November 10, 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 Heather Smoot welcomed members and guests present and called the meeting to order at 9:00 a.m. **Members Present**: Jeanine Coleman, Kory Coots, Meredith Frailey, Layla Freeman, Scott Fry, Kristen McFadden, Heather Smoot, Cheryle Martin, Tami McKeon, Dustin Phelan, Robbin Rogers, and Rondale Wilson.**Members Absent:** Kenneth Adams, Angie Bidleman, David Chaussard, Sarah Hayes, Lori Nichols, Bobbie Wolf, Miranda Wolf, Cody Cox, Tim Hasserbring, Diane Kelley, Mary Millikin, and Mike Skinner.**Guests Present:** Michelle Bish, Matt McNally, Jeremy Frutchey, Susannah Gravley, Sharon Baker, Gretchen Evans, Tom Summar, Craig Lamberson, Janelle Ivey, and Bill Cralley | Heather Smoot |
| 1. WIOA Title I Success Story: John Morton

Story was printed and handed out to members present as the client could not attend due to being at work. | Michelle Bish |
| 1. Consent Agenda:
* August 11, 2021 Minutes
* Travel Policy
* ITA Policy
* Accounting Policy
* Approved Training Programs & Providers
* 2022 NEWDB Meeting Calendar

Chair Smoot reminded members they had been emailed the documents for today’s meeting. She asked for a motion to approve the consent agenda items. Tami McKeon motioned to approve the consent agenda items. Kory Coots seconded the motion. There was no discussion. A vote was taken and all members voted to approve the consent agenda items. | Heather Smoot |
| 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.
* 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%

Chair Smoot asked for a motion to approve the Budget vs Actual Report and Minimum Spending as reported. Layla Freeman motioned to approve the Budget vs Actual Report and Minimum Spending. Rondale Wilson seconded the motion. There was no discussion. A vote was taken and all approved the motion to accept the Budget vs Actual Report and the Minimum Spending report. | Michelle Bish |
| 1. **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 we reduced their operating budget due to DWFS not spending the total TET grant’s operating budget and increased the DWG slightly. 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.

Chair Smoot asked for a motion to approve the budget revision. Jeanine Coleman made the motion to approve the budget reduction from $493,224.53 to $461.112.86. Cheryle Martin seconded the motion. There was no discussion. A vote was taken and all approved the budget reduction of $32,131.67. | Michelle Bish |
| 1. Discussion/Action: Star Certification Miami AJC

Jeremy Frutchey, NEWDB Compliance Monitor reported on the status of the Star Certification of the Miami AJC. Jeremy clarified the agenda action item was incorrectly listed for Claremore AJC. It should state Miami AJC. Jeremy explained the revised Star Certification was based on feedback received from Charles Watt and his site visit. The Star Team revised the review based on the comments from Charles Watt. Tami offered to discuss building deficiencies with Charlotte Howe, at the Miami Chamber of Commerce. As the office will be relocating after December 31, 2021, there are no plans to move forward with the remaining recommendationsChair Smoot asked for a motion to approve the status of the Miami AJC Star Certification. Robbin Rogers made the motion to approve the status as reported. Rondale Wilson seconded the motion. There was no discussion. A vote was taken and all approved the motion to approve the status of the Miami AJC Star Certification.  | Jeremey Frutchey |
| 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. Board approval is required for the Local Plan. Chair Smoot asked for a motion to approve the Local Plan. Layla Freeman made the motion to approve the Local Plan. Kory Coots seconded the motion. There was no discussion. A vote was taken and all approved the motion to approve the Local Plan. | Michelle Bish |
| 1. Performance Reports

**DWFS (Service Provider) Performance Report**: Provided by Tom Summar2 of 12 contractual measures have been met by DWFS. A new Operations Manager is now in place. Enrollments have been slow, due to some staffing related issues. DWFS is not meeting any of the youth measures and have only met two (2) of the Adult/DLW measures. Heather Smoot asked about youth measures and what strategies are being used to boost youth enrollments. Tom replied that they are working with the community-based partners. This includes ABE in Bartlesville and the Office of Juvenile Affairs. Heather also asked about performance, and why we are here now. Tom advised the overall climate for youth enrollments is lower everywhere, but thinks the staffing issue is also a factor. Heather asked if performance in other areas looks similar. Tom said that other contracts are performing better. New contract in Western and Nebraska not where they wanted it to be, but it is not as significant as in NE. Meredith Frailey asked if we have partnered with the Native American tribes. Meredith offered to connect us to other tribal partners.**NEWDB Workforce System and Performance Report**: Provided by Matt McNally**Business Services**: 4 of 5 measures have been met. One has not been met due to the low number of business survey responses received. Lorri Romero, BSC is currently working on strategies to boost the number of survey responses.**One Stop Operator:** 4 of 5 measures have been met. One has not been met due to the low number of survey responses received. The traffic in the AJC’s is lower. **Performance Indicators**: 6 of 15 indicators have been met. Numbers were low in the first quarter, which is not unusual. We are, however, concerned that we are just beginning to see the impact COVID has had on performance. **NEWDB Monitoring Report:** Provided by Jeremy Frutchey Jeremy reported on his monitoring activities and also discussed disallowed costs discovered during monitoring. DWFS had disallowed costs in the July and August monitoring reports. Disallowed costs related to the transition of Work Experience services and Work Experience time keeping. 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. | Michelle Bish |
| 1. **NEWDB Director’s Report**
* **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 bordering negligent. 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. Kory Coots asked “how long is the contract?” Layla Freeman asked “is this something we can look at as a board to find a solution?”Chair Smoot asked if Susannah Gravley, OOWD, had any comments. Susannah responded, due to the structure of WIOA, the service provider is a sub-recipient and the contract can be terminated, but this creates some risks. Susannah told board members that Michelle Bish has been very transparent with OOWD. OOWD sets very high expectations for local boards, but OOWD will help us with whatever we need. Whatever the board might want to consider, the state will help. Susannah suggested the board may want to look more in-depth at the contract and explore options.Jeanine Coleman asked for specific steps for what DWFS plans to do to turn it around. Tom stated they have been asked to do a corrective action plan.* **Disallowed Costs from Service Provider** – Reported by Jeremy Frutchey above
* **Business Service Report:**

Report given by OSO – see above* **Externships**

The next externship is scheduled for 12/8/2021. Michelle Bish invited interested parties to participate**.** | Michelle Bish |
| 1. **Strategic Conversations**

Matt gave a presentation on the value of work-based learning and described the role board members play in helping us reach the work-based learning goals. The presentation was followed by a discussion. | Michelle BishMatt McNally |
| 1. New Business - none
 | Heather Smoot |
| 1. Old Business – none
 | Heather Smoot |
| Chair Smoot asked for a motion to adjourn at 10:30 a.m. Rondale Wilson made the motion to adjourn. Kory Coots seconded the motion. A vote was taken and all approved to adjourn the meeting at 10:30 a.m.  | Heather Smoot |

**Approved by NEWDB members present 2.9.2022**