February 12, 2020 9:00 AM

Grand Gateway - Conference Room

333 Oak Street

Big Cabin, OK 74332

|  |
| --- |
| NEWDB Meeting Minutes |
| 1. **Welcome and Introductions**

Chair Smoot called the meeting to order at 9:03 a.m. and welcomed everyone. Chair Smoot acknowledged new board member, Kory Coots (Burrows Agency, Claremore, OK) and the new Odle Operations Manager, Falesha Vonner.Members Present: Cheryl Adams, Pamela Bridwell, Jeanine Coleman, Kory Coots, Brad Ford, Layla Freeman, Scott Fry, Karen Geiger, Christine Jackson, Kari Mace-Russell, Tami McKeon, Robbin Rogers, Heather Smoot and Susan Willis.Members Absent: Kenneth Adams, Jerry Atkinson, Angie Bidleman, David Chaussard, Diane Kelley, Grant Kernan, Cheryle Martin, Lori Nichols, Jeff Sims, Edie Tolbert, and Miranda Wolf.Guests Present: Sherry Beadle, Michelle Bish, Cathy Burkhead, Misty Craig, Marsha Cunningham, Gretchen Evans, Jeremy Frutchey, Chelsea Hunt, Kyle Smith, Cathy Spencer, and Falesha Vonner  | Heather Smoot |
| 1. **Success Story:** Misty Craig Adult Program

Cathy Burkhead, Odle Career Manager introduced Misty Craig. Misty thanked the board for the adult/dislocated worker training services she is being afforded and how it has helped her.  | Misty Craig |
| 1. **Presentation- ICAP & WBL: What’s Your Connection**

Chelsea Hunt gave a power point presentation on ICAP and Work Based Learning and shared information on ways to meet the needs of these youth in the next three years. OKEdge.com can be used to assist in developing outreach plans. The OK Career Expo is being held 3/4 - 3/6/2020. | Chelsea HuntExecutive Director of Work-Based Learning and Industry EngagementOklahoma State Department of Education |
| 1. **Consent Agenda:**

November 6, 2019 MinutesApproved Training ProgramsBy LawsGrievance and Complaint Process Demand Occupations and Skills ListLimited English Proficiency PlanAdult/DLW PolicyAssessment and IEP PolicyAssessment and ISS PolicyOJT PolicySupportive Services PolicyWork Experience and Transitional Jobs PolicyYouth PolicyChair Smoot reminded members they had been provided all meeting documents electronically and asked if members had any questions regarding the consent agenda items to be approved.There was no questions or comments. Chair Smoot asked for a motion to approved the consent agenda items as presented. Tami McKeon motioned to approve; Layla Freeman seconded. All approved the motion. | Heather Smoot |
| 1. **Discussion/Action: NEWDB Fiscal Agent**

Michelle Bish, NEWDB Executive Director, reported from previous discussion, OOWD has strongly advised the NEWDB to consider alternative to separate from the current Fiscal Agent, EWIB. It is the LEO’s responsibility to designate the Fiscal Agent. The LEO’s designated the NEWDB as the Fiscal Agent at their meeting held 11/8/2019. The LEO’s are requesting the NEWDB to accept this designation.Chair Smoot asked for a motion to designate the NEWDB as the Fiscal Agent. Scott Fry motioned to approve; Jeanine Coleman seconded. All approved the motion.  | Heather Smoot |
| 1. **Discussion/Action: Purchase of Fund Accounting Software and Licenses**

Michelle Bish reported in assuming the role of Fiscal Agent, procurement of fund accounting software is necessary. Demonstrations were provided by three providers: Abila MIP, AccuFund, and Fund EZ. OOWD has committed a minimum of $25K towards the transition. The NEWDB has submitted a budget to OOWD requesting additional funds. The estimated cost for the fund accounting software from Abila MIP is $26,182. This accounting software is being used by various workforce boards. Southern Workforce Board in Oklahoma uses this fund accounting software. They were our previous fiscal agent.Chair Smoot asked for a motion to recommend the purchase of the fund accounting software from Abila MIP. Tami McKeon motioned to approve; Kory Coots seconded. All approved the motion.  | Michelle Bish |
| 1. **Discussion/Action: Purchase of Server**

Michelle Bish reported in assuming the role of Fiscal Agent, procurement of a server is necessary. Bids were received from three providers: Absolute Technologies, Amazing IT Guy, and WCS, LLC. The estimated cost is $3,194.98. Chair Smoot asked for a motion to recommend the purchase of a server from Absolute Technologies. Layla Freeman motioned to approve; Karen Geiger seconded. All approved the motion.  | Michelle Bish  |
| 1. **Discussion/Action: NEWDB Staffing Structure**

Michelle Bish reported the following NEWDB staffing structure would remain the same: Executive Director FT Executive Assistant PT Compliance Monitor FT Policy/Grant Writer PTIn addition to these positions, the NEWDB will need to create a new position for the Fiscal Officer FT. The starting range for this position would be $52,088. The additional duties will require dedicated staff. Michelle Bish and Linda Wilson have attended numerous DOL trainings offered through OOWD during the past two years in preparation of becoming our fiscal agent. The NEWDB will have to post the position. If the current Compliance Monitor is selected, this will leave that position vacant. This will have to be posted by the NEWDB too. Chair Smoot asked for a motion to approve the Fiscal Officer FT position. Jeanine Coleman motioned to approve; Kory Coots seconded. All approved the motion. | Michelle Bish |
| 1. **Discussion/Action: Budget vs. Actual Report**

Michelle Bish reported the following:**Admin costs**: NEWDB previously requested the Fiscal Agent to reallocate the One Stop Operator charges. This has not occurred yet. Overall the budget is ok.**Program Costs:** Board Staff is good. The Service Provider costs are low, due to staff turnover and vacancies. We are recouping these costs and will put them back into the budget.**Training Costs**: all are low**Overall:** under budgets.Chair Smoot asked for a motion to accept the Budget vs Actual Report. Layla Freeman motioned to approve; Cheryl Adams seconded. All approved the motion. | Michelle Bish |
| 1. **Discussion/Action: NEWDB PY 19 Revised Budget**

Michelle Bish reported the NEWDB had received the final numbers from DOL. The previous board approved budget was based on planning numbers. The actual numbers were very close. The comparison is the August, 2019 approved budget and the proposed budget.Michelle Bish explained the budget reserves. They were previously at 24% and are now at 20%. This is still sufficient. More of the budget has been moved for direct client costs and to support the additional staff needs.An increase is shown in Admin. The fiscal duties fall under Admin allocations and we are allowed up to 10% of our budget for Admin. Client dollars was Increased for all three programs. Chair Smoot asked for a motion to approve the NEWDB PY 19 Revised Budget of $1,657,209. Karen Geiger motioned to approve; Robbin Rogers seconded. All approved the motion.  | Michelle Bish |
| 1. **Discussion/Action: Revised Odle Operating Budget PY 19**

Michelle Bish reported the NEWDB may amend the contract by reducing the budget levels if the Contractor fails to meet contract’s expenditure, client, and outcome goals.  If the Contractor falls below 90% of planned expenditures, the NEWDB may de-obligate the unspent portion and require a revised budget from Contractor.The NEWDB reduced their budget, conservatively, by $50K. The total PY 19 Operating Budget is $410,535.63.Chair Smoot asked for a motion to approve the Revised Odle Operating Budget PY 19. Susan Willis motioned to approve; Layla Freeman seconded. All approved the motion. | Michelle Bish |
| 1. **NEWDB Monitoring and Performance Report**

Michelle Bish reported:**Monitoring:** Due to staff turnover, we have increased our monitoring of financial and programs. We are also spending more time providing technical assistance.**Performance:** We have performance issues, with a variety of challenges including WIOA transition, staff turn-over. **Strategies**: A meeting was held with the Odle corporate team. Strategies were outlined for turnaround. Odle committed to more corporate staff support and more training. The NEWDB staff will continue to provide technical assistance.**Disallowed Costs of $327.50:** This was due to an incorrect calculation on a training voucher and has been resolved.**Odle Performance Strategies:** Odle has recently completed a spreadsheet to track performance.  This will be maintained and reviewed on a regular basis. Other strategies were detailed in the performance report provided in the board packet. | Michelle Bish |
| 1. **NEWDB Director’s Report**

Michelle Bish reported 2020 is the tenth year for the Elevate Young Adult Summit. The exact date has not been set but it is anticipated to be held June 11, 2020. Coach D will be the keynote speaker. Board members are encouraged to be exhibitors and support this effort. Tulsa will engage in the event if they have adequate funding.PY 18 Monitoring Review is being conducted this week by OOWD. The monitoring team will meet at the Miami OK Works AJC 2/13/2020.PY 18 Audit report has been received from Saunders & Associates. There were no findings.Michelle Bish encouraged board members to “like” the NEWDB Facebook page. Chair Smoot reported this site has information and updates on past, current, and upcoming events.  | Michelle Bish |
| 1. **Governor’s Plan for Workforce Development**

Scott Fry reported on the Governor’s Plan for Workforce Development. He indicated five workshops would be held to provide information on the OklahomaWORKSTogether strategic framework for Oklahoma’s Workforce. Handouts were provided as well as the application for the 2020 Oklahoma Centers of Workforce Excellence Initial Guidelines for Certification.  | Scott Fry |
| 1. **New Business** None
 | Heather Smoot |
| 1. **Old Business** None
 | Heather Smoot |
| 1. **Adjourn**

Chair Smoot asked for a motion to adjourn the meeting at 10:36 a.m. Tami McKeon motioned to adjourn; Kory Coots seconded. All approved the motion.  | Heather Smoot |