

May 10, 2017 9:00 AM

Grand Gateway

333 Oak St, Big Cabin, OK 74332

NEWDB Board Meeting Minutes

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| <p>1. Welcome and Introductions</p> <p>David Chaussard, Chair recognized Clarice Doyle, new board member and welcomed all board members, guest speaker James Morris, and guests.</p> | David Chaussard |
| <p>2. Roll Call</p> <p><u>Members Present:</u> Kenneth Adams, Jerry Atkinson, David Chaussard, Jeanine Coleman, John Hawkins, Grant Kernan, Kari Mace-Russell, Pamela Bridwell, Clarice Doyle, Karen Geiger, Jack James, Tami McKeon, and Robbin Rogers</p> <p><u>Members Absent:</u> Caitlin Blizzard, Scott Fry, Lori Nichols, James Perryman, Heather Smoot, Judee Snodderly, Amy Wyrick, Sondra Baker, Brad Ford, Diane Kelley, Sherry McCurley, and Alan Shipman</p> <p><u>Guests:</u> Michelle Bish, Gretchen Evans, Pamela Hunnicutt, Gail Armstrong, Angie Ryan, Sheila Walker, Tamera Atkins, Wil Lowe, James Morris, George Simmons, and Cathy Spencer</p> | |
| <p>3. Presentation</p> <p>Gretchen Evans introduced James Morris, Entrepreneur. He gave a presentation on his journey through the OK Works system and how he had been given guidance and assistance by various partners when he became a divorced unemployed parent with 4 children. He mentioned assistance was provided by the NEWDB Title I Service Provider, NE Technology Center, TANF, and Allied Jobs at NEO A&M College.</p> | James Morris |
| <p>4. Discussion/Action Regarding 2.8.17 minutes</p> <p>David Chaussard reminded board members the minutes were emailed for review prior to the meeting. John Hawkins made a motion to accept the minutes as written. Kenneth Adams seconded the motion. No discussion. All members voted to approve.</p> | David Chaussard |
| <p>5. CONSENT AGENDA:</p> <ul style="list-style-type: none"> • NEWDB Approved Training Programs • NEWDB ITA Policy • NEWDB Supportive Service Policy <p>David Chaussard 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. Karen Geiger made the motion to approve. Jack James seconded the motion. No discussion. All members voted to approve.</p> | David Chaussard |
| <p>6. Discussion/Action Elevate Expense Report</p> <p>Michelle Bish reminded board members they had been emailed the most current Elevate Expense Report prior to the meeting. The current balance of the bank account is \$20,671.85. There are currently eight sponsors and 14 exhibitors registered for the event. Participant</p> | Michelle Bish |



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| <p>registrations are still being taken at this time. Michelle invited all present to participate as an exhibitor or sponsor. Kenneth Adams made the motion to approve the Elevate Expense Report. Jack James seconded the motion. No discussion. All members voted to approve.</p> | |
| <p>7. Discussion/Action Budget vs Actual Report Gail Armstrong, Fiscal Manager for the Southern Workforce Board, presented the Budget vs Actual Report. She added she has enjoyed working with NEWDB. She said the program stands out and added we do a lot and perform well with the small amount of dollars we have available. The Budget vs Actual Report is through 3.31.17. 75% of the year is gone and we have spent 54% of the funding which leaves us in good shape. SWB is working on the new budget for 7.1.17. Money is reserved to ensure we can continue services until the money becomes available. David Chaussard thanked SWB for their help for the past 2 years. Grant Kernan made the motion to accept the Budget vs Actual Report. Pamela Bridwell seconded the motion. No discussion. All members voted to approve.</p> | Michelle Bish |
| <p>8. Discussion/Action to Ratify Executive Committee Action on Incentive Funds Michelle Bish reported the NEWDB Executive Committee met and approved up to \$10,000 incentive fund expenditures for laptops, printers, and table cloths. These items were purchased, primarily, to assist the OK Works system at events held remotely to include: job fairs, rapid response, etc. Tami McKeon made the motion to ratify the Executive Committee approval for use of the Incentive Funds. Jerry Atkinson seconded the motion. No discussion. All members voted to approve.</p> | Michelle Bish |
| <p>9. Discussion/Action to Ratify Executive Committee Action Regarding Transitional Fund Expenditures Michelle Bish reported the NEWDB Executive Committee met and approved the following transitional fund expenditures: \$1,500 allocated to facilitate the Local Plan, costs for Cloud based storage and EMSI license, plus \$5,000 was set aside for the Title I Contractor to use for travel and training with the balance to be used for staff development and WIOA implementation. Tami McKeon made the motion to ratify the NEWDB Executive Committee approval for use of the transitional funds. Jack James seconded the motion. No discussion. All members voted to approve.</p> | Michelle Bish |
| <p>10. Discussion/Action to Ratify Executive Committee Action Regarding the Relocation of the NEWDB Principle Office David Chaussard reported the NEWDB Executive Committee had previously approved the relocation of the Board Director's office from Bartlesville to Claremore. Michelle Bish said the LEO's assisted in finding this space to rent. The office is more centrally located in the NEWDB area, the rent is \$50 less per month, plus her travel expenses</p> | David Chaussard |

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| <p>will be less. Jack James made the motion to ratify the NEWDB Executive Committee approval to relocate the principle board office. Jeanine Coleman seconded the motion. No discussion. All members voted to approve.</p> | |
| <p>11. Discussion/Action to Ratify Executive Committee Action Regarding NE Regional Plan</p> <p>David Chaussard reported the NEWDB Executive Committee had previously met and approved the NE Regional Plan. He said we were given a very short time frame to put this together. He acknowledges Michelle Bish's hard work in getting this done. She collaborated with Eastern and Tulsa to get this plan together on time. The framework is done. The plan was presented at the Governor's Council meeting on 4.28.17. Kenneth Adams made the motion to ratify the NEWDB Executive Committee approval for the NE Regional Plan. Jack James seconded the motion. No discussion. All members voted to approve.</p> | <p>David Chaussard</p> |
| <p>12. Discussion/Action to Ratify Executive Committee Action Regarding NE Local Plan</p> <p>David Chaussard reported the NEWDB Executive Committee had previously met and approved the NE Local Plan. Michelle Bish added she is proud of the system partners. It was a tremendous effort and the partners provided their perspectives to help make the NE Local Plan strategic. Pamela Bridwell made the motion to ratify the NEWDB Executive Committee approval for the NE Local Plan. Grant Kernan seconded the motion. No discussion. All members voted to approve.</p> | <p>David Chaussard</p> |
| <p>13. Discussion/Action to Ratify Executive Committee Action Regarding Odle Operating Budget Request to Move Line Item</p> <p>Michelle Bish reported the NEWDB Executive Committee had previously met and approved the request to move \$2,400 from the print/copy line item to the travel line item. This did not change the total dollars in their budget. John Hawkins made the motion to ratify the NEWDB Executive Committee approval to move the line item in the Odle Operating Budget. Grant Kernan seconded the motion. No discussion. All members voted to approve.</p> | <p>Michelle Bish</p> |
| <p>14. Discussion Regarding WorkKeys</p> <p>Michelle Bish reported effective 7.1.17 the Oklahoma Dept. of Career Tech will implement a "pay model" for WorkKeys. They previously paid for the Workforce Center licensing site agreement and the testing fees. The NEWDB area currently has a large number of employers who use WorkKeys in their hiring process. Michelle Bish reported she had asked the state for consideration to continue with support for this effort. She was not told "no" but was advised this would "probably not" happen because WorkKeys is not accessible for all customers. Over 2000 individuals in NE have taken the exam, making the cost too excessive for the local area to budget. John Hawkins suggested reaching out to partners at Cherokee Nation Career Service for possible solutions. John Hawkins added it is possible some local foundations may help if other</p> | <p>Michelle Bish</p> |

dollars are not found. No actions were taken on this item.

15. Discussion/Action Regarding Service Provider Contract Extension

Michelle Bish reported that the Service Provider Contract requires an annual review and provides opportunity for renewal based on performance attainment. After review and validation Odle Management Group has met their contractual standards. Based on satisfactory performance and allowances found in the contract a recommendation is being made to extend their contract for one year and a request is made to enter into contractual negotiations. Kenneth Adams made the motion to extend the Service Provider Contract with Odle Management Group for one year and to allow the executive director to enter contractual negotiations. Jack James seconded the motion. No discussion. All members voted approval.

Michelle Bish

16. Partner Updates/Performance Reporting

Gretchen Evans, One Stop Operator for NE, reported on the following activities in the NEWDB area:

- She thanked to the Odle Management staff for meeting and exceeding in contractual performance measures. Performance reports were distributed in advance of the board meeting and those reports were referenced by the One Stop Operator. The Title 1 contractor is meeting/exceeding all contractual standards.
- Partner reports from OESC, DRS and ABE were also reviewed and discussed.
- The NE Workforce System has partnered with MAIP and nine partners to visit four high schools. Students targeted were ones who have not made any decisions about what they intend to do after high school graduation.
- Registered Apprenticeships are the focus coming for DOL. The NE area has been meeting with system partners to create the framework for RAs in NE Oklahoma. The next meeting is 5.24.17 at RSU. Erin Baird from the Oklahoma Office of Workforce Development will present on her recent trip she took, along with Governor Fallin, to Europe to view their RA first hand. Gretchen extended an invitation to board members to attend and participate in these discussions.
- Gretchen also reported on a best practice at American Castings where they are offering an internship to teachers in Mayes County. They will intern for 40-80 hours to learn aspects of all jobs available in their company. This will include production, HR, safety, etc. They will be paid \$1,200 for their internship. This will allow them to see firsthand and be able to change their approach in leading students in their career pathways.
- Gretchen reported on the new efficiencies related to Rapid

Gretchen Evans



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| Responses. Rapid Response in NE is being revamped into a hiring event which will allocate interview times for employers who have openings as well as preparing resumes for the employees on site. | |
| 17. NEWDB Chair Update David Chaussard reported he had attended the OAWDB Board and LEO Retreat in OKC. NE had five LEO's attend as well as several board members. He indicated our LEOs are very engaged in system activities. He also reported he is a member of the NE Regional Board and Dan Delozier is the Chairman of this board. The region is coming together. We are not totally aligned but we are moving in the right direction. | David Chaussard |
| 18. Monitoring Report Michelle Bish provided the NEWDB monitor report as was distributed to board members in advance of the meeting. Michelle reported that Linda Wilson, NEWDB monitor, is part of the State Monitors workgroup. Linda has also worked with the local policy workgroup to revise and update local policies in order to comply with WIOA. The OOWD is transitioning fiscal data in the Fiscal Link system which will be the data source for WIOA fiscal information. Linda has been working with the service provider to make this transition, which is a considerable undertaking. | Michelle Bish |
| 19. Director's Update Michelle Bish provided the Directors Update as follows: <ul style="list-style-type: none"> Elevate 2017 Youth Summit will be held at MAIP Expo Center on 6.13.2017. There is still an opportunity for businesses and agencies to support the event. She has been coordinating with Eastern Workforce Board to collaborate and share costs to provide staff development for Measurable Skills Gain and diversity training. The Fiscal Agent will transition from SWB to EWB effective 7.1.17. SWB has done a phenomenal job in serving as the Fiscal Agent over the past two years. | Michelle Bish |
| 20. Update from Governor's Council for Workforce and Economic Development John Hawkins provided NEWDB members with an overview and update of the Governor's Council as follows: <ul style="list-style-type: none"> Governor Fallin is very engaged in workforce initiatives and created the Oklahoma Works with objectives focused on wealth creation. There is increased focus on externship and internship programs that will help teachers align with employer needs. The Governor's Council is responsible for the compliance of WIOA. Hilldale has an impressive internship program in collaboration with education and business. | John Hawkins |

21. Strategic Conversations: How can the workforce system be a better partner to business

Business members and core partners broke into groups to discuss how the workforce system can better serve the needs of business and encouraged business to drive these conversations. Take aways from these conversations include:

- 1) Current business has been in existence for over 40 years. They do not have the new generation applying for jobs within this company. How do we get them to apply?
- 2) Entrepreneurs needs support and resources with "behind the scenes" resources for things such as when/how to pay taxes, business plans, etc.
- 3) Employers indicated they get bogged down with emails and miss out on meetings, training and activities that would be of interest. Suggestion was to make follow-up telephone calls to remind them of these things.
- 4) The group felt there is a lack of understanding of what the core partners and NEWDB provide and they do not necessarily connect the dots between the two. They were invited to participate in the New Day New Way and felt it would help them meet the partners and learn about services and programs available.
- 6) Employer was very interested in the Hilldale project. They would like to take this as a group to the Pryor Superintendent to start this in our area.
- 7) Employer had a job order and received qualified applicants. The applicants did not interview well enough to get the job. Is there assistance that can be given to help applicants with this process?

22. New Business

David Chaussard had to leave the meeting. John Hawkins assumed duties as the Chair and asked if there was any new business. There was none.

David Chaussard

23. Old Business

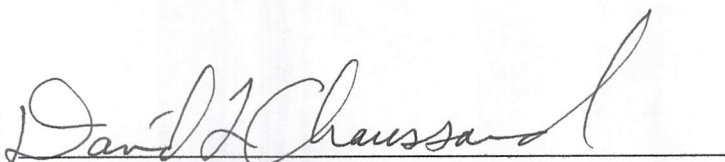
John Hawkins asked if there was any old business. There was none.

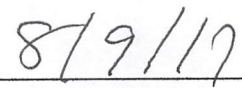
David Chaussard

Adjourn

John Hawkins asked for a motion to adjourn the meeting at 10:37 a.m. Jack James made the motion. Grant Kernan seconds the motion. All members approved.

David Chaussard


David Chaussard, Board Chair


Date



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