



February 11, 2021 8:00 AM
Light of Hope
403 W 1st St.
Claremore, OK 74017

NEWDB Special Executive Committee Meeting Minutes	
<p>1. Welcome The meeting was called to order at 8:05 a.m. Executive Committee members present: David Chaussard, Layla Freeman, Scott Fry, and Heather Smoot. Member absent: Cheryle Martin Guests present: Michelle Bish</p>	Heather Smoot
<p>2. Consent Agenda:</p> <ul style="list-style-type: none"> • September 3, 2020 Minutes • November 4, 2020 Minutes • Firewalls and Conflict of Interest Agreement • Approved Training Programs & Providers • Supportive Service • Youth Incentive <p>Chair Smoot reminded members they had been sent consent agenda items by email to review before the meeting. Scott Fry made a motion to approve the consent agenda items as presented. Layla Freeman seconded the motion. A vote was taken and all approved the consent agenda.</p>	Heather Smoot
<p>3. Discussion/Action: Budget vs. Actual Report Executive Director Michelle Bish gave an overview of the report. She noted that the Adult Programs are running high due to walk in traffic and added this is the reason why we are requesting to transfer Dislocated Worker program funds to Adult program funds. Chair Smoot asked for a motion to approve the Budget vs Actual Report as presented. David Chaussard made the motion to approve. This was seconded by Layla Freeman. A vote was taken and all approval of the budget vs actual report.</p>	Michelle Bish
<p>4. Discussion/Action: Revised NEWDB PY 20 Operating Budget Executive Director Bish reported we have not yet received access to the FY 21 funds and we do not have carry over amounts yet. This agenda item was tabled.</p>	Michelle Bish
<p>5. Discussion/Action: Revised Business Service Budget Executive Director Bish reported the Business Service budget needs to be revised. There is less travel due to COVID, but more electronic and virtual activities. Line items have been shifted from travel into equipment, licenses, supplies and printing. Chair Smoot asked for a motion to approve the Revised Business Service Budget. Chaussard made the motion to approve the budget. Fry seconded the motion. A vote was taken and all approved modifications to the Business Service Budget.</p>	Michelle Bish
<p>6. Discussion/Action: Trade and Economic Transition (TET) DLW Budget Executive Director Bish reported this grant was originally awarded to OESC in the amount of \$8M. OESC struggled to spend the funds so they were awarded to local boards. The deadline to spend the funds is September 30. These funds are targeting dislocated workers. Local boards are trying to work through some of the compliance and eligibility issues and there are some reservations about spending the funds as they may also impact the required spending minimums. Chair Smoot asked for a motion to approve the TET Dislocated Worker Budget as presented. Chaussard made the motion to approve the TET DLW Budget. This was seconded by Freeman. A vote was taken and all approved the TET DLW Budget.</p>	Michelle Bish
<p>7. Discussion/Action: DWG Humanitarian Relief Grant Executive Director Bish reported a DWG Humanitarian Relief Grant was awarded to the NEWDB. The NEWDB received a small award to provide humanitarian relief to the food</p>	Michelle Bish



<p>pantry in Claremore for one year. The NEWDB still has funds for two other workers in other food pantries if we can identify the need. Chair Smoot asked if there was a motion to approve. Chaussard made the motion to approve the recommendations the budget. Fry seconded the motion. A vote was taken and all approved the DWG Humanitarian Relief budget.</p>	
<p>8. Discussion/Action: Transfer of Funds Request Executive Director Bish reported WIOA allows a local board to transfer up to 100 percent of the fiscal year funds allocated to the local area for adult and dislocated worker employment and training services between the Adult Program and the Dislocated Worker Program. The ability to transfer the funds between the two programs is intended to give greater flexibility to the LWDBs to meet the workforce needs of their local area. Both the previous and current program year (including COVID enrollments and services during both PYs) reflect a much lower dislocated worker population than funding aligns with. Realignment of funding will allow the board to continue to serve those who are experiencing a dislocation during the economic change, but also the ability to serve the participants needing to up skill to generate a self-sufficiency wage. Chair Smoot asked for a motion to approve the request to transfer \$ 112,735.14 from the Dislocated Worker Program to the Adult Program. Chaussard made the motion to approve. Fry seconded the motion. A vote was taken and all approved the motion to transfer the funds from Adult to DLW.</p>	<p>Michelle Bish</p>
<p>9. Discussion/Action: RFP for Title I Adult, DLW and Youth Executive Director Bish reported that while we support our current Service Provider, under the terms of the contract, we must do an RFP if they fall below standards. In March, Eckerd Connects assumed the contract due to the merger with Odle Management Group. Due to the performance with Odle, they have been unable to recover and meet performance measures. Chair Smoot asked for a motion to approve the release of an RFP for a Title I Service Provider. Chaussard made the motion to approve the release of an RFP. Freeman seconded the motion. A vote was taken and all approved the RFP for Title I services.</p>	<p>Michelle Bish</p>
<p>10. Discussion/Action: Termination of One Stop Operator Contract Executive Director Bish reported on the specific concerns leading to the recommendation to terminate the One Stop Operator contract. Written requests from the NEWDB team for corporate support date back to August. There has been little alignment or coordination with the board and poor representation of the board and partners. We have received complaints from partners regarding collaboration and coordination of services and the NEWDB team has exhausted all internal resources in efforts to coach, train and model process, projects and the vision of the NEWDB. Michelle provided executive committee members with an overview of the contract terms and asked how they would like to proceed. The contract can be terminated for cause if the contractor fails to maintain an effective working relationship with the partner agencies. Or, the NEWDB may, at its convenience, terminate this contract for any reason by provided Contractor written notice of its intent to terminate. The NEWDB must provide reasonable notice to Contractor specifying the extent to which performance of services under this contract is terminated and date upon which such termination becomes effective. In no instance will a termination for convenience be effective less than thirty (30) days after the Contractor's receipt of written notice thereof. The Contractor agrees that NEWDB will not be liable for breach of contract if NEWDB exercises its right to terminate for convenience. David Chaussard recommended the NEWDB terminate the contract under the terms of convenience and provide the 30 day notice to terminate. Chair Smoot asked for a motion to terminate the One Stop Operator Contract. Chaussard made the motion to approve. Freeman seconded the motion. A vote was taken and all approved the termination of the One Stop Operator contract.</p>	<p>Michelle Bish</p>
<p>11. Discussion/Action: RFP for One Stop Operator Executive Director Bish requested approval to release an RFP for a One Stop Operator. Chair Smoot asked for a motion to approve the release of an RFP for a One Stop Operator.</p>	<p>Michelle Bish</p>



<p>Chaussard made the motion to approve. Fry seconded the motion. A vote was taken and all approved the motion for an RFP for the One stop Operator services.</p>	
<p>12. Discussion/Action: Contract with Consultant for OSO RFP Process Executive Director Bish provided the cost analysis recently completed. The cost analysis compares the cost of the contractor and analyzes cost effectiveness. The cost analysis assessed a potential savings of \$20K if the NEWDB served as the Operator. Should the NEWDB be selected as the Operator, it would eliminate paying profit to a for profit entity and also eliminate indirect charges assessed by most providers. Services of the One Stop Operator must be competitively procured and firewalls are required for any entity serving in more than one role in the one stop delivery system. Michelle noted that we are seeing this trend in our region, because of the cost savings and it ensures the mission and vision of the local area is actually carried out. Should the board decided to bid on the contract, we must ensure a fair and competitive process. Michelle has been in contact with staff at OOWD regarding the process and firewalls. It is recommended that the NEWDB Chair serve as the point of contact with the consultant. Chair Smoot asked for the approval to enter into a contract with a consultant for the One Stop Operator Process. Chaussard made the motion to approve initiating a contract with a Consultant for the One Stop Operator Process. Freeman seconded the motion. A vote was taken and all approved to hire a consultant for the OSO procurement.</p>	<p>Michelle Bish</p>
<p>13. NEWDB Monitoring and Performance Report Executive Director Bish reported for Jeremy Frutche, NEWDB Compliance Monitor. The PY19 Annual Fiscal and Programmatic Monitoring has been completed. \$50 was identified in disallowed costs under programs. Fiscal Monitoring identified \$474.55 in disallowed costs. The disallowed costs were withheld from Odle Management’s final invoice payment. Both monitoring reports are now resolved. The monthly monitoring review on the provider invoices are done to ensure programs and fiscal integrity of the Board and LEOs. The total disallowed costs withheld from Odle Management’s final invoice was determined to be \$5,805.45. These amounts are: -\$215.94 19 hours over approved WEX; -\$101.25 June invoice monitoring Supportive Service; -\$4,764.23 In School Youth ITA; -\$50 PY18 Programmatic Monitoring – Improper Bonus Amount; -\$50 PY18 Programmatic Monitoring – Improper Bonus Amount; -\$50 PY19 Programmatic Monitoring – Improper Bonus Amount; \$45.14 March Indeed credit; -\$144.62 March Indeed charge; -\$334.59 April Indeed charge; and -\$139.96 April Indeed charge. The Performance Report shows Eckerd Connects met 5 of the 10 contractual measures for Title I; 5 of 5 contractual measures met for the One Stop Operator and 12 of 15 performance indicators as established by the DOL.</p>	<p>Jeremy Frutchey</p>
<p>14. NEWDB Director’s Report</p> <ul style="list-style-type: none"> • Reorganization Update - Executive Director Bish provided an updated on the reorg and thanked the Board for their support and engagement during this process. • Business Service Report – Executive Director reported another service that is provided by the local board is services that support the local businesses in recruitment and talent retention. In October, 2020 a full time Business Service Consultant was hired. Bish asked for board members to visit our website to learn more about business services. • Career Expo Week – This will be held March 1 – 5, 2021. This event will connect students with businesses to give our future talent an opportunity to explore the possibilities that await them in Oklahoma. Events during Career Exposure Week will allow local employers to showcase critical careers in demand industries to inspire and recruit new talent, and give Oklahoma’s talent a front row seat to experience the wide array of careers available within the State. • Skillful Talent – this is a skills-based approach to hiring that can increase retention by up to 65% and improve staff performance. Bish asked 	<p>Michelle Bish</p>



members to join us in learning how to attract the right candidates based on their skills.	
15. New Business - None	Heather Smoot
16. Old Business – None	Heather Smoot
Adjourn – A motion was made by Fry to adjourn at 8:45 a.m. Freeman seconded the motion. A vote was taken and all approved the motion.	Heather Smoot