

November 14, 2018 9:00 AM
 Grand Gateway - Conference Room
 333 Oak Street
 Big Cabin, OK 74332

NEWDB Meeting Minutes	
<p>1. Welcome and Introductions</p> <p>Chair David Chaussard welcomed board members and guests. He introduced new board members: Layla Freeman, Edie Tolbert, and Michael Williams and NEWDB Policy Developer: Lorri Romero</p>	David Chaussard
<p>2. Presentation: WIOA Success Story</p> <p>Brenda Hall and Myriah Martinez each gave a short presentation regarding their WIOA services and how their lives have been impacted.</p>	Brenda Hall Myriah Martinez
<p>3. Presentation: Oklahoma Office of Workforce Development</p> <p>Jenna Morey reported the on the State Apprenticeship Program. She added the Northeast Workforce Development Area has served as a model for the rest of the state.</p>	Jenna Morey
<p>4. Round Table Discussion: internships</p> <p>Heather Smoot and Lori Nichols gave a short presentation on the internships provided through Adams PARC and American Castings. The internship services have been offered to youth as well as externships to local teachers.</p>	Heather Smoot and Lori Nichols
<p>5. CONSENT AGENDA:</p> <ul style="list-style-type: none"> • August 8, 2018 Minutes • NEWDB Approved Training Programs • NEWDB Bylaws • NEWDB Demand Occupations Policy • NEWDB Personnel Policy • NEWDB Code of Conduct and Conflict of Interest Policy • NEWDB Travel Policy • NEWDB Adult and DLW Policy • NEWDB Self-Sufficiency Policy • NEWDB 2019 Meeting Dates <p>Chair David Chaussard reminded members the Consent Agenda items had been emailed to each of them prior to the board meeting for review. He asked for a motion to approve the documents. Brad Ford made a motion to approve. Jerry Atkinson seconded the motion. All approved.</p>	David Chaussard
<p>6. Discussion/Action: Removal of James Perryman as NEWDB Member</p> <p>Chair David Chaussard gave an overview of the NEWDB By-Laws indicating members can be removed for failure to attend scheduled meetings. James Perryman has failed to attend any meetings for over three years. He asked for a motion to remove him from the NEWDB membership. Heather Smoot made the motion to remove James Perryman as a member. This was seconded by Clarice Doyle. All approved.</p>	David Chaussard
<p>7. Discussion/Action: Ratify Executive Committee actions -NEWDB Modified Local Plan</p> <p>Michelle Bish reported the Executive Committee had approved the NEWDB</p>	David Chaussard

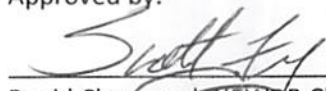




<p>Modified Local Plan. The modifications to the local plan include the negotiated performance standards. Chair David Chaussard asked for a motion to ratify the Executive Committee approval of the NEWDB Modified Local Plan. Jerry Atkinson made the motion to ratify the Executive Committee approval of the NEWDB Modified Local Plan. Brad Ford seconded the motion. All approved.</p>	
<p>8. Discussion/Action: Ratify Executive Committee action -Modified Regional Plan Michelle Bish reported the Executive Committee had approved the Modified Regional Plan. The modifications to the local plan include the negotiated performance standards. Chair David Chaussard asked for a motion to ratify the Executive Committee approval of the Modified Regional Plan. Robbin Rogers made a motion to ratify the Executive Committee approval of the Modified Regional Plan. Jerry Atkinson seconded the motion. All approved.</p>	David Chaussard
<p>9. Discussion/Action: Ratify Executive Committee actions - Modified MOU and IFA Michelle Bish reported the Executive Committee had approved the Modified MOU & IFA. The modifications made were to meet the Dept. of Human Services confidentiality requirements, negotiate infrastructure costs, and update partner contact information. Chair David Chaussard asked for a motion to ratify the Executive Committee approval of the Modified MOU & IFA. Pamela Bridwell made the motion to ratify the Executive Committee approval of the Modified MOU & IFA. Jerry Atkinson seconded the motion. All approved.</p>	David Chaussard
<p>10. Discussion/Action: Ratify Executive Committee actions - One Stop Operating (System) Modified Budget Michelle Bish reported the total One Stop Operating (System) Modified Budget of \$76,913 remains the same. The only changes made were in the amount of space obligated to the Dept. of Rehabilitation Services and Adult Basic Education. This is a shared cost of the job centers. The infrastructure costs are all that is shown in this budget. Chair David Chaussard asked for a motion to ratify the Executive Committee approval of the One Stop Operating (System) Modified Budget. Brad Ford made the motion to ratify the Executive Committee approval of the One Stop Operating (System) Modified Budget. Layla Freeman seconded the motion. All approved.</p>	Michelle Bish
<p>11. Discussion/Action: Budget vs Actual Report Michelle Bish reported the total expenditures for the Adult/Dislocated Worker are lower than normal at the time of this report. The expenditures are expected to increase. Chair David Chaussard asked for a motion to approve the Budget vs Actual Report. Brad Ford made the motion to approve the Budget vs Actual Report. Jerry Atkinson seconded the motion. All approved.</p>	Michelle Bish
<p>12. Partner Updates/Performance Reporting Gretchen Evans, One Stop Operator, reported on the current performance numbers. The credential rate was "not" met because of co-enrollments. New procedures have been developed to correct the issues created with co-enrollments. A local task force was created to develop strategies to</p>	Gretchen Evans

correct this issue. Task force members include: Angie Ryan, Title I Operations Manager, Pamela Bridwell, OESC Area Manager, Linda Wilson, NEWDB Compliance Monitor, and Gretchen Evans, One Stop Operator, and Michelle Bish NEWDB. Local staff has been trained in how to properly handle co-enrollments.	
13. NEWDB Chair Update Chair David Chaussard reported on the meetings and events in which he has participated.	David Chaussard
14. NEWDB Monitoring Report Michelle Bish reported Linda Wilson, NEWDB Compliance Monitor, has attended different trainings as well as participated in the Visionary Group and Provider Staff training. She has performed the local program monitoring, as well as the Title I Service Provider invoices, and the NEWDB budgets. She has reported the expenditures are low. She has collaborated with the Service Provider Title I Operations Manager in an effort to get the numbers increased.	Michelle Bish
15. NEWDB Director's Report <ul style="list-style-type: none"> Sector Strategies Update Michelle Bish, Executive Director, reported Healthcare and Manufacturing are the local targeted industries for Sector Strategies. She added a "listening session" has been scheduled for December 4, 2018 at RSU on challenges business are facing. An extension has been given until April 15, 2019 to use the Sector Strategies Grant. PY 16 Final Monitoring Reports All findings were cleared in the Final Monitoring Report for PY 16. She reported the state recognized the NEWDB Area for "best practices" and being "responsive" to provide information and training in the PY-16 Final Monitoring Report. PY 17 Audit December 3-7 An independent audit for the PY-17 will be held at the EWIB Office in Muskogee December 3 – 7, 2018. Alumni Celebration November 29 NEWDB member, Heather Smoot, was nominated for business champion at the 2018 Alumni Celebration. This event will be held at the Oklahoma State Capitol on November 29, 2018. Members are welcome and encouraged to attend. 	Michelle Bish
16. New Business Pamela Bridwell reported OESC and Cherokee Nation were awarded separate Dislocated Worker grants for "on-the-job training". OESC's grant will be for the oil and gas industry field worker jobs and the Cherokee Nation's grant will be for retail.	David Chaussard
17. Old Business - None	David Chaussard
Adjourn – Meeting adjourned at 10:49 a.m.	David Chaussard

Approved by:



 David Chaussard, NEWDB Chair

2-13-19

 Date



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