February 5, 2021 9:00 AM

Rogers County Courthouse (Commissioner’s Meeting Room)

200 S Lynn Riggs Blvd

Claremore, OK 74017

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| **NE Local Elected Officials****Meeting Agenda** |
| 1. **Welcome**: Meeting was called to order at 9:00 AM by CLEO Dan Delozier.

**Members Present**: Dan Delozier, Steven Chasteen, Ryan Ball, Jake Callihan, Burke LaRue, Lowell Walker, Mitch Antle**Guests:**– Michelle Bish | Dan Delozier |
| 1. **Discussion/Action: September 11, 2020 Special Meeting Minutes**

Commissioner Delozier asked if there was a motion to approve. Commissioner Antle motioned to approve; Commissioner LaRue seconded. A vote was taken and all approved the minutes from September 11, 2020 Special Meeting. | Dan Delozier |
| 1. **Discussion/Action: Budget vs. Actual Report**

Michelle Bish provided an overview of the report and noted that Adult Programs are running high this is due to walk in traffic and also the reason the NEWDB is requesting to transfer DLW funds to Adult funds.Also noted the NEWDB has not yet received FY 21 funds or carry over amounts from PY 19, so a revised budget will be submitted for consideration after FY 21 funds and carry over amounts are received. Commissioner Delozier asked if there was a motion to approve. Commissioner Antle motioned to approve; Commissioner Chasteen seconded. A vote was taken and all approved the Budget vs. Actual Report. | Michelle Bish |
| 1. **Discussion/Action: Revised Business Service Budget**

Michelle advised commissioners that the total amount of the budget is unchanged, but line items were modified. Added to equipment, licenses, supplies, printing and reduced travel. Commissioner Delozier asked if there was a motion to approve. Commissioner Ball motioned to approve; Commissioner Antle seconded. A vote was taken and all approved the Revised Business Service Budget. | Michelle Bish |
| 1. **Discussion/Action: Trade and Economic Transition (TET) DLW Budget**

Grant was originally awarded to OESC in the amount of 8 M. OESC had challenges in the structure and spending, so funds were awarded to local boards. Funds must be spent by Sept 30 and we still do not have access to funds and have run into challenges with the enrollment process and transition from OESC to local boards. Commissioner Delozier asked if there was a motion to approve. Commissioner Antle motioned to approve; Commissioner LaRue seconded. A vote was taken and all approved the TET DLW Budget.  | Michelle Bish |
| 1. **Discussion/Action: DWG Humanitarian Relief Budget**

The NEWDB received a small award to help provide humanitarian relief to the food pantry in Claremore for one year. Still have funds for two other workers in other food pantries if we can identify the need. Commissioner Delozier suggested we contact Mercy Chiefs to ask if they need support from our program. Commissioner Delozier asked if there was a motion to approve. Commissioner Chasteen motioned to approve; Commissioner Antle seconded. A vote was taken and all approved the DWG Humanitarian Relief Budget. | Michelle Bish |
| 1. **Discussion/Action: Transfer of Funds**

Michelle provided the commissioners a review of the state and federal guidance regarding the transfer of funds. 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 DLW Program. The ability to transfer funds between the adult and the dislocated worker programs is intended to give greater flexibility to 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 serve the Adult customers needing to up skill to generate a self-sufficiency wage. The NEWDB is requesting to transfer $ 112,735.14 from DLW funds to Adult funds. Commissioner Delozier asked if there was a motion to approve. Commissioner Antle motioned to approve; Commissioner LaRue seconded. A vote was taken and all approved the Transfer of Funds. | Michelle Bish |
| 1. **Discussion/Action: RFP for One Stop Operator**

Michelle explained concerns with the existing OSO contract and service delivery. While the contractor is meeting performance, there are concerns with the contractor’s ability to work collaboratively with the NEWDB and partners. The NEWDB team has encountered several challenges with the existing service provider and will be terminating the contract with Eckerd Connects. As required when preparing for an RFP, the NEWDB completed a cost analysis. Through review of the cost analysis the NEWDB is considering bidding on the OSO services as it would offer considerable cost savings due to the cost of paying a service provider either profit and/or indirect fees and other expenses. The cost analysis assessed a significant cost savings by eliminating a service provider for the OSO. Michelle reported that this a trending strategy in our region, because it’s cost saving and ensures the mission and vision of the local area is actually carried out – this is another big factor in shifting the structure of services. Commissioner Delozier asked if there was a motion to approve. Commissioner Ball motioned to approve; Commissioner Chasteen seconded. A vote was taken and all approved the RFP for a One Stop Operator.  | Michelle Bish |
| 1. **Discussion/Action: Kristen McFadden, Angie Bidleman, Meredith Frailey Appointment to the NEWDB**

Michelle Bish reported that Christine Jackson from Lowes formerly held NEWDB membership, but was transferred to the KC area, Kristen McFadden was her replacement. Angie Bidleman is an existing board member, but has a new employer and Meredith Frailey is a newly appointed board member appointed by Commissioner Delozier. Commissioner Delozier asked if there was a motion to approve. Commissioner Ball motioned to approve; Commissioner Antle seconded. A vote was taken and all approved the appointments of Kristen McFadden, Meredith Frailey and Angie Bidleman to the NEWDB. | Michelle Bish |
| 1. **Discussion/Action: 2021 Meeting Dates**

Commissioner Delozier asked if there was a motion to approve. Commissioner Antle motioned to approve; Commissioner Walker seconded. A vote was taken and all approved the 2021 meeting dates. | Dan Delozier |
| 1. **NEWDB Director’s Report**
* **Reorganization Update**

Commissioner Delozier and Michelle Bish provided an update on the regional reorganization and advised that the regional plan will be due on July 31. This will also push out the deadline for the NEWDB local plan. Michelle has requested an extension of the local plan through October 30. OOWD approved the extension through October 15.* **Monitoring and Performance Report** – Complete report in FOLDER

Michelle provided an outline of the NEWDB monitoring activities as follows: NEWDB Compliance monitor completed Programmatic and Fiscal Monitoring for PY 2019. Programmatic Monitoring identified total disallowed cost amounts withheld from ODLE’s final invoice determined to be $5805.45. Details are included in the full report provided to commissioners. * **Performance Report-** Complete report in FOLDER

5/10 contractual measures met for Title 15/5 contractual measures met for OSO 12/15 Performance Indicators as established by DOL* **Business Services Update**
* In addition to the training programs provided by the NEWDB, the NEWDB also offers services that support local businesses in recruitment and talent retention.
* The NEWDB hired a FT Business Service Consultant in October
* The NEWDB has funding resources to support business through reimbursement for the cost of onboarding, recruitment and retention strategies, funds for RAs
* Visit our website to learn more about Business Services
* **Skillful Talent**

A skills-based approach to hiring can increase retention by up to 65% and improve staff performance. Michelle invited commissioners to join an upcoming event to learn how to attract the right candidates based on their skills.* **Recruitment Efforts**

Title 1 is actively recruiting DLW and Youth. Michelle explained the programs and services and how to connect job seekers and business to these resources.  | Michelle Bish |
| 1. New Business
 | Dan Delozier |
| 1. Old Business
 | Dan Delozier |
| Adjourn: A motion to adjourn was made by Commissioner Ball, seconded by Commissioner Antle. A vote was taken and all approved to adjourn. Meeting adjourned at 9:59 AM  |  |