August 12, 2020 9:00 AM

Grand Gateway -Conference Room

333 Oak Street

Big Cabin, OK 74332

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| NEWDB Meeting Minutes | |
| **Welcome**  The meeting was called to order by Heather Smoot at 9:03 a.m. and welcomed everyone. Summer Wyers was acknowledged as a new board member, Summer replaced Kari Mace Russell at RAE Corp.  **Members present:**  Angie Bidleman – Jane Phillips Medical Center  Cheryl Adams – Talking Leaves Job Corps Center  Heather Smoot – Ignite Medical Resorts  Robbin Rogers – Oklahoma Department of Rehabilitative Services  Pam Bridwell – Oklahoma Employment Security Commission  Scott Fry – MidAmerica Industrial Park  Layla Freeman – Asset Industrial Inc  Summer Wyers – RAE Corporation  Tammi McKeon – Grand Gateway  Cheryle Martin – NEO A&M College  **Members Absent:**  Kenneth Adams, Jerry Atkinson, David Chaussard, Jeanine Coleman, Kory Coots, Christine Jackson, Grant Kernan, Lori Nichols, Edie Tolbert, Miranda Wolf, Brad Ford, Diane Kelley, Jeff Sims, Susan Willis  **Guests Present:**  Jeremy Frutchey, Michelle Bish | Heather Smoot |
| **Consent Agenda:**   * February 12, 2020 Minutes * Approved Training Programs & Providers * Personnel Policy * Self Sufficiency * Individual Training Account * IRS Form 990 * Personnel Policy * Record Retention * Supportive Service * Priority of Service (Cat 4 and 5) * Work Experience Policy * Monitoring Policy * Data Integrity (Pro Rating) * Memo 01-2020 COVID 19 Enrollment Procedures * Memo 02-2020 Priority of Services Category 4 and 5 * Memo 03-2020 Basis Skills Assessments * Memo 04-2020 EO Officer * Memo 05-2020 Internal Controls * IRS From 990 * PY 18 Audit Report * NEWDB PPP Loan * Banking Account for NEWDB * Employer of Record * Business Service Position * Business Service Budget * Odle Operating Budget Mod * NEWDB Principle Office Location and Procurement of Space * Title I WIOA Adult, DLW and Youth Contract * One Stop Operator Contract Renewal and Reassignment with Eckerd * Cell phone reimbursement for new NEWDB Compliance Monitor and Business Service Consultant   Chair Smoot reminded members the consent agenda documents were made available via Dropbox board packets. A summary of the consent agenda items was also available to board members.  Angie Bidleman made a motion to ratify and accept the consent agenda items. Pamela Bridwell seconded the motion. A vote was taken. All approved the motion to approve the consent agenda items. | Heather Smoot |
| **Discussion/Action: Budget vs. Actual Report**  **Board Admin:**  Michelle Bish discussed the following items:   * Copies of the Budget vs. Actual Report were provided to board members via Dropbox and copies were also provided to each attendee. * Some overages, due to transition timeline being bumped up and considerable administrative duties related to the transition * Board Staff program expenses: are over due to COVID 19. The policy writer took on a role of helping with the COVID related duties and her hours were significantly increased. * Monthly reports for April, May or June were not received until the end of June. Tracking expenditures was a challenge due to delayed reports. * As of July 1, new accounting system that tracks real time expenses and managed by our own team so we are not dependent on an outside entity. * Saw some gains, from 39% in 3Q to 69% in 4Q for program expenses. * REMINDER Eckerd Connects took over in March, had COVID not impacted we likely would have noted more significant upward trends continuing. * WBL was well below the anticipated target   No additional questions or discussion from board members.  Tammi McKeon made a motion to accept Budget vs. Actual Report. This was seconded by Layla Freeman. A vote was taken and all approved the motion to approve the budget vs actual report. | Michelle Bish |
| **Discussion/Action: NEWDB PY 20 Operating Budget**  Michelle Bish discussed the following items:   * Looking at a comparison of PY 19 and Proposed PY 20 * 280K cut to budget this year – only saving grace was carry over amounts and PY18/FY19 subawards extended through March 31, 2021 * Bumped Admin – new and increased FA responsibilities * Maintain emphasis on WBL * Bumped the 40% to 48% to help ensure Direct Client expenditures target is met. We need to ensure we meet the 40% minimum.   Discussion from board members:  Cheryle Martin asked if the Adult budget went down due to the drop in funding. Bish responded that it was due to the budget cut and added that we hope for some additional DLW funds due to COVID, though this is not confirmed.  Bridwell identified that we have more companies applying for TAA which also provides funding for training. Bish identified that if companies are approved for TAA/TRA, our area will receive the funding for training. However, TAA funds are not included as part of the NEWDB awards, these are OESC funds.  McKeon asked how businesses can apply for TAA. Bridwell responded they would need to apply through the US Department of Labor.  Bidleman had questions about the carry over dollars. Bish responded they are included in the PY20 proposed budget. Bidleman asked if the dollars can be moved. Bish responded the DLW and Adult funds can be moved. Bidleman asked if there was funding from the CARES Act. A general group discussion on the CARES Act occurred.  Bidleman made the motion to accept PY 20 Operating Budget. Cheryl Adams seconded the motion. A vote was taken and all approved the PY 20 NEWDB Operating Budget. | Michelle Bish |
| **Discussion/Action: Eckerd Connects PY20 Operating Budget**  Michelle Bish discussed the following items:   * Total budget is the same as on the RFP * Limiting the Resource Room Specialist hours as they do not support overall performance indicators of WIOA. With the limited resources, the budget must support the service strategies outlined by performance indicators and of the NEWDB. * Added a Workforce Development Specialist whose role will support the overall objectives of the NEWDB. Role will focus on expanding the Work Based Learning initiatives. The focus is on OJT contracts, Work Experience agreements and other business-related objectives. * We will continue funding the remaining Resource Room Specialist position. By shifting resources to Workforce Development Specialist position, the focus will be to meet the NEWDB/State initiatives for Work Based Learning.   Scott Fry made a motion to approve the Eckerd Connects PY20 Operating Budget. This was seconded by Layla Freeman. A vote was taken and all approved the motion to approve the Eckerd PY 20 Operating Budget. | Michelle Bish |
| **Discussion/Action: Eckerd Connects PY20 One Stop Operating Budget**  Michelle Bish discussed the following items:   * Total budget is the same as was submitted in RFP * No major changes from PY19 * We have a new One Stop Operator * There has been significant staff turnover with their staff. A major issue is to ensure we are putting the right person into the position. We are hopeful Eckerd Connects understands the criteria and the needed skill sets to move forward.   Discussion from Board Members:  Freeman asked if there has been discussion on increasing salaries. Bish responded there had been a small increases but we have limits due to the budget constraints and minimum spending requirements.  Cheryle Martin made a motion to approve PY 20 One Stop Operator Budget. Scott Fry seconded the motion. A vote was taken and all approved the PY 20 One Stop Operator Budget. | Michelle Bish |
| **Discussion/Action: LEO Agreement**  Michelle Bish discussed the following items:   * LEO approved on 6.5.2020 * Clarified roles and responsibilities of the NEWDB and LEOs per the federal requirements of each * Designated the NEWDB as the Fiscal Agent.   There was no additional discussion from board members. McKeon made a motion to accept the LEO Agreement. Wyers seconded the motion. A vote was taken and all approved the LEO Agreement with the NEWDB. | Michelle Bish |
| **NEWDB Monitoring and Performance Report**  Michelle Bish discussed the following items from the NEWDB Monitoring and Performance Report  **Introduced Jeremy Frutchey, NEWDB Compliance Monitor**   * Lots on onboarding has been done with Jeremy. * Began review of monthly invoices and program monitoring * Implemented some best practices: Weekly report for the Service Provider, Error Rate for the Service Provider, invoice reviews of the Service Provider and COVID-19 responses.   **Contractual Performance Q3:**   * Odle has not met criteria to receive incentive during the PY 2019 program year.   + In the third quarter, Odle met 2 of its 10 Contractual Performance Measures at 100%.   + Expenditures & obligations for Adult, Dislocated Worker, and Youth participants remained low through the third quarter. Odle has obligated 30.7% of the Adult funds, 14.7% of DLW funds, and 14.67% for Youth funds. Odle’s Youth Work Experience expenditures were also low at 7.79%. The US Department of Labor requirement for Youth Expenditures is 20%.   + One-Stop Operator   + 5 of 5 performance measures for PY 2019 Quarter 3 have been met   **Performance Indicators Q3**   * + Adult Performance Indicators – 4/4measures met.   + DLW Performance Indicators – 2/4 measures met.   + Youth Performance Indicators – 3/3 measures met. * Disallowed costs have been identified for the period of April through June, 2020. The final amount is still pending. * The disallowed costs are:   + $4,764.23 relating to providing an ITA for an In-School Youth without procurement (PID# 1835298)   + $747.26 relating to providing incorrect supportive service (PID# 1942341)   + $150 relating to providing incorrect bonus amounts found during the PY18 annual program monitoring.   + The total disallowed costs are $5,661.49. This amount will be withheld from the June, 2020 invoice.   There was no additional discussion from NEWDB members. | Michelle Bish |
| **NEWDB Director’s Report**  Michelle Bish discussed the following items from the NEWDB Executive Director’s Report.   * **Elevate 2020 was cancelled.** Would have been our 10th year. * **Fiscal Agent Transition Update** * Software purchased and data base nearly complete. * Staff training on going * Funds were received on 8.12, after a waiting period for the cash request * PPP is what carried us b/c there was a delay in receiving funds from Commerce/OOWD * **PY 18 Monitoring Review** * All areas have been resolved, with no major findings. * **Board office moving** * Waiting on space at the Port to be remodeled and do not have a specific move in date, but anticipate it could be a couple of months. * **Performance negotiations** * In the process * Lorri and Jeremy have been doing the data analysis * 6 Performance indicators must be reviewed and analyzed * Review and compare other states * Statistical adjustment model (created by feds) * **CompTIA Flier** * Free program offering online instructor-led workshops that cover a technical computer curriculum geared toward the CompTIA A+ certification. * Applicants must be at least 18 * Have a high school diploma or GED equivalent * Must be a displaced worker (e.g. temporarily or permanently laid off due to COVID-19, self-employed who lost a job or is under-employed due to COVID-19, or long-term unemployed) * **Virtual Job Fair** * **COVID-19 and Release of Memos to provide technical assistance** – **Lorri Romero and Jeremy Frutchey were very instrumental in this!** * 01-2020 COVID-19 Enrollment Procedures * 02-2020 Priority of Services Category 4 and 5 * 03-2020 Basis Skills Assessments * 04-2020 EO Officer   There was no additional discussion from the NEWDB members. | Michelle Bish |
| **Old Business**  There was no Old Business | Heather Smoot |
| **New Business**   * Tammi McKeon reported: * Jay, OK Walmart is closing. The mayor has sent an email asking for letters of support. Jay has really suffered over the last couple years. We need to draw help/attention to Jay. * Jay bought 40 acres to try to develop a new industrial park. * The Cherokee Nation Health Center has been a huge boost. * Tri-County Technology Center has plans to build a campus in the Nowata. They are trying to get some grant funding to build a 22,000 square foot facility. | Heather Smoot |
| **Adjourn**  Bridwell made a motion to adjourn at 10:15 AM. This was seconded by Bidleman. A vote was taken and all approved the motion to adjourn. Minutes submitted by Jeremy Frutchey. | Heather Smoot |

*Approved by: NEWDB Members present 11.04.2020*