

NEWDB Meeting Minutes

<p>1. Welcome and Introductions Chair, David Chaussard, called the meeting to order at 9:08 a.m. He welcomed board members and guests. Lourdes Conklin, Career Manager in the Bartlesville Workforce Center, was introduced. MEMBERS PRESENT: Jerry Atkinson, David Chaussard, Grant Kernan, Heather Smoot, Pamela Bridwell, Clarice Doyle, Karen Geiger, Tami McKeon, Cheryle Martin, Robbin Rogers, and Jeanine Coleman MEMBERS ABSENT: Kenneth Adams, Nicole Anderson, Scott Fry, Kari Mace-Russell, Lori Nichols, James Perryman, Melanie Rollins, Miranda Wolf, Brad Ford, Diane Kelley, and Jeff Sims GUESTS PRESENT: Paul Marquez, Sheila Walker, Gretchen Evans, Linda Wilson, Michelle Bish, Lourdes Conklin, Angie Ryan, and Chelsea Hunt</p>	David Chaussard
<p>2. Presentation: WIOA Success Story Presenter, Autumn Holcomb, was unable to attend.</p>	Autumn Holcomb
<p>3. Presentation: New Skills for Youth Chelsea gave a power point presentation of Oklahoma EDGE and the Individual Career Academic Planning (ICAP) for students. The presentation included youth objectives, closing the workforce gap, pilot study school districts, career development for youth and various resources. Ms. Hunt handed out folders with arious Oklahoma EDGE program resources.</p>	Chelsea Hunt
<p>4. CONSENT AGENDA:</p> <ul style="list-style-type: none"> • May 2, 2018 Minutes • NEWDB Approved Training Programs • Grievance and Complaint Process • Limited English Proficiency Plan • Nondiscrimination and Equal Opportunity Policy • Integration Policy • WIOA Section 188 Discrimination Complaint Procedures • Cost Allocation Plan <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 Consent Agenda items. Grant Kernan seconded the motion. A vote was taken and all approved the motion.</p>	David Chaussard
<p>5. Discussion/Action: NEWDB Policy Revisions</p> <ul style="list-style-type: none"> • Request to modify all NEWDB polices so they are compliant with newly released OWDIs, Babel Notice, EEO Statements and Nondiscrimination <p>Michelle Bish explained all of the board policies need to include the updated required tag line, EO and nondiscrimination statements to be compliant with state requirements. Karen Geiger made a motion to approve the request to allow policy revision to comply with state guidelines. Jerry Atkinson seconded the motion. A vote was taken and all approved the motion.</p>	Michelle Bish
<p>6. Discussion/Action: NEWDB Officers – Chair and Vice Chair David Chaussard stated he spoke to Scott Fry and both agreed they were willing to keep the positions of Chair and Vice Chair. David Chaussard asked if anyone at the meeting was interested in serving as Chair or Vice Chair. No board members expressed an interest. A motion was made by Pam Bridwell to nominate David Chaussard as the NEWDB Chair and Scott Fry as Vice Chair. Clarice Doyle seconded the motion. A vote was taken and all approved the motion.</p>	David Chaussard

<p>7. Discussion/Action: NEWDB Employer of Record The Eastern Workforce Board is the current "Employer of Record" for the NEWDB staff. David Chaussard explained that it was logical to continue to use them for the employer of record services and by approving the Employer of Record Agreement; it will allow those services to continue. Heather Smoot made a motion to approve Employer of Record Agreement. Clarice Doyle seconded the motion. A vote was taken and all approved the motion.</p>	David Chaussard
<p>8. Discussion/Action: Elevate Report Michelle Bish referenced the Elevate Financial Report provided in the board packed and reported 276 youth attended the Elevate Young Adult Youth Summit this year. She said, "Thank you," to all the sponsors, exhibitors, committee members and NEWDB Executive Assistant, Cathy Spencer, for all of their dedication and hard work in regards to Elevate. Michelle said most invoices have been paid. No action taken.</p>	Michelle Bish
<p>9. Discussion/Action: Ratify Executive Committee actions regarding Incentive Funds David Chaussard reported Incentive funds were utilized within the guidelines of Memo 06-2016. A full list of purchases is uploaded to the NEWDB Dropbox. Michelle gave an overview of some of the items that were purchased: computers and equipment, signage for AJCs, staff development for all partners, TapDance Live, software for staff and AJCs, Dropbox, and EMSI. Jerry Atkinson made a motion to ratify the Executive Committee approval of the incentive funds purchases. Tami McKeon seconded the motion. A vote was taken and all approved the motion.</p>	David Chaussard
<p>10. Discussion/Action: Budget vs. Actual Report Michelle Bish reported no report was available. No action taken.</p>	Michelle Bish
<p>11. Discussion/Action: Odle PY 18 Modified Operating Budget Michelle Bish reported indirect rates on the Odle Operating Budget were reduced from 9.58% to 7.74%. This lowers the Odle PY 18 Operating Budget from \$407,806 to \$401,199.97. Karen Geiger made a motion to approve the modified Odle PY 18 Modified Operating Budget. Jeanine Coleman seconded the motion. A vote was taken and all approved the motion.</p>	Michelle Bish
<p>12. Discussion/Action: One Stop Operator PY 18 Modified Budget Michelle Bish reported indirect rates on the One Stop Operator PY 18 Budget were reduced from 9.58% to 7.74%. This lowers the One Stop Operator Budget from \$97,169 to \$95,595. Grant Kernan made a motion to approve the modified One Stop Operator PY 18 Budget. Pam Bridwell seconded the motion. A vote was taken and all approved the motion.</p>	Michelle Bish
<p>13. Discussion/Action: NEWDB PY 18 Operating Budget Michelle Bish provided an overview of the proposed \$1,324,270 PY 18 NEWDB Operating Budget and noted the following:</p> <ul style="list-style-type: none"> • Planning numbers received – final will come in October with budget revisions likely • The budget is a comparison between last year and this year • Administrative amounts are close to last year • Service provision increased by about \$42,000 • Significantly increased work based learning activities to support federal, state and local objectives • System costs are unchanged • Bottom section tracks required spending minimums as established by state and federal requirements for work based learning and Youth. <p>Jeanine Coleman made a motion to approve the \$1,324,270 NEWDB PY 18 Operating Budget. Clarice Doyle seconded the motion. A vote was taken and all approved the motion.</p>	Michelle Bish
<p>14. Discussion/Action: One Stop Operating Budget (System) IFA and MOUs</p>	Michelle Bish

<p>Michelle Bish provided an overview of the \$76,913 PY 18 One Stop Operating Budget (System) IFAs and MOUs as follows:</p> <ul style="list-style-type: none"> • System budget – new last year under WIOA • Requires partners to share operating costs of centers • Anticipate the budget will change as shared costs are negotiated • MOUs and IFAs were updated with current agency contact info and confidentiality statement <p>Heather Smoot made a motion to approve the \$76,913 PY 18 One Stop Operating Budget (System) IFAs and MOUs. Cheryle Martin seconded the motion. A vote was taken and all approved the motion.</p>	
<p>15. Discussion/Action: Increase NEWDB Credit Card Limit</p> <p>David Chaussard explained the NEWDB pay a lot of the invoices with the credit card. This lessens the fiscal agent time spent, thus reducing the cost. He also noted the credit card is paid in full each month. There was some discussion regarding Rewards or Cash Back incentives on the credit card. Karen Geiger explained there are potential challenges for reporting income under these grants. Michelle Bish explained the card was an Arvest business account credit card (Security Bank Card) and it does not have rewards or incentives. Jeanine Coleman made a motion to approve an increase on the Arvest credit card from \$6,000 to \$10,000. Grant Kernan seconded the motion. A vote was taken and all approved the motion.</p>	David Chaussard
<p>16. Discussion/Action: NEWDB Policy Developer</p> <p>David Chaussard explained the challenges in receiving new state polices and maintaining compliance. David asked Michelle to provide additional insight. Michelle described the role of the monitor is transitioning into more fiscal related duties that help ensure the fiscal integrity of the financials. With the shift in those duties and the amount of new and modified policies being released by OOWD, there is a real need to address the policies immediately. There was discussion about sharing costs with other areas; David said he would discuss this at the next NRPB meeting. Other board members asked what might happen if the policies are not developed or modified. Karen Geiger explained that many of the policies are attached to funding and could result in disallowed costs. Michelle stated that the position would be no more than 990 hours annually, at a maximum of \$18.00 an hour with 10% for fringe benefits. This would total \$19,602 per year. Tami McKeon made a motion to hire a NEWDB Policy Developer. Clarice Doyle seconded the motion. A vote was taken and all approved the motion.</p>	David Chaussard
<p>17. Discussion/Action: Ratify Executive Committee actions regarding Executive Director Salary</p> <p>Tami McKeon made a motion to ratify the Executive Committee decision to increase the Executive Director salary by 5%. Clarice Doyle seconded the motion. A vote was taken and all approved the motion. David Chaussard then pointed out the recommendation approved by the Executive Committee was a 6% salary increase, not 5%. Tami McKeon then amended her motion to ratify the approval of the 6% increase for the Executive Director salary. Heather Smoot seconded the motion. A vote was taken and all approved the motion.</p>	David Chaussard
<p>18. Discussion/Action: Center Certification Annual Report</p> <p>Gretchen Evans gave the annual report for the Center Certification. No action taken.</p>	Gretchen Evans
<p>19. Partner Updates/Performance Reporting</p> <p>Gretchen Evans reported Partner Updates. There was discussion on the Claremore office and the numbers served as well as the services available in the Claremore office. Clarice Doyle expressed concerns about not having ES services available in Claremore and was disgruntled that the board was not included in the decision to close this office. David explained that the decision was made by</p>	Gretchen Evans

<p>OESC and that the board was not asked for input. The report included the upcoming Odle contractual measures, One Stop Operator contractual measures, ABE numbers, Oklahoma Essentials training, Apprenticeships at Pelco Structural, the Veteran's Food Drive in Claremore and the AJC Cohort. No action taken.</p>	
<p>20. NEWDB Chair Update David provided an update on Fiscal Agent and Employer of Record Status and discussed the Regional Planning Board activities. No action taken.</p>	David Chaussard
<p>21. NEWDB Monitoring Report Michelle Bish provided a summary of the Monitor's Report</p> <p><u>Indirect Rate</u> Odle Management did not notify the NEWDB when the negotiated indirect cost rate between Odle Management and DOL changed. The indirect cost rate changed 9/26/2017. Per DOL regulations, contractors have 60 days from the date of notification of the rate change to reconcile the contract to that rate change. NEWDB staff notified Odle Management following the review of the May, 2018 invoice. Although the rate has been reconciled for the period of September, 2016 through December, 2016, the NEWDB continues to provide technical assistance for the reconciliation of the indirect rate for the period January through December, 2017 and January, 2018 through the present time. Board staff has sought technical assistance from OOWD through this process. The Oklahoma Office of Workforce Development has presented written verification to support the guidance provided to Odle Management.</p> <p><u>Budget Overages and TA</u> In reviewing YTD expenditures, the monitor observed that Odle Management overspent the Adult and DLW program budgets. Staff salaries and benefits were overspent under Adult and DLW grants (direct client expenditures), requiring Odle to pull from the other line items to carry the staff salaries and fringe benefits line items. This depleted the budget for the other line items and the created overages to the Adult and DLW program budgets. This was done without board knowledge or approval. This was a written finding that required a corrective action from Odle Management. Board staff is in the process of providing TA to address this matter to develop strategies and recommendations that will avoid these overages in the future.</p> <p><u>20% Minimum Standard for Youth Expenditures - Exceeded</u> Under WIOA, 20% of total youth funds must be spent on Work Experience activities. As of February 28, 2018, Odle has expended \$114,022.11 on Youth Work Experience Activities. To meet the 20% requirement Odle had to spend \$89,969.40. Odle has exceeded this requirement.</p> <p><u>Credential Attainment – NOT MET but TA from OOWD Requested</u> Credential Attainment for the common measures was not met. This was due to the co-enrollment process between partners that triggers client participation in performance measures. This is a challenge on a state-wide level. NEWDB staff requested Technical Assistance from OOWD on July 5, as of this date there has been no response. A workgroup was formed to attempt to address the challenges and implement solutions. Procedures for co-enrolling have been reviewed and revised.</p> <p><u>40% Minimum Spending Requirements – NOT MET Corrective Action Requested</u> The Oklahoma Office of Workforce Development issued the following policies regarding required expenditures for Adult and DLW programs: August 18, 2017 -OWDI #12-2017 October 27, 2017 OWDI #12-2017 Change 1 December 21, 2017 OOWD Technical Assistance #TA-07-2017 – 40% Minimum Training Expenditure Rate to clarify the requirements of the 40% requirement for the Adult/DLW training expenditures. Odle Management operating expenses were not aligned or monitored to support</p>	Michelle Bish

the state policy.

Adult 31.04%

DLW 24.74%

NEWDB has requested Odle Management develop a corrective action plan to support the NEWDB in ensuring this measure is met in PY 18.

Michelle Bish reported the measure for the 40% minimum was not met this year but the new measure was received mid-year. She stated she is optimistic that this measure will be met in PY 18. No action needed.

22. NEWDB Director's Report

Michelle Bish provided a report on the following items:

- **Sector Strategies Update**
 - Planning strategies around health care, procured a consultant to facilitate, exploring healthcare advisory board to ensure the alignment of training programs and the actual needs of employers.
 - Launch meeting is September 12
 - Requested input and support of board members
- **Elevate Young Adult Summit**
 - Michelle asked Heather Smoot to share her experience as an exhibitor at Elevate 2018.
 - **Career Exposure Week**
 - Provided flyers to board members
 - Career Expo Week will take place November 12-16, 2018.
 - This week-long event connects students with businesses to give our future talent an opportunity to explore the possibilities that await them in Oklahoma. Events during Career Expo Week allow local employers to showcase critical careers in demand industries to inspire and recruit new talent and give Oklahoma's talent a front row seat to experience the wide array of careers available within our State.
 - Requested business partners to plug in
 - **PY 16 Monitoring Report**
 - Full report is available in Dropbox
 - Proud of our team
 - All findings/observations have been cleared as of July 30.
 - Read email from Sandy Elledge
 - EO Policies needed to be updated/we were aware/those were approved today

Michelle Bish gave the director's report. No action needed.

23. Round Table Discussion (Time Permitting)

There was not enough time to have the Round Table Discussion.

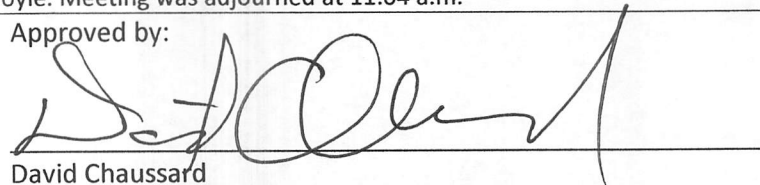
24. New Business – No New Business

25. Old Business – No Old Business

Adjourn

Karen Geiger made a motion to adjourn. The motion was seconded by Clarice Doyle. Meeting was adjourned at 11:04 a.m.

Approved by:



David Chaussard

Northeast Workforce Development Board Chair

Date

11/14/18

Michelle Bish

Chelsea Hunt

David Chaussard

David Chaussard

David Chaussard