May 12, 2021 9:00 AM

**Northeast Tech Center**

**Anglin Building Seminar Center**

6195 W. Highway 20

Pryor, OK 74361

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| **NEWDB Meeting Minutes** | |
| 1. **Welcome**   Chair Smoot opened the meeting at 9:05 a.m. Members and guests were welcomed. Pamela Bridwell and Brad Ford were recognized as outgoing members. Chair Smoot voiced the appreciation of the NEWDB for their years served. She also recognized new members Dustin Phelan and Meredith Frailey.  **Members Present:** Jeanine Coleman, Meredith Frailey, Layla Freeman, Scott Fry, Kristen McFadden, Heather Smoot, Pamela Bridwell, Brad Ford, Cheryle Martin, Tami McKeon, Dustin Phelan, & Robbin Rogers.  **Members Absent**: Kenneth Adams, Angie Bidleman, David Chaussard, Kory Coots, Sarah Hayes, Lori Nichols, Edie Tolbert, Miranda Wolf, Diane Kelley, & Susan Willis.    **Guests Present:** Travis Alexander, Mitch Antle, Mike Skinner, Joe Washington, Tom Summer, Jeremy Frutchey, Michelle Bish & Cathy Spencer. | Heather Smoot |
| 1. **WIOA Title 1 Success Story** Dean G   Chair Smoot reviewed Dean’s Success Story with members as he was unable to be present. | Heather Smoot |
| 1. **Consent Agenda:**  * November 4, 2019 Minutes (approve due to CX Feb meeting) * Center Certification Policy * Demand Occupations Policy * Priority of Service Policy * Self Sufficiency Policy * Monitoring Policy * Cost Allocation Plan * Accounting and Internal Controls Policy   **To Ratify Executive Committee Actions:**   * *Firewalls and Conflict of Interest Agreement* * *Approved Training Programs & Providers* * *Supportive Service* * *Youth Incentive* * *Revised Business Service Budget* * *Trade and Economic Transition (TET) DLW Budget* * *DWG Humanitarian Relief Budget* * *Transfer of Funds Request* * *RFP for Title 1 Adult, DLW and Youth* * *Termination of One Stop Operator Contract* * *RFP for One Stop Operator* * *Contract with Consultant for OSO RFP Process* * *Conflict of Interest Agreement* * *One Stop Operator Award* * *One Stop Operator Job Description and Salary*   Chair Smoot reminded members they had been sent Dropbox access to the meeting documents. She reminded them the 2.10.2021 NEWDB meeting weas cancelled due to inclement weather. The NEWDB Executive Committee met 2.11.2021 to approve the meeting documents. Chair Smoot asked for a motion to approve the consent agenda documents and to ratify the actions of the executive committee on 2.11.2021. Tami McKeon motioned to approve. Layla Freeman seconded the motion. There was no discussion. A vote was taken. All members voted to approve the Consent Agenda items for 5.12.2021 and ratified the 2.11.2021 actions of the executive committee. | Heather Smoot |
| 1. **Discussion/Action: Budget vs. Actual Report**   Michelle Bish reminded members they were provided a detailed financial report in the meeting packet. She reported the overall expenditures are running well below budget as the area is struggling with enrollments. There have been some recent gains and, is in part due to COVID causing the AJCs to be closed, businesses and schools being closed and UI benefits skyrocketing. The area is seeing more Adults visiting the AJCs and increased Adult enrollments which is the reason for the request of funds being transferred at the last board meeting. Chair Smoot asked for a motion to approve the Budget vs Actual Report. Jeanine Coleman made the motion to approve the Budget vs Actual Report. Cheryle Martin seconded the motion. There was no discussion. A vote was taken and all members voted to approve the Budget vs Actual Report. | Michelle Bish |
| 1. **Discussion/Action: NEWDB Modified PY 20 Operating Budget**   Bish reported the NEWDB had approved a budget in August, but that budget did not include carry over numbers. We are still waiting on carry over balances from Eastern and we do not have an actual budget for board approval. Due to an increase in Adult customers, the NEWDB submitted and received a request to transfer funds from the Dislocated Worker Program to the Adult Program. The modified budget request shows the shift in those numbers. Due to the increased training and supportive service, the provision of service has shifted from Dislocated Worker to Adult. Chair Smoot asked for a motion to approve the NEWDB Modified PY 20 Operating Budget. Scott Fry made the motion to approve the Modified PY 20 Operating Budget. Robbin Rogers seconded the motion. There was no discussion. A vote was taken and all members approved the NEWDB Modified PY 20 Operating Budget. | Michelle Bish |
| 1. **Discussion/Action: PY 21 NEWDB Operating Budget**   No action was taken on this agenda item as the PY21 DLW awards have not been received to date. | Michelle Bish |
| 1. **Discussion/Action: 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. Total budget is $130,930.12. Chair Smoot asked for a motion to approve the Business Service Budget. McKeon made the motion to approve the Business Service Budget. Freeman seconded the motion. There was no discussion. A vote was taken and all members approved the $130,930.12 Business Service Budget. | Michelle Bish |
| 1. **Discussion/Action: Eckerd Modified PY 20 Operating Budget**   Bish reported the Eckerd PY20 Operating Budget had been modified and decreased in some line items to align with the staffing plan. The $13K pulled from benefits, travel, equipment, etc. was moved into salaries and liabilities. There was no increase to the total budget. Chair Smoot asked for a motion to approve the Eckerd Modified PY20 Operating Budget. Rogers made the motion to approve the Eckerd Modified PY20 Operating Budget. Coleman seconded the motion. There was no discussion. A vote was taken and all members voted to approve the Eckerd Modified PY20 Operating Budget. | Michelle Bish |
| 1. **Discussion/Action: Center Certification**   Bish reported the American Job Centers must be certified every two years. They must meet standards and ensure the AJCs are business driven, customer-centered, integrated, and tailored to meet the needs of regional economies. A review team was developed. It comprised of two staff from Green Country WB, and OESC. The review process included desk and onsite reviews as well as staff interviews covering accessibility, infrastructure and operations, customer service and continuous improvement. The OESC certification team member, abstained from certification activities in the Miami center as there was a potential conflict of interest identified due to the staff member being located in the Miami AJC. Per policy guidance full certification may be awarded if 100% of met/not met criteria and had an average score of “2” or higher for each category is achieved. All four of the NEWDB AJCs met the criteria for full certification. The review team recommended full certification for all four NE AJCs. Chair Smoot asked for a motion to approve the review team’s recommendation to approve all NEWDB AJC’s. Martin made the motion to approve the Center Certification. Fry seconded the motion. There was no discussion. A vote was taken and all members voted to approve the Center Certification. | Michelle Bish |
| 1. **Discussion/Action: Star Accessibility**   Bish reported that Star Accessibility follows a similar format as Center Certification. It ensures the AJCs are accessible for all individuals. The evaluation team members were ABE, OESC and the OSO. They recommended approval of the Star Accessibility for Pryor, Miami and Bartlesville. The Claremore AJC certification is pending. Chair Smoot asked for a motion to approve the evaluation team’s recommendation. McKeon motioned to approve the AJC’s Star Accessibility. Freeman seconded the motion. There was no discussion. A vote was taken and all members voted to approve the AJC’s Star Accessibility. | Michelle Bish |
| 1. **Discussion/Action: Audit Report**   Bish reported there were no observations found and that it was a clean Audit Report. Chair Smoot asked for a motion to approve the Audit Report. Brad Ford made the motion to approve the Audit Report. Freeman seconded the motion to approve. There was no discussion. A vote was taken and all members voted to approve the Audit Report. | Michelle Bish |
| 1. **Discussion/Action: Audit Engagement Letter/Agreement**   Bish reported an RFP for audit services had been released. Procurement was done by the previous Fiscal Agent, As the NEWDB is now the Fiscal Agent for the NE LEOs, we must now procure those services. We distributed widely, including on the NAWB page where many providers look for open bids. We received only one bid and negotiated the price to $8,500, which is near the historical costs of the audit. Chair Smoot asked for a motion to approve the Audit Engagement Letter/Agreement with Michael Green. Ford made the motion to approve the Audit Engagement Letter/Agreement. Dustin Phelan seconded the motion. There was no discussion. A vote was taken and all members voted to approve the Audit Engagement Letter/Agreement with Michael Green. | Michelle Bish |
| 1. **Discussion/Action: 990 Report**   Bish reported nonprofits are required by the IRS to publicly report expenditures and this must be submitted annually by May 15. The 990 Report allows the government and the public to ascertain whether the organization is a reliable, honest institution. Chair Smoot asked for a motion to approve the 990 Report. Rogers made the motion to approve the 990 Report. Fry seconded the motion. There was no discussion. A vote was taken and all members voted to approve the 990 Report. |  |
| 1. **Discussion/Action: One Stop Operator Agreement**   Bish reported the One Stop Operator Agreement defines the firewalls 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.  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 21. Chair Smoot asked for a motion to approve the One Stop Operator Agreement. Fry made the motion to approve the One Stop Operator Agreement. Coleman seconded the motion. There was no discussion. A vote was taken and all approved 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 and extends through June 30, 2022. Chair Smoot asked for a motion to approve the One Stop Operator Budget. Freeman made the motion to approve the One Stop Operator Budget. Ford seconded the motion. There was no discussion. A vote was taken and all members voted to approve the One Stop Operator Budget. | Michelle Bish |
| 1. **Discussion/Action: Board Staff Temp Position**   Bish reported while the Board grants authority to the Director to hire all other employees including the full-time, temporary and/or part-time personnel, she would like board support to hire a temporary employee to assist with the fiscal administration duties while we continue to establish the framework of our financial processes. The salary levels for temporary and/or part-time employees shall be set by the Director and shall be comparable to similar professional positions within the NEWDB. Bish recommended $22 an hour on a temporary basis and added the employee would work no more than 20 hours per week. Chair Smoot asked for a motion to approve the Board Staff Temp Position. McKeon made the motion to approve the Board Staff Temp Position. Freeman seconded the motion. There was no discussion. A vote was taken and all members voted to approve the Board Staff Temp Position. | Michelle Bish |
| 1. **NEWDB Monitoring and Performance Report**   Compliance Monitor, Jeremy Frutchey reported he has completed 6 hours of professional development. He has been hosting monthly calls with other state monitors to create and share best practices and co-develop with peers. The OOWD annual monitoring occurred in April. Frutchey assisted with monitoring prep. There were no disallowed costs identified in Q3 monitoring. **Eckerd Contractual Performance**:  Frutchey reported 6 of 10 Title I contractual performance items were not met during Q3. The Youth Work Based Learning expenditures and Dislocated Worker expenditures continue to be a concern. The Youth recruitment did slightly improve during Q3.  All OSO performance measures were met (under Eckerd contract) **State Performance Indicators:** Frutchey reported11 of 15 measures for Q3 were met. **Other Concerns:** Frutchey reported AJLA’s (OKJM) new reporting system is not fully fleshed out yet. AJLA’s system has been in place since February; and it has created some sever deficiencies in our ability to manage data through reports. | Jeremy Frutchey |
| 1. **NEWDB Director’s Report**   Bish reported on her activities.   * **General Activities Update**   Regional Plan, Board Certification, three RFPs, Center Certification, Star Certification, Annual Monitoring, Hiring OSO, Sector Strategies support   * **Business Service Report**   Full report included in meeting packet.  Completed Business Service Plan and phase 1 of the SWOT analysis  Supporting 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.   * **Board Retreat First Week of November** | Michelle Bish |
| 1. New Business   None. | Heather Smoot |
| 1. Old Business   None. | Heather Smoot |
| Adjourn  Chair Smoot asked for a motion to adjourn the meeting at 9:47 a.m. Rogers made the motion to adjourn. Fry seconded the motion. A vote was taken and all approved the motion to adjourn. | Heather Smoot |