



NEWDB Special Executive Committee Meeting Minutes
September 3, 2020 9:00 a.m.
Light of Hope Board Office
403 W 1st
Claremore, OK 74017

NEWDB Special Executive Committee Meeting Minutes	
<p>1. Welcome Members present: Heather Smoot, Scott Fry, Layla Freeman, David Chaussard Members absent: Cheryle Martin Guests: Michelle Bish</p>	<p>Heather Smoot</p>
<p>2. Discussion/Action: Personnel Policy Michelle provided a copy of the Personnel Policy revisions and detailed the revisions that included two modified sections, timesheet corrections and internal candidate job postings. Heather Smoot asked if there was a motion to approve. David Chaussard motioned to approve; Scott Fry seconded. A vote was taken and all approved the modifications to the NEWDB Personnel Policy.</p>	<p>Michelle Bish</p>
<p>3. Discussion/Action: 403(b) Thrift Plan Michelle advised that as the Employer of Record the board must select a vendor for the retirement plan. Mutual of America Life was selected. The plan allows employees to contribute up to 5%, as defined in the personnel policy. Employees could only contribute 3% under the EWIB plan, so employees had limited contributions since EWIB became employer of record. The new plan administrator requires board action to implement. Heather Smoot asked if there was a motion to approve. David Chaussard motioned to approve; Layla Freeman seconded. A vote was taken and all approved the 403 (b) Thrift Plan with Mutual of America Life.</p>	<p>Michelle Bish</p>
<p>4. Discussion regarding OOWD notification letter and impact to the NEWDB Michelle Bish provided a timeline of events leading up to the decertification of EWIB and the guidance received from OOWD for the reorganization process. Michelle also outlined the milestones required by OOWD that include:</p> <ul style="list-style-type: none"> • LEOs to vote on new CLEO, select a fiscal agent, appoint new board members. 	<p>Heather Smoot</p>



<p>The board must submit a request to extend staff, if desired, submit request to extend service provider and OSO.</p> <ul style="list-style-type: none"> The new board must elect a new chair, approve job posting for board staff, submit job posting to OOWD for review prior to board vote, select a hiring committee, interview and hire board director. Once director is in place an RFP for SP must be issued (before Feb 28), convene partners and update MOUs. 	
<p>5. Old Business None</p>	<p>Heather Smoot</p>
<p>Adjourn Heather Smoot called for a motion to adjourn. David Chaussard motioned; Scott Fry seconded. All voted to adjourn.</p>	<p>Heather Smoot</p>

Approved by NEWDB Executive Committee

Heather Smoot
Northeast Workforce Development Board Chair

Date: 2/11/2021



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