April 9, 2021 8:00 AM

Light of Hope

403 W 1st St.

Claremore, OK 74017

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| **NEWDB Special Executive Committee**  **Meeting Agenda** | |
| 1. **Members Present:** Heather Smoot, Scott Fry, Cheryle Martin, Layla Freeman   **Members Absent:** David Chaussard  **Guests:** Michelle Bish |  |
| 1. **February 11, 2021 Minutes**   The Chair request a motion to approve. Layla Freeman motioned to approve; Scott Fry seconded. A vote was taken and all approved the February 11, 2021 minutes. | Heather Smoot |
| 1. **Discussion/Action: One Stop Operator Services**   Michelle Bish described the procurement process for the One Stop Operator services. Foreman Consulting was hired to help ensure a fair and competitive procurement process. The RFP was widely distributed, including on the NEWDB website and bidder lists. Mr. Foreman was responsible for review committee. The NEWDB was the only bidder, however there was a minimum scoring standard required and the NEWDB exceeded the minimum standard. The review committee is recommending the NEWDB as the One Stop Operator with a contract to begin May 1. Michelle also reminded committee members that the Governor and CLEO must agree to the selection of the NEWDB. The CLEO has already agreed. Michelle is requesting the NEWDB approve the recommendation of the review committee for the NEWDB to serve as the Operator.  The Chair request a motion to approve. Scott Fry motioned to approve; Cheryle Martin seconded. A vote was taken and all approved the recommendation of the review committee for the NEWDB to serve as the One Stop Operator. | Michelle Bish |
| 1. **Discussion/Action: Conflict of Interest Agreement**   Michelle discussed the federal regulations that require entities who serve in more than one role in the workforce system to establish firewalls to prevent a conflict of interest when performing more than one role in the system. The NEWDB serves as the Fiscal Agent and now Operator. Staff put in considerable research regarding the required firewalls and have drafted a Conflict-of-Interest Policy and Agreement. The policy was approved at the February meeting. The Agreement is between the board and the LEOs and defines the mechanisms put into place to avoid a conflict of interest.  The Chair request a motion to approve. Cheryle Martin motioned to approve; Layla Freeman seconded. A vote was taken and all approved the Conflict-of-Interest Policy and Agreement. | Michelle Bish |
| 1. **Discussion/Action: Staffing One Stop Operator**   Michelle explained that with the award of the Operator contract, the NEWDB must hire qualified staff to serve as the Operator. Salary ranges were discussed as well as qualifications and job description.  The chair requested a motion to approve. Scott Fry motioned to approve, Cheryle Martin seconded. A vote was taken and all approved the hiring of an Operator with a salary range between $50,000-$53,500. | Michelle Bish |
| 1. Old Business   None | Heather Smoot |
| Adjourn  Layla Freeman motioned to adjourn; Scott Fry seconded. A vote was taken and all approved adjournment. | Heather Smoot |