May 11, 2022 9:00 AM

Northeast Tech – Pryor Campus

**Northeast Tech Center - Anglin Building Seminar Center**

6195 W. Highway 20 - Pryor, OK 74361

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| **NEWDB Meeting Minutes** | |
| 1. Welcome   Scott Fry, Vice Chair called the meeting to order at 9:03 a.m. Members and guests were welcomed.  **Members Present**: Kenneth Adams, Bill Cralley, Meredith Frailey, Scott Fry, Sarah Hayes, Kristen McFadden, Bobbie Wolfe, Cheryle Martin, Robbin Rogers, Mike Skinner, and Rondale Wilson  **Members Absent**: Angie Bidleman, David Chaussard, Kory Coots, Layla Freeman, Lori Nichols, Heather Smoot, Miranda Wolf, Cody Cox, Tim Hasserbring, Janelle Ivey, Diane Kelley, and Mary Millikin  **Guests Present**: Tom Summar, Cathy Spencer, Matt McNally, Jennifer Coble, Alicia Turley, Rubena Ahmed, Michelle Bish and Ashley Arenivar | Scott Fry |
| 1. **WIOA Title I Success Story: Bailey**   Bailey was unable to miss work to attend the meeting. Members were provided with her success story. | Michelle Bish |
| 1. **Consent Agenda**:  * February 9, 2021 Minutes * OJT Policy * Work Experience and Transitional Jobs Policy * Youth Incentive Policy * ITA Policy * Approved Training Programs & Providers * Code of Conduct   Scott Fry reminded members they were provided meeting documents electronically. He asked for a motion to approve the consent agenda items. Bill Cralley motioned to approve; Kenneth Adams seconded the motion. A vote was taken and all approved the consent agenda items as presented. | Scott Fry |
| 1. **Discussion/Action: Audit Report**   Michelle Bish reported the following on the Audit Report.   * The 2021 audit and notes the audit describes the NEWDB as a low-risk entity and reviewed other items described in the Summary of the Auditors Results on page 17. * There were no material weaknesses or deficiencies noted and no finding for the reporting period.   Scott Fry asked for a motion to approve the Audit Report. Kenneth Adams motioned to approve; Rondale Wilson seconded the motion. A vote was taken and all approve the Audit Report as presented. | Michelle Bish |
| 1. **Discussion/Action: Budget vs. Actual Report and Minimum Spending**   Michelle Bish presented the information on the Budget vs Actual Report and Minimum Spending   * Spending is up in Adult and DLW programs, however, still remains painfully low in Youth. * Challenges in recruiting Youth right now and at risk of returning some funds. * Overall, the BSV and Career Services budgets are in good shape.   Scott Fry asked for a motion to approve the Budget vs Actual Report and Minimum Spending as presented. Rondale Wilson motioned to approve; Bill Cralley seconded the motion. A vote was taken and all approved the motion to approve the Budget vs Actual Report and Minimum Spending. | Michelle Bish |
| 1. **Discussion/Action: DWFS Request to Modify PY21 Operating Budget**   Michelle Bish presented the request by DWFS to modify the PY21 Operating Budget.   * The service provider has requested a budget modification due to overages in the salaries line item. * DWFS requested to move line items in operations funding in DLW to cover salary costs. * Discussed request to move funding in Adult training programs to cover increased supportive service costs. * Move funding in DLW to cover increased training costs.   Scott Fry asked for a motion to approve the DWFS Request to Modify PY21 Operating Budget. Bobbie Wolfe motioned to approve; Rondale Wilson seconded the motion. A vote was taken and all approved the DWFS Request to Modify PY21 Operating Budget. | Michelle Bish |
| 1. **Discussion/Action: PY21 NEWDB Business Service Budget Revision**   Michelle Bish provided the updated information regarding the PY21 NEWDB Business Service Budget Revision   * OOWD provided additional BSV funding, this required a budget revision. We are anticipating Notice of Award for PY22 and will submit in July, 2022. Total budget amount of $226,797.56   Scott Fry asked for a motion to approve the PY21 NEWDB Business Service Budget Revision. Kenneth Adams motioned to approve; Bill Cralley seconded the motion. A vote was taken and all approved the PY21 NEWDB Business Service Budget Revision in the amount of $226,797.56. | Michelle Bish |
| 1. **Discussion/Action: PY22 NEWDB Career Service Budget**   Michelle Bish presented the PY22 NEWDB Career Service Budget information.   * NEWDB received the MOU from OOWD. The MOU provides $180K a year for four years. The budget reflects the anticipated carryover and the award for PY22, total budget $292,000.   Scott Fry asked for a motion to approve the PY22 NEWDB Career Service Budget. Bobbie Wolfe motioned to approve; Kenneth Adams seconded the motion. A vote was taken and all approved the motion to approve the PY22 NEWDB Career Service Budget in the amount of $292,000. | Michelle Bish |
| 1. **Discussion/Action: PY22 NEWDB One Stop Operator Budget**   Michelle Bish presented the PY22 NEWDB One Stop Operator Budget information.   * The budget for PY22 is lower than the amount bid by the NEWDB. We bid $93K and the total budget for PY 22 is $85,800.   Scott Fry asked for a motion to approve the PY22 NEWDB One Stop Operator Budget. Robbin Rogers motioned to approve; Bobbie Wolfe seconded the motion. A vote was taken and all approved the motion to approve the PY22 One Stop Operator Budget. | Michelle Bish |
| 1. **Discussion/Action: Claremore Certification Status**   Michelle Bish provided the classifications and criteria for Centers.     * The State and feds provide criteria and procedures that set the standards for local workforce boards for certification.   The three classifications of centers are: Comprehensive, Affiliate and Specialized.  **Comprehensive Center**: A comprehensive one-stop center is a physical location where job seeker and employer customers can access the programs, services, and activities of all required one-stop partners  **Affiliate Center**: An affiliated site, or affiliate one-stop center, is a site that makes available to job seeker and employer customers one or more of the one-stop partners’ programs, services, and activities with a physical presence of combined staff more than 50 percent of the time the center is open. An affiliated site does not need to provide access to every required one-stop partner program.  **Specialized Center**: Any network of one-stop partners or specialized centers, as described in 20 CFR 678.300(d)(3), must be connected to the comprehensive one-stop center and any appropriate affiliate one-stop centers, for example, by having processes in place to make referrals to these centers and the partner programs located in them. Wagner-Peyser Act employment services cannot stand alone in a specialized center.  Michelle described the services available in the Claremore AJC and discuss the category definitions with members. After discuss, members agreed that the Claremore AJC falls into the category of a Specialized Center vs Affiliate. No other core partners are co-located in Claremore as they are with the other three centers. Thus, it is a standalone site and the category of Specialized is more applicable.  Scott Fry asked for a motion to approve the Claremore Certification Status. Kenneth Adams motioned to approve; Rondale Wilson seconded the motion. A vote was taken and all approved the updated Claremore Certification Status. | Michelle Bish |
| 1. **Performance Reports**   Jeremy Frutchey, NEWDB Compliance Monitor reported on the following:   * DWFS (Service Provider) Performance Report and Disallowed Costs from Service Provider   Jeremy also provided the information from the   * NEWDB Monitoring Report   Matt McNally, NEWDB Business Service Consultant/Operations Coordinator reported on the following:   * NEWDB Workforce System and Business Service Report | Jeremy Frutchey  Jeremy Frutchey  Matt McNally |
| 1. **NEWDB Director’s Report**   Michelle Bish reported on the following:   * Status of NEWDB Pilot Project * Reinventing our Communities Cohort * Sector Partnerships * Miami and Claremore Leases * Update on Eastern Closeout * NEWDB was appointed as FA, two-year close out period * Eastern funds: NEWDB received email notice from OOWD on April 29, Carryover is $300,109.15 but $57,452.49 had expired. OOWD will modify the most current awards for the balances of the PY18 Youth, FY19 Adult, and FY19 Dislocated Worker 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, so OOWD will modify those awards. * Cash on hand balance for the NEWDB is $14,557.85, however, that amount is accounted for at this time. | Michelle Bish |
| 1. **Strategic Conversations:**   Michelle Bish and Matt McNally engaged board members in a conversation to assess labor trends in NE Oklahoma. Members discussed remaining challenges with recruitment/retention and the discussion led to resources available within the workforce system through OJTs etc. Members shared some best practices for retention strategies, including Bill Cralley from Pelco who shared they have a thriving Employee Wellness Program that is resulting in increased retention. | Scott Fry |
| 1. **New Business** - None | Scott Fry |
| 1. **Old Business** – None | Scott Fry |
| Adjourn  Scott Fry asked for a motion to adjourn the meeting. Kenneth Adams made the motion to adjourn; Rondale Wilson seconded the motion. A vote was taken and all approved the motion to adjourn at 10:16 a.m. | Scott Fry |

Approved by:

**NEWDB Members Present 8.10.2022**

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Heather Smoot, Chair Date

Northeast Workforce Development Board