November 4, 2020 9:00 a.m.

Northeast Tech Center

Anglin Building Seminar Center

6195 W. Highway 20 - Pryor, OK 74361

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| **NEWDB Meeting Minutes** |
| 1. Welcome

Board Chair Heather Smoot called the meeting to order at 9:05 a.m. and welcomed everyone present.**Members Present**: Heather Smoot, Angie Bidleman, Jeanine Coleman, Scott Fry, Edie Tolbert, Pamela Bridwell, Brad Ford, Cheryle Martin, Robbin Rogers**Members Absent**: Kenneth Adams, David Chaussard, Kory Coots, Layla Freeman, Christine Jackson, Lori Nichols, Miranda Wolf, Summer Wyers, Cheryl Adams, Diane Kelley, Tami McKeon, Jeff Sims, Susan Willis**Guests Present**: CLEO Dan Delozier, LEO Meredith Frailey, LEO Chad Masterson, LEO Mitch Antle, Michelle Bish, Jeremy Frutchey, Cathy Spencer  | Heather Smoot |
| 1. Consent Agenda:
* August 12, 2020 Meeting Minutes
* Approved Training Programs and Providers
* Accounting & Financial Policies and Procedures
* Individual Training Account Policy
* OJT Policy
* Personnel Policy and Procedures
* Priority of Service Policy
* Self Sufficiency Policy and Procedures
* Youth Incentive Policy
* 403(b) Thrift Plan
* 2021 Meeting Dates

Smoot reminded members present they were provided the consent agenda meeting documents by email. These documents were filed in the NEWDB Members Meeting Documents Dropbox folder. Smoot asked for a motion to approve the consent agenda items. Robbin Rogers made the motion to approve. Pamela Bridwell seconded the motion. Members did not request any discussion. A vote was taken and all approved the motion. | Heather Smoot |
| 1. Discussion/Action: Budget vs. Actual Report

Executive Director Michelle Bish reported there was no Budget vs Actual Report available. The NEWDB has not received all the current financials from EWIB and staff are still setting up the accounting software system. She added that NEWDB was not scheduled to assume the role of fiscal agent until 10/1/20, EWIB requested an earlier effective date of 7/1/20. An up-to-date report will be provided at the February 2021 meeting. | Michelle Bish |
| 1. Discussion: Reorganization of the NE Region

Bish provided a timeline of events leading up to the decertification of the EWIB and the guidance received from OOWD for the reorganization process. She outlined the milestones required by OOWD for the reorganization process which include: the LEO’s are to vote on a new CLEO, select a fiscal agent and appoint new board members. The board must submit a request to extend staff, if desired, submit request to extend service provider and OSO. The new board must elect a new chair, approve job postings for board staff, submit job posting to OOWD for review prior to the board vote, select a hiring committee, interview and hire board director. Once the director is in place, an RFP for SP must be issued (before 2/28/21), convene partners and update the MOU’s. CLEO Dan Delozier reported on the reorganization of the NE Region. He advised NEWDB members that notice was received 8/20/20 advising the EWIB had been decertified with three options on how to proceed. Delozier stated that meetings had been held between Tulsa Board Chair and CLEO without invitations to the NEWDB Board Chair and CLEO. On 8/31/20, an email was received from Don Morris, OOWD Executive Director indicating a revision was made to the original guidance provided by OOWD and there would no longer be three options, only two. The revision would prohibit all seven of the Eastern counties from combining into one of the existing workforce areas. The two remaining options available are: 1. All three local boards to consolidate and become one board or 2. Divide the EWIB’s seven counites between Tulsa and the NE Area. Chair Smoot reported that the data has been reviewed and in response to the data, a plan was drafted for the reorganization of the region. All boards had the same timeline to submit their proposals. To date, the NE Area is the only board that submitted a plan. Smoot advised that OOWD hired a 3rd party to assist with this reorganization plan. Delozier added that this has been very tumultuous. Once a board is decertified, they no longer have a CLEO and the board no longer exists, eliminating the possibility of formal vote from the decertified area for the reorganization process and advised that the Office of Workforce Development has strongly encouraged the local elected officials to make the decision versus a state-imposed plan. Delozier advised that it’s important to do what is best for the residents of the area and believes that the services currently provided are the highest quality possible and the residents of the NE area are best served by leaving the NEWDB intact. Commissioner Delozier added that the NE Area did not cause the decertification of EWIB and Delozier does not believe the NE area should be punished due to the decertification of EWIB. He further stated, the plan submitted by our area was data driven and he and the other commissioners are concerned that the rural counties have a lot to lose in the proposed reorganization. The data analysis shows that Tulsa allocates most of their resources disproportionately to the Tulsa metro area and further shows few resources allocated in support of rural counties. There was some discussion among members about the impact to rural counties and the NE area being “lost” if it were included in the same area as Tulsa. Delozier and Smoot encouraged all NEWDB members to contact their local officials and voice their concerns and opinions on the proposed reorganization due to the impact the reorganization could have on the rural communities served by the NEWDB. Member Edie Tolbert asked for the email addresses of all NEWDB members and stated that she would prepare an email to board members. LEO Mitch Antle also stated there have been hints that some of our counties could be consolidated in Metro Service Area as well as two counties from the EWIB.  | Commissioner Dan Delozier and Heather Smoot |
| 1. NEWDB Monitoring and Performance Report

Bish introduced Jeremy Frutchey as the new NEWDB Compliance Monitor. The full monitoring reports were provided electronically to board members. Frutchey presented the following monitoring and performance report. In the 4th quarter of PY19, Odle Management Group met only 2 of 10 measures. They will receive no incentive. The One Stop Operator met 5 of 5 measures. All Performance Indicators were met. In the 1st quarter of PY20, Eckerd Connects, as the new Title I Service Provider, met 7 of 10 measures. In Q1 of PY 20, 11 of 15 performance indicators were met. The NEWDB completed the performance negotiations with OOWD for PY 20. The monitoring report is now tracking the total error rate for files reviewed. The error report for this period was 6.7% . The goal is 5% or below. Odle had disallowed costs in the amount of $5,176.48. Those amounts were withheld from the Odle invoice and have been recaptured.  | Jeremy Frutchey |
| 1. NEWDB Director’s Report
* Amber’s Success Story

Due to COVID 19, Bish provided members with a written report of Amber’s journey through the Adult WIOA enrollment. She qualified for the program as an underemployed mother of three and got her CNA certification. COVID threatened to delay her training plan. Supportive Services provided her with a laptop to allow her complete her last three pre-requisites to be eligible to apply for the LPN program. She is still working, caring for her family and will enter into LPN training in the Spring, 2021. * Board Office Relocation

Bish reported the Board Office successful relocated to the Port Career Center located at the Port Plaza (5238 OK Hwy 167 Catoosa, OK). The space has been totally renovated and provides full time space for three NEWDB staff. * OOWD Registered Apprenticeship Grants

These grants are available and will be used to launch local apprenticeship programs. The NEWDB has a new Business Services Coordinator, Lorri Romero, to assist our employers and clients locally as well as with OOWD with these programs. * CompTIA Training

This short-term training program that is available to individuals who lost their jobs due to COVID 19. They will earn a credential and have a projected starting wage of $30 per hour. NE Area was originally given 11 slots for this training. We have used 7. * Virtual Job Fair

This virtual platform is now available and can be done in conjunction with on-site job fairs. * Skillful Talent Series

Competency based hiring practices designed for hiring managers. It is modified from in person to a virtual interview and has four different levels. This is available at no cost.  | Michelle Bish |
| 1. New Business

None. | Heather Smoot |
| 1. Old Business

None | Heather Smoot |
| AdjournSmoot asked for a motion to adjourn. Scott Fry made the motion to adjourn. This was seconded by Edie Tolbert. A vote was taken and all approved the motion to adjourn at 10:25 a.m.  | Heather Smoot |

**Approved by NEWDB 5/12/2021**

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**Heather Smoot, Chair Date**

**Northeast Workforce Development Board**