



<p>agenda item was tabled. A Special Executive Committee meeting will be held in the near future to discuss and make a decision to this agenda item.</p>	
<p>6. Discussion/Action: Increase NEWDB credit card limit to \$6,000 Michelle Bish requested to increase the NEWDB credit card from \$3000 to \$6000 in an attempt to cut time billed by the Fiscal Agent. The credit card is used to pay expenses such as: AT&T phone and internet bills, order supplies, equipment repair and purchases, memberships and lodging expenses etc. All expenditures must have the approval of Michelle Bish and/or the Board Chair. The documentation is itemized and provided to the Fiscal Agent to make one payment monthly instead of individual payments being made. These efforts reduce the amount of time billed to the NEWDB by the Fiscal Agent. These procedures are outlined in the revised Internal Controls Policy. David Chaussard asked for a motion to approve the increase of the NEWDB credit card limit to \$6,000. There was no discussion. Robbin Rogers made the motion to approve. John Hawkins seconded the motion. All members voted to approve the motion.</p>	Michelle Bish
<p>7. Discussion/Action: Use of incentive funds David Chaussard explained there is a balance of \$20,000 under incentive funds. The board previously designated approval for staff development and equipment. Due to the excessive costs billed to the NEWDB by the fiscal agent, the LEOs are preparing to designate the NEWDB as the fiscal agent. This designation will require account management software and possibly a server. Board staff are procuring cost of non-profit fund accounting software and are preparing a recommendation for board consideration. This review is still in progress thus, board staff is not prepared to make a recommendation at this time. David asked for a motion to table this agenda item. There was no discussion. Scott Fry made the motion to approve tabling the agenda item. Jerry Atkinson seconded the motion. All members voted to approve the motion.</p>	David Chaussard
<p>8. Discussion/Action: NEWDB Employer of Record David Chaussard advised members an employer of record would be necessary for board staff if the NEWDB is designated as the fiscal agent. Michelle Bish received a quote from Ed Crone at Grand Gateway. Their indirect cost for providing employer of record services would be 32%, which is above the cost of other options available. Other options would be another board or a payroll company. These options are still being assessed. David asked for a motion to table this agenda item until more information is available. There was no discussion. Grant Kernan made the motion to table the agenda item. Ken Adams seconded the motion. All members voted to approve the motion.</p>	David Chaussard

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<p>9. Discussion/Action: To ratify executive committee actions regarding monthly phone reimbursement for NEWDB Compliance Monitor</p> <p>David Chaussard turned the agenda item over to Michelle Bish. Members were advised the NEWDB Compliance Monitor currently uses her personal cell phone for all work related business. This was addressed and approved by the NEWDB Executive Committee for the Compliance Monitor to be reimbursed \$64 per month with the October, 2017 statement. David asked for a motion to ratify the Executive Committee action. There was no discussion. John Hawkins made the motion to ratify the action. Jeanine Coleman seconded the motion. All members voted to approve the motion.</p>	<p>David Chaussard</p>
<p>10. Discussion/Action: Ratify executive committee actions regarding the appointment of Karen Geiger to Financial Review Standing Committee</p> <p>David Chaussard advised members the Executive Committee had discussed and approved Karen Geiger to be appointed to the Financial Review Standing Committee. Karen has the financial and business experience needed to be appointed to this committee. David asked for a motion to ratify the action taken on Karen’s appointment to the Financial Review Standing Committee. There was no discussion. Ken Adams made the motion to ratify the action. Tami McKeon seconded the motion. Karen Geiger abstained from the vote. All other members voted to approve the motion.</p>	<p>David Chaussard</p>
<p>11. Discussion/Action: Recommendation of Certification Team to Certify Comprehensive and Affiliate Centers</p> <p>Michelle Bish reported DOL required Center Certification for in-person services at the American Job Centers. This was completed through a collaborative effort with Gretchen Evans, One-Stop Operator, and all core and required partners. The Center Certification Committee recommends that all four of the NEWDB Centers received the “Standard of Excellence”, which was the highest level. Michelle thanked everyone for their efforts and noted it could not have been done without the collaboration and partnering. David Chaussard asked for a motion to accept the recommendation. There was no discussion. Karen Geiger made the motion to approve the recommendation. John Hawkins seconded. All members voted to approve the motion.</p>	<p>Michelle Bish</p>
<p>12. Discussion/Action: NEWDB Youth Committee appointments, Marsha White – Cherokee Nation, Sheila Shook – Port of Catoosa, Kari Mace Russell RAE Corp, David Day - Pryor Schools</p> <p>David Chaussard advised members of the recommendations made for the NEWDB Youth Committee appointments. Some of the previous committee members have moved on to other positions creating a</p>	<p>David Chaussard</p>

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<p>need to appoint new members. David asked for a motion to approve the Youth Committee appointments. There was no discussion. John Hawkins made the motion to approve the appointments. Scott Fry seconded the motion. All members voted to approve the motion.</p>	
<p>13. Discussion/Action: Executed MOUs Michelle Bish reported Phase 1 of the NEWDB Memorandum of Understanding was programmatic. It was submitted on 9/5/17 with signatures of all of the required partners. Phase 2 will be the cost sharing portion of the MOU and is now underway. Michelle advised the approval of the MOU at this time will be Phase 1 only. David Chaussard asked for the board for a motion to approve the MOU, with the understanding the cost sharing piece will be presented at the next board meeting. There was no discussion. Grant Kernan made the motion to approve Phase 1 of the MOU. Ken Adams seconded the motion. All members voted to approve the motion.</p>	Michelle Bish
<p>14. Partner Updates/Performance Reporting Gretchen Evans, One-Stop Operator reported on activities since the 8/9/17 meeting. She reported Title I Adult/Dislocated Worker programs had exceeded standards in all three areas. Youth programs exceeded in two areas and met standards in one. 6,890 NEWDB customers have been provided job search, unemployment and training services this year. The Pryor OK Works Center was recognized and ranked #1 in referrals and placements. Partners have worked together on the Governor’s Initiative - Career Exposure Week is that is set for the week of 11/13/17. Emails and telephone contacts have been made to encourage business to allow students to tour their facilities. In Mayes County, Pryor is doing a Career Exposure Day. To date, 500+ students are set to attend. Gretchen has attended the GLMC events. Gretchen reported on the concerns noted in the “breakout” session at the last meeting.</p>	Gretchen Evans
<p>15. NEWDB Chair Update David Chaussard reported Dan Delozier, Chief Local Elected Official, has been with us every step of the way on the Regional Plan. It was submitted and came back needing some tweaks. The OOWD provided TA to the Regional Planning Board. The revision is due to OOWD on Nov. 20. It is very close to being approved.</p>	David Chaussard
<p>16. Monitoring Report Michelle Bish provided the NEWDB Monitoring Report providing an overview of monitoring activities in the first quarter. She has worked with the state in the new management info system “Fiscal Link”. The state has released 19 new directives since 8/21/17 which requires new or revised local policies. Linda was part of the Center Certification Team for the EWIB. She monitors the Work Experience programs: on-site plus the OJT’s. She also monitors the Odle Title I Service Provider’s monthly invoice. At this time there are no unresolved monitoring or</p>	Michelle Bish

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compliance issues.	
<p>17. Director's Report</p> <p>Michelle Bish reported she is currently working on the MOU/ Infrastructure Funding Agreements. This requires all required partners to participate in the cost of operating the Job Centers. Efforts are just beginning and partners will meet next week to negotiate costs. The Governor's Council released OWDI 24-2017 on 10/27/17 and it must be done by 11/30/17. She has been involved in the compliance part of writing new and revising current policies. She has also attended NORA Leadership activities. She has worked with the NEWDB KEN, Mike Fuller as well as the state initiative which includes work based learning. She added "when we hear stories like today, it is why we do what we do. We are giving opportunities to those that did not have hope."</p>	Michelle Bish
<p>18. Update from State Youth Council</p> <p>Scott Fry reported "Career Exposure" is next week. 500+ kids will be at the MAIP Expo for this event. Businesses have stepped up and he thanked everyone for their efforts. He added the State Youth Committee is a group of 40 members from across the state. Chuck Mills is the Chair. They recommend policy to the Governor's Council by setting performance and metrics for programs. The State Youth Committee has these four initiatives: Character Subcommittee, Career Ready Subcommittee, High School Equivalency Subcommittee, and Individual Career and Academic Plan for PK-12 Public Schools.</p>	Scott Fry
<p>19. Strategic Conversations:</p> <p>Work Based Learning: Registered Apprenticeships, OJT and Work Experience</p> <p>Business members split into three groups with partner board members to discuss "Work Based Learning". The discussion items were written up and given to Michelle Bish to discuss with the Title I Service Provider, workforce staff, educators, partners and board members.</p>	
<p>20. New Business</p> <p>Tami McKeon reported NORA is currently offering a new leadership class.</p>	David Chaussard
<p>21. Old Business</p> <p>None</p>	David Chaussard
<p>Adjourn</p> <p>David Chaussard asked for a motion to adjourn the meeting. Pam Bridwell made the motion to adjourn. Ken Adams seconded the motion. All voted to approve the motion to adjourn at 10:50 a.m.</p>	David Chaussard

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Approved by:

David Chaussard
Northeast Workforce Development Board Chair

Date

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