreat and OK Works Conference will be held at the Reed Convention Center located at the Sheraton Midwest City Hotel.	David Chaussard
<b>21. Monitoring Report</b> Michelle Bish gave an overview of Linda Wilson, Board Monitor's, written report provided to all NEWDB members electronically	Michelle Bish
<b>22. Director's Report</b> <ul style="list-style-type: none"> <li>• IFAs</li> <li>• Sector Strategies Grant</li> <li>• AJC Cohort</li> </ul> Michelle Bish advised the NEWDB 2018 Elevate Youth Summit would be held at the Claremore Convention Center. The location is sponsored by CIEDA. Michelle provided an overview of the Elevate event. She also reported she had received notification NEWDB had been approved for the Sector Strategies Grant in the amount of \$16,000. These funds will be used for the execution of sector strategies in healthcare and manufacturing. A meeting is scheduled 3.1.2018 with partners in regard to the MOU shared costs. Michelle also provided board members with information regarding an award made by the US DOL to participate in the AJC Cohort. The NEWDB is one of only eight areas chosen in the nation to participate in this cohort. There are no funds attached to this cohort.	Michelle Bish
<b>23. Update from Governor's Council</b> John Hawkins gave an overview of the activities of the Governor's Council. He added the implementation of Career Pathways, One Stop Operators being in place, plus the fact the CLEO & LEO becoming more involved has been critical to the development of the local workforce. Technical assistance guidance has been given with the OWDI's. He closed his report by discussing the new 40% minimum and stating "our client's deserve the most dollars that we can afford to give them". John Hawkins added that he would no longer be able to serve as a member of the NEWDB after the May 2, 2018 meeting. He has numerous responsibilities with the Governor's Council as well as being the newly elected Governor's Council Vice Chairman. He thanked the board for their participation during the past 18 years.	John Hawkins
<b>24. May NEWDB Board meeting</b> David Chaussard advised NEWDB members the May 9, 2018 meeting conflicts with the 2018 OK Works Conference scheduled. He asked for consideration if the date could be changed to a different date. May 2, 2018 was the date chosen by the NEWDB. David Chaussard asked for a motion to approve the meeting date for the NEWDB be changed from May 9 to May 2, 2018. Ken Adams made the motion to approve the meeting date change from May 9 to May 2, 2018. Grant Kernan seconded the motion. There was no discussion. A vote was taken and all approved.	David Chaussard
<b>25. *Strategic Conversations:</b> Sector strategies *If time allows There was not sufficient time to have the Strategic Conversations. Michelle Bish asked NEWDB members to please consider who to recommend and who would be willing to serve as an industry champion or make her aware of nominations they might have for this. She asked members to contact her with any suggestions or recommendations.	Michelle Bish
<b>26. New Business</b> David Chaussard reported the County Commissioners have all been very positive	David Chaussard

# NEWDB

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and supportive. He asked all NEWDB members to thank them for their time and support if they have an opportunity to do so.

**27. Old Business**

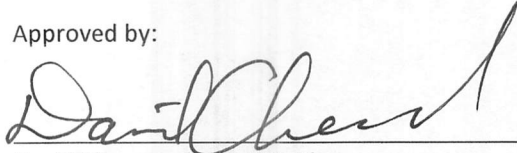
None

David Chaussard

**Adjourn** – David Chaussard asked for a motion to adjourn. The motion was made by Grant Kernan to adjourn the meeting. Clarice Doyle seconded the motion. A vote was taken and all approved. Meeting adjourned at 10:31 a.m.

David Chaussard

Approved by:



David Chaussard, NEWDB Chair

5/2/18

Date



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