



August 14, 2019 9:00 a.m.
Grand Gateway - Conference Room
333 Oak Street
Big Cabin, OK 74332

NEWDB Meeting Minutes	
<p>1. Welcome and Introductions</p> <p>NEWDB Chair, Heather Smoot, called the meeting to order at 9:02 a.m. and welcomed members and guests.</p> <p>Members Present: David Chaussard, Jeanine Coleman, Layla Freeman, Scott Fry, Heather Smoot, Cheryl Adams, Pamela Bridwell, Karen Geiger, and Cheryle Martin</p> <p>Members Absent: Kenneth Adams, Jerry Atkinson, Grant Kernan, Kari Mace-Russell, Lori Nichols, Edie Tolbert, Mike Williams, Miranda Wolf, Brad Ford, Diane Kelley, Tami McKeon, Robbin Rogers, Jeff Sims and Susan Willis.</p> <p>Guests Present: Lindsay Coats, Jeremy Frutche, Jodi Hayes, Paul Marquez, Sherry Beadle, Mike Simmons, Michelle Bish, Linda Wilson, and Cathy Spencer</p>	Heather Smoot
<p>2. Presentation:</p> <p>Lindsay Coats gave a presentation on the work release program they have at American Castings, the externships done with area teachers, job fairs, and other opportunities provided to students, individuals that are incarcerated and ex-offenders.</p>	Lori Nichols, American Castings
<p>3 Consent Agenda:</p> <ul style="list-style-type: none"> • May 8, 2019 Minutes • Code of Conduct/Conflict of Interest • Data Integrity Policy • Monitoring Policy • Personnel Policy • Demand Occupations Policy • Self Sufficiency Policy • Center Certification • Nondiscrimination and Equal Opportunity Policy • WIOA Section 188 Discrimination Complaint Procedures • Approved Training Programs & Providers <p>Chair Smoot advised members the consent agenda items had been shared with each of them in the electronic board member packet and asked for approval. Scott Fry motioned to approve the documents. David Chaussard seconded. There was no discussion. A vote was taken and all consent agenda items were approved.</p>	Heather Smoot
<p>4 Discussion/Action: Budget vs. Actual Report</p> <p>Michelle Bish reminded the board members that the report is a comparison of the budget vs actual expenses and broken out by all three programs and final columns to totals. Michelle observed that the overall expenditures are aligned with budgets, but noted that client funds are well below the desired expenditures. This provides plenty of carry over to go</p>	Michelle Bish



<p>into PY 19. Michelle further explained that these are two-year grants and the feds allow the boards to move unused funds from the first year into the second year. Chair Smoot asked for a motion to approve. Layla Freeman motioned for approval. Jeanine Coleman seconded. There was no discussion. A vote was taken and all approved the Fourth Quarter Budget vs Actual Report.</p>	
<p>5 Discussion/Action: NEWDB PY 19 Budget</p> <p>Michelle Bish explained that the budget presented is a comparison between PY 19 and PY 18. The proposed budget is based on planning numbers and those numbers are less than last year but it is fortunate to have carryover from the amounts not expended last PY. Michelle also noted the following:</p> <ul style="list-style-type: none"> Reserve was bumped to 24% from 20%, Costs for FA remained unchanged, System costs unchanged, and WBL budget almost double from PY 18. <p>WBL is a state and federal area of focus, the budget presented supports these objectives. Chair Smoot asked for a motion to approve. David Chaussard motion for approval. Scott Fry seconded. There was no discussion. A vote was taken and all approved the NEWDB PY 19 Budget in the amount of \$1,573.434.</p>	<p>Michelle Bish</p>
<p>6 Discussion/Action: Odle Management Contract</p> <p>Michelle Bish reported negotiations took place for the Service provider contract. Everything was done and all agreed for the contract to be awarded to Odle Management Group. Chair Smoot asked for a motion to approve. Jeanine Coleman motioned to approve. Layla Freeman seconded. There was no discussion. A vote was taken and all approved the Service Provider contract being awarded to Odle Management Group.</p>	<p>Michelle Bish</p>
<p>7 Discussion/Action: One Stop Operator Contract</p> <p>Michelle Bish reported negotiations took place for the One Stop Operator contract. Everything was done and all agreed for the contract to be awarded to Odle Management Group. Chair Smoot asked for a motion to approve. David Chaussard motioned to approve. Jeanine Coleman seconded. There was no discussion. A vote was taken and all approved the One Stop Operator contract being awarded to Odle Management Group.</p>	<p>Michelle Bish</p>
<p>8 Discussion/Action: Odle Management PY 19 Operating Budget</p> <p>Michelle Bish presented the PY 18 Odle Operating Budget as received in the RFP from Odle Management Group and approved at the May 8, 2019 NEWDB meeting. Michelle noted the addition of a career manager position in Claremore. The position had been eliminated in previous PYs due to funding limitations, and this had impacted performance and recruitment efforts. A Quality Assurance position was also added. The staffing structure is strategic and should help with some performance issues. This is a performance-based contract with provision for incentive payments for performance. Chair Smoot asked for a motion to approve. David Chaussard motioned to approve. Layla Freeman seconded. There was discussion. A vote was taken and all approved the PY 19 Odle Operating Budget in the amount of \$460,535.63.</p>	<p>Heather Smoot</p>
<p>9 Discussion/Action: One Stop Operator PY 19 Budget</p>	<p>Heather Smoot</p>



<p>Michelle Bish presented the One Stop Operator Budget as received in the RFP and approved at the May 8, 2019 NEWDB meeting. Michelle noted it is a fixed price contract in the amount of \$98,353. Chair Smoot asked for a motion to approve. Jeanine Coleman motioned to approve. David Chaussard seconded. There was no discussion. A vote was taken and all approved the PY 19 One Stop Operator Budget in the amount of \$98,353.</p>	
<p>10 Discussion/Action: Request to Increase NEWDB Credit Card Limit Michelle Bish reported the need to increase the credit card limit from \$10,000 to \$15,000 due to issues in not having enough money on the card when it is needed to pay NEWDB bills and make needed purchases. Michelle further explained the NEWDB credit card is used to pay certain NEWDB monthly bills plus to make needed purchases. EWIB as the Fiscal Agent, then only has to write one check to pay the credit card statement. Cathy Spencer makes the purchases and processes the required purchase orders. Linda Wilson reconciles the statement. It is then submitted to EWIB monthly for payment. In discussion, Jeanine Coleman asked if we used a credit card that would give us cash back. Michelle advised that because we use federal funds, this is not something that could easily be done. Karen Geiger advised that it is a problem with using federal funds. Karen did ask if we could look into getting cards that would give you incentives for travel, such as lodging which would save the board funds in travel costs. Michelle said she would look into it. Chair Smoot asked for a motion to increase the credit card limit. Scott Fry motioned to approve. Jeanine Coleman seconded. There was no further discussion. A vote was taken and all approved to increase the credit card to \$15,000.</p>	<p>Heather Smoot</p>
<p>11 Discussion/Action: Recommendation to Certify NE Area AJCs Michelle Bish reported that, per state and federal guidance, Oklahoma Works (One-Stop) Center sites must be evaluated and certified no less than once every two years. A Center Certification team was assembled in accordance with state guidance. The Certification team conducted desk and on-site reviews. Upon review, the team is recommending certification of all four AJC's in the Northeast Area. Chair Smoot asked for a motion to approve. David Chaussard motioned to approve. Pamela Bridwell seconded. There was no discussion. A vote was taken and all approved the NEWDB Center Certifications.</p>	<p>Heather Smoot</p>
<p>12 Discussion/Action: Elevate Report Michelle Bish reported the Elevate Young Adult Summit was held June 11, 2019 at RSU. 349 youth participated in this event. The current checking account balance is: \$22,514.11. This is \$1,300 more than we started with for the event this year plus \$4,650 is still owed from Sponsors, Exhibitors and Participants. Michelle thanked all board members present for their sponsorships and to the committee members present for their efforts to make this event a success. Scott Fry thanked Michelle for keeping this event going. This is the ninth year for this event and NEWDB is the only area in the state that continues to keep this event going. Chair Smoot asked for a motion to approve. Karen Geiger motioned to approve. Layla Freeman seconded. There was no further discussion. A vote was taken and all approved the Elevate Report.</p>	<p>Michelle Bish</p>
<p>13 NEWDB Monitoring and Performance Report</p>	<p>Michelle Bish</p>

Michelle Bish reported Odle Management Group met three of the six contractual measures and two of the five common measures. They will not be eligible for incentive payments. Michelle added during the review of the April invoice, the NEWDB Monitor discovered disallowed costs on an invoice. NEWDB staff has made OOWD aware of this concern and has received guidance from OOWD throughout the process. NEWDB staff have requested a corrective action plan that includes corporate oversight of projects during staff and management turnover. The costs were withheld from the June invoice and all matter have been resolved. The amount of the disallowed cost was \$442.67. Chair Smoot asked for a motion to approve. Karen Geiger motioned to approve. Layla Freeman seconded the motion. There was no discussion. A vote was taken and all approved the NEWDB Monitoring and Performance Report.

14 NEWDB Director's Report

• Sector Partnership Update

Michelle Bish reported we had received a \$16,000 Sector Strategies grant. This grant helped NEWDB move forward to advance sector partnerships in NE Ok. Healthcare and manufacturing were identified as targeted sectors. As a result of the sector partnerships, a NE Healthcare Advisory group has been established. Other results of the partnership work include advancements in WBL in NE. Adams PARC, with the assistance of Heather Smoot, will be the first healthcare employer in Oklahoma to offer apprenticeships. Michelle reported on the Sector Strategies activities at the Governor's Council meeting.

• Alumni Celebration

Michelle reported the Alumni Celebration will be held at the Gaylord Pickens Hall of Fame in OKC. This will be held November 21, 2019. Jeanine Coleman (Pelco Structural) has been nominated for Business Champion.

• Quarterly Externships for Workforce Professionals

Michelle reported that externships for workforce professionals are occurring quarterly. These one-day externships provide workforce professional staff with exposure to various occupations and will be helpful as staff navigate clients into career pathways for demand occupations. American Castings hosted the first group, Adams PARC will be the next Externships for Workforce Professionals in September, 2019. Cherokee Nation is hosting the fall externship event for Workforce Professionals in November, 2019.

• Staffing Update

Lorri Romero, NEWDB Policy Developer, is also a grant writer. She has applied for the Investment Connections grant and a Re-Entry grant through the Federal Reserve.

Michelle Bish

15 Governor's Plan for Workforce Development

Scott Fry shared some insights from the Governor's Workforce Advisory Committee. This committee has been established by the governor and is charged with advising the governor regarding workforce initiatives in Oklahoma. One of the objectives recommended by the committee is to increase the visibility of the workforce system. The new tagline for Oklahoma will be "OK Works Together".

Scott Fry

16 New Business

Heather Smoot

NEWDB

NORTHEAST WORKFORCE DEVELOPMENT BOARD

Chair Smoot asked if there was any New Business. Michelle Bish reported she will be in Phoenix, AZ at a NAJA Conference on the date of the next scheduled board meeting, November 13, 2019. Due to this, she reported the board meeting will need to be rescheduled, possibly to November 6, 2019. She reported she will check on availability of meeting space and all NEWDB members will be notified of the change of date and location.

17 Old Business
None.

Heather Smoot

Adjourn

Chair Smoot asked for a motion to adjourn. Karen Geiger motioned to adjourn. Layla Freeman seconded. All approved the motion. Meeting was adjourned at 10:25 a.m.

Heather Smoot

Approved by:

Heather Smoot

Heather Smoot

Northeast Workforce Development Board Chair

11-6-19
Date



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