May 7, 2021 9:00 a.m.

Rogers County Courthouse

 (Commissioner’s Meeting Room)

200 S Lynn Riggs Blvd

Claremore, OK 74017

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| **LEO Meeting Minutes**  |
| 1. **CLEO Dan Delozier opened the meeting at 9:00 a.m.**

**Members present**: Dan Delozier, Ryan Ball, Burke LaRue, Lowell Walker, and Mitch Antle.**Members absent**: Steven Chasteen and Jake Callihan  | Dan Delozier |
| 1. **WIOA Title I Success Story**

Michelle Bish, NEWDB Executive Director, shared the NEWDB success of Dean who was a HS drop out and completed the welding program and obtained his HS equivalency.  | Michelle Bish |
| 1. **February 5, 2021 Minutes**

CLEO Delozier advised members the February 5, 2021 meeting were provided electronically. He asked for a motion to approve the meeting minutes. Commissioner Antle made the motion to approve and Commissioner Ball seconded the motion to approve. A vote was taken and all approved the motion to approve the February 5, 2021 LEO Meeting Minutes. | Dan Delozier |
| 1. **Discussion/Action: Budget vs. Actual Report**

Bish reported: * The overall expenditures are running well below budget. We are struggling with enrollments but seeing some gains. The local AJCs were closed and the unemployment numbers dramatically increased. New outreach efforts have been implemented in hopes to increase enrollments.
* We are seeing more Adult enrollment which is the reason we requested the transfer of funds at the last board meeting.
* We are over budget on Adult Supportive Services and are requesting a budget modification.
* A detailed financial report is included in the meeting packet.

CLEO Delozier asked for a motion to approve the Budget vs Actual Report. Commissioner Antle made the motion to approve and Commissioner Ball seconded the motion to approve. A vote was taken and all approved the motion to approve the Budget vs Actual Report.  | Michelle Bish |
| 1. **Discussion/Action: NEWDB Modified PY 20 Operating Budget**

Bish reported: * We still do not have carry over numbers from EWIB, therefore we are operating on estimated carry over amounts.
* Due to the increase in Adult customers, the NEWDB submitted and received a request to transfer funds from DLW to Adult funds. The modified budget request shows the shift in those numbers.
* Due to Increased Adult training and supportive services funds were shifted from DLW to Adult.

CLEO Delozier asked for a motion to approve the NEWDB Modified PY 20 Operating Budget. Commissioner Ball made the motion to approve and Commissioner Burke seconded the motion to approve. A vote was taken and all approved the NEWDB Modified PY20 Operating Budget. | Michelle Bish |
| 1. **Discussion/Action: PY 21 Business Service Budget**

Bish reported:* OOWD continues to provide funding for the Business Service position, and even increased the total award this year. This will allow us to better serve businesses in our area. The total budget is $130,930.12

CLEO Delozier asked for a motion to approve the PY 21 Business Service Budget. Commissioner Antle made the motion to approve and Commissioner Ball seconded the motion to approve. A vote was taken and all approved the motion to approve the PY 21 Business Service Budget. | Michelle Bish |
| 1. **Discussion/Action: PY 20 Eckerd Modified Operating Budget**

Bish reported: * Most line items decreased. 13K was added to salaries to align with the staffing plan. The total budget is unchanged. Some line items have been modified which included pulling from benefits, travel, equipment etc. and moved into salaries and liability.

CLEO Delozier asked for a motion to approve the PY 20 Ecker Operating Budget. Commissioner Ball made the motion to approve and Commissioner Walker seconded the motion to approve. A vote was taken and all approved the motion to approve the PY 20 Eckerd Modified Operating Budget. | Michelle Bish |
| 1. **Discussion/Action: Audit Report**

Bish provided LEO members an electronic and hard copies of the audit. Sections were reviewed and no findings were observed. It was a clean audit.CLEO Delozier asked for a motion to approve the Audit Report. Commissioner Burke made the motion to approve and Commissioner Antle seconded the motion to approve. A vote was taken and all approved the motion to accept the Audit Report. | Michelle Bish |
| 1. **Discussion/Action: Audit Engagement Letter/Agreement**

Bish reported: * Released an RFP for audit services, previously done by the Fiscal Agent. As Fiscal Agent, we must now procure those services. We distributed widely, including on the NAWB and NEWDB web pages where many providers look for open bids. We received only one bid and negotiated the price to $8,500. This is near the historical costs of the NEWDB audits.

CLEO Delozier asked for amotion to approve the Audit Engagement Letter/Agreement. Commissioner Antle made the motion to approve and Commissioner Ball seconded the motion to approve. A vote was taken and all approved the motion for the Audit Engagement Letter / Agreement. | Michelle Bish |
| 1. **Discussion/Action: One Stop Operator Agreement**

Bish reported: * The Agreement defines the firewalls that must be in place for any entity serving more than one role in the workforce system. The NEWDB is the fiscal agent and was awarded the bid to serve as the Operator. WIOA regulations require secure firewalls to avoid conflicts of interest to entities serving in more than one role in the workforce system. The Agreement should satisfy those requirements and is the written agreement between the NEWDB and the NE LEOs for the One Stop Operator services.
* The Agreement allows the NEWDB to serve as the Operator in the local area and shows approval of the LEOs for the NEWDB to function in that capacity. The Governor, through the OOWD must still approve the request. Our request packet was submitted to OOWD on April 15 and will be reviewed by the WSOC on May 17.

CLEO Delozier asked for a motion to approve the One Stop Operator Agreement. Commissioner Walker made the motion to approve and Commissioner Ball seconded the motion to approve. A vote was taken and all approved the motion to approve the One Stop Operator Agreement. | Michelle Bish |
| 1. **Discussion/Action: One Stop Operator Budget**

Bish reported: * The proposed budget was included in our bid and includes costs for staffing the position as well as travel, fringe, phone reimbursement, liability, rent etc. The total budget is $93,700 and covers a 14-month period as the contract began May 1, 2021 and extends through June 30, 2022.

CLEO Delozier asked for a motion to approve the One Stop Operator Budget. Commissioner Ball made the motion to approve and Commissioner Antle seconded the motion to approve. A vote was taken and all approved the motion to approve the One Stop Operator budget.  | Michelle Bish |
| 1. **NEWDB Director’s Report**

**General Activities Update**Regional Plan, Board Certification, three RFPs, Center Certification, Star Certification, Annual Monitoring, Hiring and onboarding the OSO, Sector Strategies support.**Business Service Report**Full report included in meeting packet.Completed Business Service Plan and phase 1 of the SWOT analysisSupporting HMTI Sector partnership (LMI, strategic planning, Multiple hiring events, including regional hiring events in coordination with the Miami Chamber, developing job descriptions, identifying customized training for a Port business and working to establish the NEWDB as a sponsor for RA programs.  **RFP for Title 1 Services****Monitoring and Performance Report**Reporting system was updated creating numerous reporting issues, some of which are very concerning. SP meeting 3/10 measures (had to RFP)11/15 Performance Indicators**Board and LEO Retreat Week of Nov 1****Regional SWOT Analysis**Bish also provided the LEOs with meeting information for the upcoming SWOT analysis with the workforce board and a separate meeting with the region. She invited LEO participation and provided the meeting info to them. | Michelle Bish |
| 1. New Business – no New Business
 | Dan Delozier |
| 1. Old Business – no Old Business
 | Dan Delozier |
| CLEO Delozier asked for a motion to adjourn the meeting at 9:45 a.m. Commissioner Ball made the motion to adjourn and this was seconded by Commissioner Walker. A vote was taken and all approved to adjourn the meeting at 9:45 a.m.  | Dan Delozier |