November 19, 2021 9:00 AM

Rogers County Courthouse

 (Commissioner’s Meeting Room)

200 S Lynn Riggs Blvd

Claremore, OK 74017

|  |
| --- |
| **NE LEO Special Meeting Minutes** |
| 1. Welcome Meeting called to order at 9:02AM

Members Present: CLEO Dan Delozier, Mitch Antle, Ryan Ball, Lowell WalkerMembers Absent: Burke LaRue, Jake Callihan, Steven ChasteenGuests: Michelle Bish | Dan Delozier |
| 1. August 6, 2021 Minutes

CLEO Dan Delozier reminded commissioners the minutes were provided electronically in Dropbox and asked for a motion to approve. Mitch Antle motioned; Ball seconded. A vote was taken and all approved the August 6, 2021 meeting minutes. | Dan Delozier |
| 1. Discussion/Action: 2022 Meeting Dates

CLOE Delozier asked for a motion to approve. Lowell Walker motioned, Antle seconded. A vote was taken and all approved the 2022 meeting dates. | Dan Delozier |
| 1. Discussion/Action: Budget vs. Actual Report and Minimum Spending

Michelle Bish explained the Budget vs Actual Report. She reported:* Expenditures are mostly on track – exception is client dollars and those are still running low. We have some “Pockets of Promise” at Vinita Corrections, Delaware County Pardon and Parole, Light of Hope and ABE programs. These prospective partnerships will help boost enrollments and expenditures.
* Negative expenditure – recaptured from a Disallowed cost from our previous SP

Michelle Bish also reported on the Actual Expenditures Report and Required Minimums* The required minimum spending was reported
* Required to spend 75% on OSY – Current is 83%
* Youth Work Experience must be 20% - Current 2.4%
* Work Experience Budget – DWFS has only spent 10% of the budget
* 40% Adult Current: 26%
* 40% DLW Current: 27%

CLEO Delozier asked for a motion to approve. Ball motioned, Antle seconded. A vote was taken and all approved the Budget vs Actual Report. | Michelle Bish |
| * Discussion/Action: DWFS (Service Provider) Revised PY 21 Operating Budget

Michelle Bish reported on the DWFS Revised PY21 Operating Budget and explained why the changes were made.* NEWDB received a TET DLW grant and included these funds in the Operating Budget. DWFS did not spend these funds or have any additional enrollments, so their operating budget was reduced due to DWFS not spending the TET funds. The TET grant funds expired on Sept 30. DWFS did not spend any of these funds.
* Previously approved budget was $493,244.53, revised is $461,112.86
* Total budget reduced by $32,131.67.

CLEO Delozier asked for a motion to approve. Walker motioned; Ball seconded. A vote was taken and all approved the DWFS Revised Operating Budget for PY 21 in the amount of $461,112.86 | Michelle Bish |
| 1. Discussion/Action: Local Plan

Michelle Bish reported the Local Plan closed for public comment on 10/15/2021 and was submitted to OOWD for review and approval. The Local Plan requires approval form the LEOs. CLEO Delozier asked for a motion to approve. Ball motioned; Walker seconded. A vote was taken and all approved the Local Plan. | Michelle Bish |
| 1. Performance Reports

Michelle provided the following performance reports:DWFS (Service Provider) Performance Report: 2/12Business Services, One Stop Operator and Performance Indicators Report:BS: 4/5OSO: 4/5Performance Indicators: 6/15 |  |
| 1. NEWDB Director’s Report
* **Status of Career Services**

Michelle outlined concerns from her and the NEWDB staff regarding the delivery of career services:Expenditures are low for the 20 and 40% minimums; enrollments are painfully low.The NEWDB team has provided extensive support for programs and compliance/performance management. There are significant gaps in communication and quality of case management is low. There are numerous complaints from customers and businesses, including one from USDOL. It has not been a good transition from the previous SP to the new SP. There is disallowed cost from the first invoice.We have requested a corrective action plan to address deficiencies. * **Disallowed Costs from Service Provider**

 The reported disallowed costs, which are not yet finalized, are: * + July - $1188.50 + Fringe Costs
	+ August - $48 + Fringe Costs

Eckerd had disallowed costs as part of their contract close-out invoice in the amount of $7,058.37.* **Business Service Report**
* **Externships**

Michelle explained the externship and invited commissioners to join. | Michelle Bish |
| 1. New Business
 | Dan Delozier |
| 1. Old Business
 | Dan Delozier |
| Adjourn CLEO Delozier asked for a motion to adjourn. Ball motioned; Walker seconded. A vote was taken and all voted to adjourn. Meeting adjourned at 9:25 AM  | Dan Delozier |
|  |  |