November 6, 2019 9:00 AM

Grand Gateway - Conference Room

333 Oak Street

Big Cabin, OK 74332

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| NEWDB Special Meeting Minutes | |
| 1. Welcome and Introductions   NEWDB Chair called the meeting to order at 9:00 a.m. and welcomed everyone. Those present introduced themselves, their position and what business, agency or educational institution was being represented.  **Members Present**: David Chaussard, Christine Jackson, Kari Mace-Russell, Heather Smoot, Edie Tolbert, Cheryl Adams, Pamela Bridwell, Brad Ford, Karen Geiger, Cheryle Martin, Tami McKeon, Robbin Rogers and Susan Willis.  **Members Absent**: Kenneth Adams, Jerry Atkinson, Angie Bidleman, Jeanine Coleman, Kory Coots, Layla Freeman, Scott Fry, Grant Kernan, Lori Nichols, Miranda Wolf, Diane Kelley and Jeff Sims.  **Guests Present:** Cathy Spencer, Linda Wilson, Michelle Bish, Mike Simmons, Jodi Hayes, Jeremy Frutchey, Marsha Cunningham, Kyle Smith, Mary Jordan, AJ Crowell and Don Morris. | Heather Smoot |
| 1. Success Story - Amanda Cody was unable to be present. The Pelco success video of Taylor and Tiffany Bailey was shown. | Amanda Cody |
| 1. Presentation: Connect 2 Business   AJ Crowell provided members with information in regard to the requirements of HB 2155 and the Career Tech “Connect 2 Business” program using a power point presentation and handouts. | AJ Crowell, M.Ed.  Career Development Specialist  Connect 2 Business Coordinator  Career Tech |
| 1. Consent Agenda:  * August 14, 2019 Minutes * Code of Conduct/Conflict of Interest * Inclement Weather Policy * Work Experience and Transitional Jobs Policy * Limited English Proficiency Policy * Individual Training Account Policy * Supportive Service Policy * Approved Training Programs * Youth Policy   Chair Smoot reminded members the consent agenda items had been emailed to them prior to the meeting. Chair Smoot asked for a motion to approve. Tami McKeon motioned for approval. David Chaussard seconded. A vote was taken and all approved the consent agenda items. | Heather Smoot |
| 1. Discussion/Action: Budget vs. Actual Report   Michelle Bish explained the report and how it compares the budget to the actual expenditures as follows:   * Discrepancy in how we report the allocations and how the Fiscal Agent records those allocations. Thus, it’s difficult to match all line items. * Under Administrative Costs: Fiscal Administrative Costs – the Fiscal Agent has charged too much to the youth program for the quarter. 35% of Fiscal Agent Admin was charged to Youth in the first quart of PY 19. * It appears the One-Stop Operator’s salary is going into the One-Stop Administrative Cost. We have requested a correction from the Fiscal Agent. * Board staff travel: with the numerous meetings in OKC to outline strategies and work through some of the challenges that are a result of the new administration, the travel is running a bit high and may need to be adjusted. * The service provider’s expenses are on track for the quarter. * Direct client dollars are very low.   Chair Smoot asked for a motion to approve. Karen Geiger motioned for approval. Tami McKeon seconded. A vote was taken and all approved the Budget vs Actual Report. | Michelle Bish |
| 1. Discussion/Action: Reallocation of Dislocated Worker Funds   Michelle Bish explained the request for relocation of Dislocated Worker funds to the Adult Program.   * Local workforce development boards, with the approval of the Governor, have the authority to transfer up to 100 percent of the Adult Activities funds to Dislocated Worker Activities, and up to 100 percent of the Dislocated Worker Activities funds to Adult Activities. * Local boards must submit a written Transfer of Funds Request to the Oklahoma Office of Workforce Development (OOWD), who, as the Governor’s designated operating entity for workforce development, approves the transfer of funds between the Adult and Dislocated Worker Programs. * Customer demand warrants the request. * We serve more Adults and Dislocated Workers. Other boards follow this practice annually. * We are not leaving the Dislocated Workers vulnerable. * We are requesting 75% of the Dislocated Worker funds be moved to the Adult program.   Chair Smoot asked for a motion to approve. Karen Geiger motioned for approval. Cheryl Adams seconded. A vote was taken and all approved the motion to reallocate 75% of the Dislocated Worker funds. | Michelle Bish |
| 1. Discussion/Action: 2020 NEWDB Meeting Dates   Chair Smoot asked for a motion to approve the meeting calendar as presented. David Chaussard motioned to approve. Pamela Bridwell seconded. A vote was taken and all approved the 2020 NEWDB Meeting Calendar. | Heather Smoot |
| 1. Discussion/Action: Local Plan, Two Year Modifications   Michelle Bish reported for Chair Smoot on the Local Plan, Two Year Modification   * Executive Committee approved the plan on October 9, 2019. The board needs to ratify. * Updates are required every two years. * State provides requirements for the updates. * Some of the data. * Updates were made to Sector Strategies and Career Pathways.   Chair Smoot asked for a motion to ratify the Executive Committee action to approve the Local Plan, Two Year Modification. David Chaussard motioned to ratify the Executive Committee approval. Edie Tolbert seconded. A vote was taken and all approved to ratify approval. | Heather Smoot |
| 1. NEWDB Monitoring and Performance Report   Michelle Bish reported  **Fourth Quarter PY 18:**   * Reporting is a quarter behind due to the way the reports hit the system and board cycles. * Reporting Contractual (established by the board) and Common Measures (established by the feds/negotiated locally with the state) for the service provider. * Reporting contractual measures for the One-Stop Operator.   **Contractual Measures (measures established by the board):**   * Odle Management has ten contractual performance measures. Five of those measures were met at 100% or more. Two measures are exit based measures. With no exits this quarter, there is nothing to measure. Three measures fell below the 80% minimum. * They are not eligible for performance incentive.   **One-Stop Operator:**   * Has five measures, meeting all five.   **Common Measures (measures established by feds, negotiated locally):**   * Meeting 8 of 10 Adult and Dislocated Worker – still feeling the effects of co-enrollments. The trend is upward. * Meeting all Youth Common Measures.   **Disallowed Cost:**   * During the review of the May, 2019 invoice, a disallowed cost was identified. The participant received a Pell grant for the Spring Semester, 2019 in the amount of $1,292. The cost of tuition and fees, according to the COTF, was $2,749. The maximum amount that could be paid by WIOA is $1,457 due to the Pell grant. The invoice from RSU was $1,752, which was paid in full. This resulted in a disallowed cost of $295.   This doesn’t just affect our area, the chairs from the seven workforce boards have asked the OOWD to reconsider their interpretation of the usage of Pell grants. These costs could be approved and may be reimbursed if OOWD will reconsider their position.  **20% and 40% Minimum:**   * Feds require 20% of youth budget to be spent on Work Experience. We are currently at 10%, but enrollments are increasing and think we will trend upward. * 40% spending requirement established by state, must spend 40% on direct client expenditures. State just revised their policy to allow supportive services to count in this measure, we will trend upward. Adult is at 36%, Dislocated Worker is at 18%. As they build caseloads, this will also trend upwards. | Michelle Bish |
| 1. NEWDB Chair Report   Chair Smoot reported her employer, Adams PARC (Post-Acute Recovery Center) opened externships in various disciplines in their facility, these included housekeeping, dietary, all therapists, nursing, maintenance, etc. Doing this opened the eyes to all partners and allowed them to see all of the different positions at Adams PARC. Smoot challenged other businesses to do the same. They have developed six different work-based learning positions – clerical tech, therapy, hospitality, and dietary. | Heather Smoot |
| 1. NEWDB Director’s Report  * **Alumni Celebration** – handed out invitations to everyone present and invited them to attend the event on November 21st at the Oklahoma Hall of Fame in OKC. * **Quarterly Externships for Workforce Professionals** – identified American Castings, Adams PARC, and Cherokee Nation. If other businesses would like to partner in this effort – please let us know. * **Fiscal Agent** – Conference call in the summer, followed by a second call September 26th. Chair Smoot was on the call. OOWD summarized the call in the letter provided in the board packet. Bish discussed the highlights of the letter. She reminded board members of the discussion and action taken two years ago and the NEWDB had funds set aside for the accounting software that would be needed to do this. NEWDB was prepared to move forward and act as the Fiscal Agent. OOWD was not supportive. Michelle advised the transition period is a lengthy process and includes securing bids, procurement, staff development and benefits research. The transition also hugely impacts board staff and added we have been through this transition multiple times. Each transition impacts our employer of record, thus impacting benefits, credit scores, health insurance and retirement. There was also discussion regarding the high premiums for the cost of benefits for small employers. The Local Elected Officials meeting is November 8 and this will be a topic of discussion. The transition is likely. * **Staffing Update** - OOWD has had significant staffing changes – with a new Executive Director, Don Morris, performance staff, finance support staff, system coordinator, RA staff, business services/RR, grant manager. All of these position changes impact the local areas. * **Cash Draws** – the Fiscal Agent requested cash on October 16th. The state processed the request on October 23rd. Per Connie’s email, there are delays and it could take 9-21 business days to receive the funds. That make it potentially as late as November 21st before we receive any cash. At this time, there is enough in reserve to cover the next payroll but if it goes to the 21st, it will be tight. * OOWD is transitioning from OSU-OKC to OK Department of Commerce. As a result, local areas have been asked to provide projected amounts needed for operations between November, 2019 and March, 2020. | Michelle Bish |
| 1. Governor’s Plan for Workforce Development   Scott was unable to attend the meeting. This update was not given. | Scott Fry |
| 1. New Business - none | Heather Smoot |
| 1. Old Business – none | Heather Smoot |
| Adjourn  Chair Smoot asked for a motion to adjourn. Karen Geiger motion to adjourn at 10:12 a.m. Tami McKeon seconded. A vote was taken and all approved to adjourn the meeting. | Heather Smoot |

**Approved by:**

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**Heather Smoot Date**

**Northeast Workforce Development Board Chair**