August 11, 2021 9:00 AM

Grand Gateway -Conference Room

333 Oak Street

Big Cabin, OK 74332

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| **NEWDB Meeting Minutes** | |
| 1. Welcome   In the absence of Chair Heather Smoot, Vice Chair Fry opened the meeting at 9:02 a.m. Members and guests were welcomed and thanked for taking the time to come to the NEWDB meeting. Vice Chair Fry asked members and guests present to introduce themselves.  **Members Present**: Angie Bidleman, Kory Coots, Meredith Frailey, Scott Fry, Tami McKeon, Dustin Phelan, Robbin Rogers, Mike Skinner and Rondale Wilson.  **Members Absent**: Kenneth Adams, David Chaussard, Jeanine Coleman, Layla Freeman, Sarah Hayes, Kristin McFadden, Lori Nichols, Heather Smoot, Edie Tolbert, Miranda Wolf, Cody Cox, Tim Hasserbring, Diane Kelley, Cheryle Martin, and Mary Millikin.  **Guests Present**: Matt McNally, Cathy Spencer, Jeremy Frutchey, George Roach, Sabrina Landreth, Gretchen Evans, Emerald Santos, Quinn Sharp and Michelle Bish. | Scott Fry |
| 1. WIOA Title I Success Story:   Sabrina Landreth, DWFS Title I Career Coach, introduced Quinn Sharp. Quinn reported how thankful he was for the opportunities he had been given after being referred to the Title I program. He described the different barriers he had which kept him from finding stable employment. Quinn was enrolled as a dislocated worker into the HMTI truck driver training program. He completed the course in three weeks and found full time employment one week after earning his CDL license. Vice Chair Fry thanked Quinn for taking the time to share his experience and reminded NEWDB members this is why we are here. | Scott Fry |
| 1. Consent Agenda:  * May 12, 2021 Minutes * Personnel Policy * ITA Policy * Demand Occupations * Approved Training Programs & Providers   **To Ratify Executive Committee Actions:**   * *Title I Service Provider Award to Dynamic Workforce Solutions*   Vice Chair Fry reminded members they had been sent Dropbox access to all of the 8.11.2021 consent agenda documents. Members also reviewed actions taken by the Executive Committee on 5.24.2021 and were asked to ratify those actions regarding the Title I Service Provider Award to Dynamic Workforce Solutions. Vice Chair Fry asked for a motion to approve the 8.11.2021 meeting documents and ratify the 5.24.2021 Title I Service Provider Award. Meredith Frailey motioned to approve. Kory Coots seconded the motion. There was no discussion. A vote was taken and all members voted to approve the consent agenda items for 8.11.2021 and ratified the 5.24.2021 consent agenda items. George Roach, representing Diane Kelley for Cherokee Nation, abstained from voting. | Scott Fry |
| 1. Discussion/Action: Budget vs. Actual Report   Michelle provided copies of the Budget vs Actual report, a summary of the flow of the report and noted the following:   * The line item for fiscal admin is over budget. Funds were moved from another grant to correct and a monthly review of expenditures to ensure alignment of budget vs expenditures has been implemented. * The NEWDB did not meet the minimum requirement of 40% of the grant spent on direct client training.  The Adult rate was 39.90%, and the DLW rate was 37.24%. * The NEWDB met the minimum requirement of 20% of the youth grant for required spending on Work-Based Learning activities at 24.36%.   Vice Chair Fry asked for a motion to approve the Budget vs Actual Report. Meredith Frailey made the motion to approve. Rondale Wilson seconded the motion. A vote was taken and all approved the motion to accept the Budget vs Actual Report. George Roach, representing Diane Kelley for Cherokee Nation, abstained from voting. | Michelle Bish |
| 1. Discussion/Action: PY 21 NEWDB Operating Budget   Michelle provided copies of the proposed PY 21 NEWDB Operating Budget and discussed the following:   * PY 19 funds – NEWDB had to wait for the EWIB to closeout to get these numbers. These are two-year grants and are set to expire June 30, 2021. OOWD had initially extended through December 31, 2021. However, due to the delayed closeout process, we are awaiting additional guidance from OOWD to determine if the funds can be extended through an additional time period. The total carry over was $476,615.51. * WSC (OSO) – The costs are down as projected due to the savings from not paying a contractor for this position. * Note the Fiscal Transition – NEWDB received $50K from OOWD for transition costs to serve as the Fiscal Agent. Staff had planned to attend several training conferences in PY 20, but these were all canceled due to COVID. We are scheduled to attend two different trainings in PY 21.   Vice Chair Fry asked for a motion to approved the NEWDB PY 21 Operating Budget. Robbin Rogers made the motion to approve. Meredith Frailey seconded the motion. A vote was taken and all approved the $1,713.627 PY 21 Operating Budget. George Roach, representing Diane Kelley for Cherokee Nation, abstained from voting. | Michelle Bish |
| 1. Discussion/Action: PY 21 One Stop Operator Operating Budget   Michelle provided copies of the PY 21 One Stop Operator Operating budget and advised the previously approved budget did not show the admin costs. The revised version now shows $4,800 added, as allowable, plus the line item to cover license/dues. The total budget amount remains unchanged.  Vice Chair Fry asked for a motion to approve the PY 21 One Stop Operator Operating budget. Meredith Frailey made the motion to approve. Kory Coots seconded the motion. A vote was taken and all approved the PY 21 One Stop Operator Operating budget in the amount of $80,946.37. George Roach, representing Diane Kelley for Cherokee Nation, abstained from voting. | Michelle Bish |
| 1. Discussion/Action: PY 21 Modified Business Service Budget   Michelle provided copies of the PY 21 Business Services budget and advised the previously approved budget did not show admin costs. The revised version now shows $18,995 for admin costs. Michelle reported, it’s allowable to use up to 10% of the federal award for administrative costs, the previous budget did not capture all 10%. The total amount of the budget remains unchanged.  Vice Chair Fry asked for a motion to approve the PY 21 Business Services budget. Angie Bidleman made the motion to approve. Kory Coots seconded the motion. A vote was taken and all approved the PY 21 Business Services budget in the amount of $130,956. George Roach, representing Diane Kelley for Cherokee Nation, abstained from voting. | Michelle Bish |
| 1. Discussion/Action: TET (Trade and Economic Transition National Dislocated Worker Grant) Budget through September 30, 2021   Michelle provided copies of the TET budget and advised these are funds which were received from OESC for a grant they were awarded to serve dislocated workers. These funds expire September 30, 2021. We are working with the service provider to expend the remaining funds. The budget is for the period July 1 – September 30, 2021.  Vice Chair Fry asked for a motion to approve the TET budget. Robbin Rogers made the motion to approve. Meredith Frailey seconded the motion. A vote was taken and all approved the TET budget in the amount of $145,986.09. George Roach, representing Diane Kelley for Cherokee Nation, abstained from voting. | Michelle Bish |
| 1. Discussion/Action: PY 21 DWG Budget   Michelle provided copies of the DWG budget and reminded members the purpose of the Humanitarian Relief Worker Grant is to provide relief at food pantries. Per the recommendations of the Northeast Commissioners, Michelle reached out to Lisa Saylor regarding funding a position. However, it was not feasible for Mercy Chefs at that time. We may revisit that in the coming weeks. The grant runs through June 30, 2022 and was previously used to support the food bank in Claremore. Maximum hours allowable are 2,080 per participant. The participant reached the maximum hours and ended the activity. Michelle has spoken with leadership of the Delaware Tribe. They are in the early planning stages of opening a food pantry, but indicated they are not ready to staff their efforts. We will look for additional opportunities to use the remaining funds.  Vice Chair Fry asked for a motion to approve the PY 21 Dislocated Worker Grant budget. Kory Coots made the motion to approve. Dustin Phelan seconded the motion. A vote was taken and all approved the PY 21 Dislocated Worker Grant budget in the amount of $117,718.42. George Roach, representing Diane Kelley for Cherokee Nation, abstained from voting. | Michelle Bish |
| 1. Discussion/Action: PY 21 WIOA Title I Service Provider Budget   Michelle provided copies of the budget proposal from DWFS, the WIOA Title I Service Provider, for operating expenses during the PY 21 and a total budget of $493,224.53. The cost includes 8% management fee and 7% profit. DWFS must meet “all” contractual measures in order to be eligible to receive the 7% profit.  Vice Chair Fry asked for a motion to approve the PY 21 WIOA Title I Service Provider Operating Budget. Meredith Frailey made the motion to approve. Kory Coots seconded the motion. A vote was taken and all approved the PY 21 WIOA Title I Service Provider Operating Budget in the amount of $493,224.53. George Roach, representing Diane Kelley for Cherokee Nation, abstained from voting. | Michelle Bish |
| 1. Discussion/Action: MOU, IFA and One Stop Operating Budget for the Period of July 1, 2021-June 30, 2024   Michelle provided copies of the One Stop Operating Budget and referenced the electronic copies of the MOU/IFA. Michelle advised MOUs are a federal requirement and include the One Stop Operating Budget for the workforce system. The budget was updated to reflect the current system costs based on the reconciliation of past years. There were no significant changes to the MOU/IFA or budget. There updates to the contacts and reconciliation process.  Vice Chair Fry asked for a motion to approve the MOU, IFA and One Stop Operating Budget for the period July 1, 2021 through June 30, 2024. Rondale Wilson made the motion to approve. Angie Bidleman seconded the motion. A vote was taken and all approved the MOU, IFA and One Stop Operating Budget for the period July 1, 2021 through June 30, 2024. George Roach, representing Diane Kelley for Cherokee Nation, abstained from voting. | Michelle Bish |
| 1. Discussion/Action: LEO and NEWDB Agreement   Michelle outlined the modifications to the LEO and NEWDB Agreement and provided the NEWDB members with a copy of the Agreement with highlights to the modified section. She explained the modifications were made per OWDI 04-2016 Change 1 and included the update for the One Stop Operator services as well as the board office address.  Vice Chair Fry asked for a motion to approve the LEO and NEWDB Agreement. Robbin Rogers made the motion to approve. Kory Coots seconded the motion. A vote was taken and all approved the LEO and NEWDB Agreement. George Roach, representing Diane Kelley for Cherokee Nation, abstained from voting. | Michelle Bish |
| 1. Discussion/Action: NEWDB Business Hours   Scott Fry discussed the benefits of offering a more flexible schedule for full time board staff and recommended members consider modify the staff office hours from Monday through Friday – 8:00 a.m. – 4:30 p.m. to four (4) ten-hour days. Fry offered, this flexibility incentivizes the retention of good staff. Michelle advised that staff would be available to attend all meetings and provide services as needed. Meredith Frailey added that making this changed helped at Cherokee Nation Industries when she was the Interim Director.  Vice Chair Fry entered a motion to allow NEWDB staff flexible work schedules ensuring the business needs are met. Robbin Rogers made a motion to approve. Dustin Phelan seconded the motion. A vote was taken and all approved the motion to approve four (4) 10-hour day work schedules. George Roach, representing Diane Kelley for Cherokee Nation, abstained from voting. | Scott Fry |
| 1. Discussion/Action: NE Regional Plan   Michelle provided electronic copies of the Regional Plan and reminded the NEWDB members present the region had hired a consultant to assist in the development and completion of this plan. Meetings were held with both areas, separately and one virtual meeting was held with everyone. The plan was posted for public comment and was due to OOWD by July 30, 2021. Michelle noted there are opportunities for regional collaboration. Both boards have expressed a desire to meet bi-annually to discuss collaborative opportunities. The plan was submitted to OOWD on July 30, 2021. A review committee will score the plan and advise if it is accepted or if additional information is needed.  Vice Chair Fry asked for a motion to approve the Regional Plan. Meredith Frailey made the motion to approve. Angie Bidleman seconded the motion. A vote was taken and all approved the Regional Plan. George Roach, representing Diane Kelley for Cherokee Nation, abstained from voting. | Michelle Bish |
| 1. Election of Officers: Chair and Vice Chair   Vice Chair Fry advised it is time for a new election of the Chair and Vice Chair officer positions. He advised the NEWDB members Chair Heather Smoot is willing to continue in her position and he would also be willing to continue as Vice Chair if there are no other nominations for these positions. Fry asked for nominations from the floor. There were none. Meredith Frailey made the motion to retain the current Chair and Vice Chair officers for another term. Robbin Rogers seconded the motion. A vote was taken and all approved the motion to retain the current NEWDB Chair and Vice Chair for another term. George Roach, representing Diane Kelley for Cherokee Nation, abstained from voting. | Membership |
| 1. NEWDB Monitoring and Performance Report   Jeremy Frutchey, NEWDB Compliance Monitor, reminded members the full monitoring and performance reports was provided electronically, but gave a short report on his activities.   * 4th Quarter PY 20 – Compliance Monitor completed 27 hours of Professional Development or Training * Compliance Monitor hosted monthly calls with the other Oklahoma Board Compliance Monitors to discuss policy development, training on how to pull reports, validating performance and sharing opportunities for success. * NEWDB received an EO complaint alleging discrimination at the Pryor AJC on 6.11.2021. This was forwarded to OESC due to jurisdiction and is pending OESC’s resolution. * Additional reviews of the AJC’s will be done to limit risks of further complaints. The EO Officer will conduct related training on a consistent basis. * 4th Quarter PY 20, the previous Title I Service Provider, met 3 of 10 measures at 100%. 7 of 10 measures were not met. The OSO met 5 of 5 performance measures. * 4th Quarter PY 20, WIOA Primary Performance Indicators – Adult 3 of 5 measures met; DL 3 of 5 measures met; Youth 3 of 5 measures met; for a total of 9 of 15 measures met. It’s projected 14 of 15 annual measures will be met. * The AJLA system has been revamped and it presents potential risks due to the inability to pull service and status reports, client contact reports, and information needed to determine contractual performance. | Jeremy Frutchey |
| 1. NEWDB Workforce System Report   Matt McNally was introduced by Michelle Bish as the new NEWDB Workforce System Coordinator (OSO). Matt then reported on his activities since being hired May 4, 2021.   * Annual Center Certification Reports * Cherokee Nation: Coming Home * New Service Provider * Moving Forward: re-establishing New Day New Way & Externships * Customer Surveys | Matt McNally |
| 1. NEWDB Director’s Report   Michelle reported on her activities as Executive Director.   * General Activities Update * Presented at Governor’s Council and Oklahoma Manufactuers Alliance * Fiscal Training scheduled * Business Service Report was given reflecting the activities of the Business Services Coordinator * Board Retreat is scheduled for November 2. Michelle asked all NEWDB members to considered attending this year’s retreat. * Alumni Celebration scheduled for November 2. * Recovery Act Proposal – A proposal was drafted on the use of these funds. Requested NEWDB members to contact their local county commissioner to discuss the use of these funds. Michelle approached the Local Elected Officials at their quarterly meeting 8.6.21 – they were skeptical at first but by the end of the meeting, most had changed their mind. It has to be approved in each county by the county commissioners – not just the one from each county on the NE LEO members. * Michelle introduced Emerald Santos as the new project lead for the Title I Service Provider. | Michelle Bish |
| 1. New Business   None | Scott Fry |
| 1. Old Business   Michelle reported there may be a need to have a special or emergency board meeting if the LEO’s approve the NEWDB to provide services using the Recovery Act Proposal funds. | Scott Fry |
| Adjourn  Vice Chair Fry asked for a motion to adjourn at 10:05 a.m. The motion was made by Angie Bidleman. Kory Coots seconded the motion. A vote was taken and all approved the motion to adjourn. George Roach, representing Diane Kelley for Cherokee Nation, abstained from voting. | Scott Fry |

Approved by:

NEWDB Members Present 11.10.2021

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Heather Smoot, Board Chair Date