May 6, 2022 9:00 a.m.

Rogers County Courthouse (Commissioner’s Meeting Room)

200 S Lynn Riggs Blvd

Claremore, OK 74017

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| **LEO Meeting Minutes** | |
| 1. **Welcome**: Meeting was called to order at 9:00 AM by CLEO Dan Delozier.   **Members Present**: Dan Delozier, Ryan Ball, Burke LaRue, Lowell Walker, and Mitch Antle  **Members Absent**: Steven Chasteen and Jake Callihan  **Guests:**  Michelle Bish | Dan Delozier |
| 1. **Discussion/Action: February 16, 2022 Special Meeting Minutes** Commissioner Delozier asked if there was a motion to approve the meeting minutes which were sent electronically by Michelle Bish. Commissioner Antle motioned to approve; Commissioner Ball seconded the motion to approve. A vote was taken and all approved the Special Meeting Minutes from February 16, 2022. | Dan Delozier |
| 1. **Discussion/Action: 2021 Audit Report**   Michelle Bish provided hard and electronic copies of the 2021 Audit. Bish noted the audit describes the NEWDB as a low-risk status and reviewed the other items described in the Summary of the Auditors Results on page 17. There were no material weakness or deficiencies noted and no findings for the reporting period. Commissioner Delozier asked if there was a motion to approve the 2021 Audit. Commissioner Ball motioned to approve; Commissioner LaRue seconded the motion to approve. A vote was taken and all approved the 2021 Audit Report. | Michelle Bish |
| 1. **Discussion/Action: Budget vs Actual Report and Minimum Spending**   Michelle Bish reported the spending is up in Adult and Dislocated Worker programs. The Youth expenditures remain painfully low. There are challenges in recruiting youth right now and we are “at risk” of being required to return some funds. Overall, the Business Services and Career Services budgets are in good shape. Commissioner Delozier asked for a motion to approve the Budget vs Actual Report and Minimum Spending. Commissioner Antle motioned to approve; Commissioner Walker seconded the motion to approve. A vote was taken and all approved the Budget vs Actual Report and Minimum Spending. | Michelle Bish |
| 1. **Discussion/Action: PY21 DWFS Request to Modify Operating Budget** The service provider, DWFS, has requested a budget modification due to the overages in the salaries line item. DWFS requested to move line items in operations funding in DLW to cover salary costs and to move funding in Ault training programs to cover increased supportive service costs, and move funding in DLW to cover increased training costs. Commission Delozier asked for a motion to approve the PY21 DWFS Request to Modify Operating Budget. Commissioner Ball motioned to approve; Commissioner Antle seconded the motion. A vote was taken and all approved the PY21 DWFS Request to Modify Operating Budget. | Michelle Bish |
| 1. **Discussion/Action: PY21 NEWDB Business Service Budget Revision** Michelle Bish reported OOWD provided additional Business Service funding. This required a budget revision. We anticipating the Notice of Award for PY22 and will submit this in July, 2022. Commissioner Delozier asked for a motion to approve the PY21 NEWDB Business Service Budget Revision. Commissioner Walker motioned to approve; Commissioner LaRue seconded the motion. A vote was taken and all approved the PY21 NEWDB Business Service Budget Revision. | Michelle Bish |
| 1. **Discussion/Action: PY22 NEWDB Career Service Budget** Michelle Bish reported we received the MOU from OOWD. The MOU provides $180K for four years. The budget reflects the anticipated carryover and the award for PY22. Commission Delozier asked for a motion to approve the PY22 NEWDB Career Service Budget. Commissioner Walker motioned to approve; Commissioner Antle seconded the motion. A vote was taken and all approved the PY22 NEWDB Career Service Budget Revision. | Michelle Bish |
| 1. **Discussion/Action: PY22 NEWDB One Stop Operator Budget**   Michelle Bish reported the budget for PY22 is lower than the amount bid by the NEWDB. We bid $93K and the total budget provided for PY22 is $80,900. Commissioner Delozier asked for a motion to approve the PY22 NEWDB One Stop Operator Budget. Commissioner Antle motioned to approve; Commissioner Ball seconded the motion. A vote was taken and all approved the PY22 NEWDB One Stop Operator Budget. | Michelle Bish |
| 1. **Performance Reports**   **DWFS (Service Provider) Performance Report and Disallowed Costs from Service Provider** NEWDB negotiated new measures with DWFS which are implemented in quarter three. Differences in these measures are reflected in the Q3 performance report. A combination of factors led to the renegotiated measures, including significantly reduced walk-in traffic and the pandemic’s impact on staffing. As a result of the revised measures, NEWDB eliminated the requirement for business contacts by the DWFS team and DWFS will be coordinating any necessary contacts through the NEWDB. The NEWDB team has shifted the service delivery strategy for business and thus eliminated the requirement for DWFS business contacts. The NEWDB team is still holding bi-weekly calls with DWFS to hold them accountable for the CAP and to discuss strategies to move towards goals.   * Met 3 of 11 performances measures * Did not meet 8 of 11 measures * NEWDB has received a corrective action strategy from DWFS, and works closely with DWFS through bi-weekly calls to identify opportunities to improve performance measures.   **NEWDB Monitoring and Performance Report**   * Met 5 of 5 PY21 Q3 One Stop Operator performance measures * Met 5 of 5 PY21 Q1 Business Service performance measures   **Performance Indicators**   * Met 3 of 5 measures for the Adult Performance Indicators * Met 2 of 5 measures for the DLW Performance Indicators * Met 2 of 5 measures for the Youth Performance Indicators * Total Q3 Performance – 7 of 15 measures were met | Michelle Bish |
| 1. **NEWDB Directors Report**   Michelle Bish reported on the following items   * Status of the NEWDB Pilot Project * Reinventing our Communities Cohort * Sector Partnerships * Miami and Claremore AJC Leases * Eastern funds: NEWDB received an email notice from OOWD, our carry over is $300,109.15 but $57,452.49 expired. OOWD will modify the most current awards for the balances of the PY18 Youth, FY19 Adult, and FY19 DLW grants. The state will eat the cost of the $57,452.49. * Additionally, the balances for the PY19 and FY20 grants vary slightly from the estimates provided earlier. OOWD will modify those awards. * Commissioner Delozier would like to schedule a meeting with OOWD. | Michelle Bish |
| 1. New Business - None | Dan Delozier |
| 1. Old Business – None | Dan Delozier |
| Commissioner Delozier asked for a motion to adjourn at 9:44 a.m. Commissioner Ball motioned to adjourn; Commissioner Antle seconded the motion. A vote was taken and all approved the motion to adjourn. |  |

**Approved by:**

**LEO Members Present 8.5.2022**