

## NEWDB Board Meeting Minutes

November 9, 2016 - 9:00 a.m.

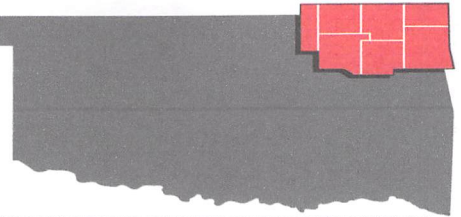
Grand Gateway

333 Oak St, Big Cabin, OK 74332

<p><b>1. Welcome and Introductions</b></p> <p>David Chaussard welcomed all board members, guests and recognized new board members: Grant Kernan, Newell Coach and Heather Smoot, Adams PARC.</p>	<p>David Chaussard</p>
<p><b>2. Roll Call</b></p> <p><b>Members Present:</b> Kenneth Adams, Jerry Atkinson, David Chaussard, Jeanine Coleman, Scott Fry, John Hawkins, Grant Kernan, Kari Mace-Russell, Lori Nichols, Heather Smoot, Pamela Bridwell, Brad Ford, Jack James, Sherry McCurley, Mary Millikin and Robbin Rogers</p> <p><b>Members Absent:</b> Caitlin Blizzard, Miriam George, James Perryman, Judee Snodderly, Amy Wyrick, Sondra Baker, Karen Geiger, Diane Kelley, Tami McKeon, and Alan Shipman</p> <p><b>Guests Present:</b> Michelle Bish, Gail Armstrong, Gretchen Evans, Linda Wilson, Cathy Spencer, Paul Marquez, Angie Ryan, Pamela Hunnicutt, Laci Robertson, Marsha Cunningham, and Brenda Dawes</p>	
<p><b>3. Discussion and approval or disapproval of 8.10.16 meeting minutes:</b></p> <p>David Chaussard reminded board members the meeting minutes were emailed for review prior to the meeting. Kenneth Adams made the motion to approve the minutes as written. Jack James seconded the motion. No discussion. All voted approval.</p>	<p>David Chaussard</p>
<p><b>4. WIOA Participant Presentation:</b></p> <p>David Chaussard introduced Laci Robertson to the board. Laci gave a verbal presentation of the services she was given. She thanked the board for the opportunities she was afforded and relayed how these services benefited her as well as her family.</p>	<p>Laci Robertson</p>
<p><b>5. Workforce System Certification: Accessibility for All Job Seekers in Oklahoma</b></p> <p>Brenda gave a general overview of the services and training available through ABLE Tech to customers and staff. She also discussed the ADA certification process for the NEWDB and system partners. Board members were provided informational</p>	<p>Brenda Dawes, Program Manager Oklahoma ABLE Tech</p>

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handouts.	
<p><b>6. CONSENT AGENDA</b></p> <ul style="list-style-type: none"> <li>• NEWDB Work Experience Policy</li> <li>• NEWDB ITA Policy</li> <li>• NEWDB Monitoring Policy</li> <li>• NEWDB Supportive Services</li> <li>• NEWDB Youth Policy</li> <li>• NEWDB Assessment &amp; ISS Policy &amp; Procedures</li> <li>• NEWDB Internal Controls Policy</li> <li>• NEWDB Approved Training Programs</li> </ul> <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. Scott Fry made the motion to approve. Jerry Atkinson seconded the motion. No discussion. All voted approval.</p>	David Chaussard
<p><b>7. Discussion/Action for Elevate Expense Report</b></p> <p>Michelle Bish gave a report on the Elevate 2016 expenses. The checking account balance is currently \$13,171.85 which will be used for Elevate 2017. All invoices have been paid and all monies have been received from sponsors, exhibitors and participants. David Chaussard asked for a motion to accept the Elevate Expense report. John Hawkins made the motion to approve. Kenneth Adams seconded the motion. No discussion. All voted approval.</p>	Michelle Bish
<p><b>8. Discussion/Action Budget vs Actual Report</b></p> <p>Gail Armstrong presented the Budget vs. Actual Report and explained the report shows the actual dollars spent versus the amounts budgeted. Ms. Armstrong advised that the provider had funds available in all programs, especially youth. David Chaussard asked for a motion to accept the Budget vs Actual Report as presented. Kenneth Adams made the motion to accept. Jeanine Coleman seconded the motion. No discussion. All voted approval.</p>	Gail Armstrong
<p><b>9. Discussion/Action Regarding PY 16 Proposed Budget</b></p> <p>Gail Armstrong presented the Total PY16 Revised Proposed Budget in the amount of \$1,213.178. She noted it reflects the TAA and incentive funds, she also explained the purpose of the reserve funds. She further noted, at this time, the budget is in good shape. John Hawkins asked the percentage of funds being spent on training. Gail advised 30% of total grant. David</p>	Gail Armstrong

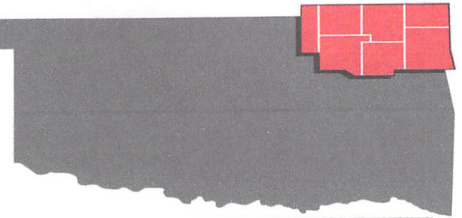
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<p>Chaussard asked for a motion to accept PY16 Proposed Budget as presented. John Hawkins made the motion to approve. Kenneth Adams seconded the motion. No discussion. All voted approval.</p>	
<p><b>10. Discussion/Action on IRS Form 990</b> Gail Armstrong reported there was no additional cost to the NEWDB to prepare the IRS Form 990. The IRS Form 990 covers the Elevate monies. David Chaussard asked for a motion to accept the IRS Form 990 as prepared. John Hawkins made the motion to accept. Robbin Rogers seconded the motion. No discussion. All voted approval.</p>	<p>Gail Armstrong</p>
<p><b>11. Discussion/Action PY15 Audit Report</b> Gail Armstrong reported Southern Workforce Board had a clean PY 15 Audit. The final audit has been received and provided to NEWEDB members and includes all Northeast activities for the period 7.1.15 through 6.30.16. The total cost was \$2,760 which was a savings of \$6,155 from previous audit. The cost savings reflects a shared audit and not a separate audit of NE funds. David Chaussard asked for a motion to accept the PY15 Audit Report as provided. Kenneth Adams made the motion to approve. Heather Smoot seconded the motion. No discussion. All voted approval.</p>	<p>Gail Armstrong</p>
<p><b>12. Discussion/Action Regarding NEWDB 2017 Meeting Dates</b> David Chaussard reminded board members they were emailed the NEWDB 2017 Meeting Calendar. He asked for a motion to approve these meeting dates and locations. John Hawkins made the motion to approve. Scott Fry seconded the motion. No discussion. All voted approval.</p>	<p>David Chaussard</p>
<p><b>13. Update from NEWDB Chair regarding Cost Sharing</b> David Chaussard reported the NE Planning Region includes Northeast, Eastern and Tulsa workforce boards. They have met and have been productive. WIOA encourages costs sharing and, for that reason, Northeast is looking at the opportunity for Eastern to assume the fiscal agent duties. The LEO's will meet and vote on this action.</p>	<p>David Chaussard</p>
<p><b>14. Discussion/Action NEWDB Employer of Record</b> David Chaussard reported the NEWDB Employer of Record is contingent upon the LEO's decision to approve a change of fiscal agent. He asked for a motion to approve this action. Kenneth Adams made the motion to approve the designation of EWIB as</p>	<p>David Chaussard</p>

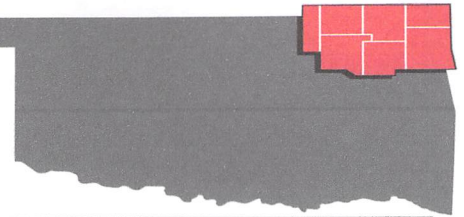
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<p>the employer of record for NEWDB board staff contingent upon the LEOs approval of EWIB as the fiscal agent. Scott Fry seconded the motion. No discussion. All voted approval.</p>	
<p><b>15. Partner Updates/Performance Reporting</b></p> <p>Michelle Bish reported there are currently issues with the data collection using OSL. The system is not reflecting the change from WIA to WIAO on all measures, nor is it capturing all required data to track the measures. In the reports provided, common measures vs contractual measures – the contractual measures are correct. Gretchen Evans reported on the OK Works system that includes the WIOA core partners. DHS, DRS, ABE, OESC, Career Tech and Higher Ed are all a part of the workforce system. In addition to the performance reports, Gretchen provided the Employment Services summary report for the NE area. Gretchen also shared some of the activities of the partners in NE, including efforts to provide services and assistance to area employers for new hires and expansions.</p>	<p>Michelle Bish and Gretchen Evans</p>
<p><b>16. Monitoring Report</b></p> <ul style="list-style-type: none"> <li>• The monitoring report was presented to board members. The report shows the services monitored over the last quarter. Board staff is currently reviewing all local policies to ensure they are WIOA compliant.</li> <li>• During review of the DESI final invoice the monitor observed costs associated with wages paid above prevailing wage that were not allowable, per local policy, in the amount of \$1525. That amount was withheld from the final reimbursement to DESI and the finding has been fully resolved.</li> </ul>	<p>Michelle Bish</p>
<p><b>17. Director's Update</b></p> <ul style="list-style-type: none"> <li>• Claremore Office Closure -Michelle Bish reminded board members of the decision by OESC to close the Claremore Workforce Center effective 12.30.16. All equipment will be relocated by 12.21.16. Michelle added consideration is being given for out of the box solutions to help serve individuals with transportation barriers that may not be able to travel to other career centers in the area.</li> <li>• NEWDB PY 15 Monitoring – Michelle stated she had participated in a monitoring exit call and a full written report will be provided within 30 days. There were no significant findings discussed on the exit call.</li> </ul>	<p>Michelle Bish</p>

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<ul style="list-style-type: none"><li>Elevate meetings are being held monthly in planning for the 2017 event. 2017 Elevate will focus on STEM activities.</li></ul>	
<b>18. New Business as defined by the Open Meetings Act</b> None	David Chaussard
<b>19. Old Business as defined by the Open Meetings Act</b> None	David Chaussard
<b>Adjourn</b> John Hawkins made a motion to adjourn. Jack James seconded the motion. All voted approval and meeting was adjourned by David at 10:35 a.m.	

 Vice Chair for  
David Chaussard, Chair  
Northeast Workforce Development Board

2-8-17  
Date Signed

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