**-Grand Gateway**

**333 Oak St**

**Big Cabin, OK 74332**

**August 10, 2022 9:00 a.m.**

|  |
| --- |
| **NEWDB Meeting Minutes**  |
| 1. Welcome

Heather Smoot, Board Chair, called the meeting to order at 9:03 a.m. She welcomed new NEWDB members: James Sharp Integris Grove/Miami-DON;Nick Bowers NE OK Electric Coop–Key Accounts; and Misty Wheeler, Grand Gateway-HR Director. Smoot also announced past Vice Chair and Chair, David Chaussard retired 8/1/2022 and expressed the appreciation of the more than a decade of service to the NEWDB. Members Present: Nick Bowers, Bill Cralley, Meredith Frailey, James Sharp, Heather Smoot, Bobbie Wolf, Robbin Rogers, Mike Skinner, Misty Wheeler and Rondale Wilson.Members Absent: Kenneth Adams, Angie Bidleman, Kory Coots, Layla Freeman, Scott Fry, Sarah Hayes, Kristen McFadden, Lori Nichols, Miranda Wolf, Cody Cox, Tim Hasserbring, Diane Kelley, Cheryle Martin, Mary Millikin, and Dustin Phelan.Guests Present: Matt McNally, Alicia Turley, Cathy Spencer, Jonette Duck, Gretchen Evans, Ashley Arenivar, Jennifer Coble, Michelle Bish, Sharon Baker, Christine Hendrex, Tom Summar and Jeremy Frutchey. | Heather Smoot |
| 1. WIOA Title I Success Stories:

Michelle Bish, Executive Director, reported on the Title I Success Stories for Bailey who started as a WEx Youth at CIEDA, completed and was hired full time at RSU as an Executive Assistant. Michael started as an OJT participant and has completed the first of three phases of the Registered Apprenticeship to obtain a nationally recognized credential as a Water Operations Specialist.  | Michelle Bish |
| 1. Consent Agenda:
* May 11, 2022 Minutes
* Approved Training Programs & Providers
* Demand Occupations
* PY 2022 Meeting Dates
* Internal Controls Elevate Account Policy
* Center Certification Policy
* Adult/DLW Policy
* Youth Policy
* Self Sufficiency Policy
* Personnel Policy
* Business Service Plan
* Ratify Executive Committee Actions to hire FT Accountant

Heather reminded members they were emailed the meeting documents a week prior to the scheduled NEWDB meeting. She asked members if there was any discussion regarding the consent agenda items. There was none. Heather asked for a motion to approve the consent agenda items and ratify the NEWDB Executive Committee action taken 7/18/2022 to approve the NEWDB to hire a full- time accountant at the NEWDB Fiscal Office located in Pryor, OK. Meredith Frailey motioned to approve; Rondale Wilson seconded the motion. A vote was taken and all members present approved the consent agenda items and ratified the Executive Committee action. | Heather Smoot |
| 1. Discussion/Action: Budget vs Actual Report and Minimum Spending

Michelle provided board members with the Budget vs Actual and Minimum Spending Reports. Overall expenditures are still running low, as are overall enrollments. NEWDB is still working on recruitment strategies to boost numbers, including conversations with OESC about the RESEA referral process. We believe the new virtual RESEA process is having an adverse effect on DLW enrollments. Youth expenditures are still very low. NEWDB is working to convene the Youth Committee to discuss strategies for referrals. Heather asked for a motion to approve the Budget vs Actual Report and Minimum Spending. Meredith Frailey motioned to approve; Bill Cralley seconded the motion. A vote was taken and all members present approved the Budget vs Actual Reports and Minimum Spending.  | Michelle Bish |
| 1. Discussion/Action: PY 22 NEWDB Operating Budget

Michelle advised NEWDB had received awards from OOWD on July 28, 2022. Overall, the awards were decreased 19% from the previous PY. We are still waiting awards with the balance from the Eastern closeout. These awards are estimated in the total budget amount $2,006,028.35. Heather asked for a motion to approve the PY 22 NEWDB Operating Budget in the amount of $2,006,028.35. Robbin Rogers motioned to approve; Bill Cralley seconded the motion. A vote was taken and all members present voted to approve the PY 22 NEWDB Operating Budget in the amount of $2,006,028.35. | Michelle Bish |
| 1. Discussion/Action: PY 22 NEWDB Career Services Budget Revised

Michelle reminded board members this budget is special funding received from OOWD to pilot career services. The PY 22 NEWDB Career Services Budget revised shows the actual carryover. Heather asked for a motion to approve the PY 22 NEWDB Career Services Budget Revised in the amount of $273,270.63. Meredith Frailey motioned to approve; Rondale Wilson seconded the motion. A vote was taken and all members presented voted to approve the PY 22 NEWDB Career Services Budget Revised in the total amount of $273,270.63. | Michelle Bish |
| 1. Discussion/Action: PY 22 NEWDB Business Service Budget Revised

Michelle reminded board members these are special funds from OOWD that allowed the NEWDB to hire full time staff to provide business services. The total PY 22 NEWDB Business Services Budget revised is $230,761.96.Heather asked for a motion to approve the PY 22 NEWDB Business Service Budget revised in the amount of $230.761.96. Bill Cralley motioned to approve; Robbin Rogers seconded the motion. A vote was taken and all board members present voted to approve the PY 22 NEWDB Business Service Budget revised in the amount of $230,761.96. | Michelle Bish |
| 1. Discussion/Action: PY 21 DWFS Request to Modify Operating Budget

Michelle reported DWFS, the Title I Service Provider, is requesting a modification to the PY 21 budget to move operational funds to cover salaries and to move client funds in the Adult and Dislocated Worker programs to cover increased supportive service costs. The total budgets will remain unchanged; it is a request to move line items only. Heather asked for a motion to approve the PY 21 DWFS Operating Budget Modification. James Sharp motioned to approve; Bill Cralley seconded the motion. A vote was taken and all members present voted to approve the PY 21 DWFS Operating Budget Modification. | Michelle Bish |
| 1. Discussion/Action: PY 22 DWFS Operating Budget

Michelle reported the DWFS Total Operating budget is $423,871. This is down approximately $50K from the previous program year due to the end of the TET and DWG grants. The emphasis remains on Work Based Learning activities. Heather asked for a motion to approve the PY 22 DWFS Operating Budget in the amount of $423,871. Meredith Frailey motioned to approve; Mike Skinner seconded the motion. A vote was taken and all board members present approved the PY 22 DWFS Operating Budget in the amount of $423,871. | Michelle Bish |
| 1. Discussion/Action: PY 22 One Stop System Budget

The PY 22 One Stop System Budget covers the obligations of each partner represented in the workforce system and the services available through the AJC network. The proposed PY 22 One Stop Budget is $67,326.71.Heather asked for a motion to approve the PY 22 One Stop System Budget in the amount of $67,326.71. Robbin Rogers motioned to approve; Bill Cralley seconded the motion. A vote was taken and all board members present approved the PY 22 One Stop System Budget in the amount of $67,326.71. | Michelle Bish |
| 1. Discussion/Action: One Stop Operator Performance Measures

Michelle reported on the performance of One Stop Operator services for PY 21 and requested board consideration of the proposed benchmarks. She advised, the operator attained all the required benchmarks for PY 21, we are requesting to carry those same benchmarks in PY 22. These benchmarks align with the strategies of the board and will help us maintain our overall goals.Heather asked for a motion to approve the One Stop Operator Performance Measures for the PY 22. Rondale Wilson motioned to approve; Bill Cralley seconded the motion. A vote was taken and all board members present voted to approve the PY 22 One Stop Operator Performance Measures. | Michelle Bish |
| 1. Discussion/Action: Extend One Stop Services

Michelle is requesting to extend the One Stop Services that will allow the NEWDB to continue to operate in the capacity of the One Stop Operator. The benchmarks have been met, the staff are doing an outstanding job and the partnerships are thriving. Heather asked for a motion to extend the One Stop Services. Mike Skinner motioned to approve; James Sharp seconded the motion. A vote was taken and all board members present voted to approve One Stop Services being extended.  | Michelle Bish |
| 1. Discussion/Action: NEWDB Career Services Performance Benchmarks

Michelle reported the NEWDB Career Services Performance Benchmarks will establish the goals and objectives of phase 2 of the pilot project and will provide measurable standards that will help us monitor goals, objectives and success. The goals will include meeting performance indicators, no disallowed costs, focus on Dislocated Worker and Youth enrollments and provide quarterly success stories.Heather asked for a motion to approve the NEWDB Career Services Performance Benchmarks. Bill Cralley motioned to approve; Meredith Frailey seconded the motion. A vote was taken and all board members present voted to approve the NEWDB Career Services Performance Benchmarks.  | Michelle Bish  |
| 1. Request to Transfer Dislocated Worker funds to Adult funds

Michelle reported there is a continued increase of Adult customers. Due to this, she is requesting NEWDB approval of a transfer of up to 100% of the Dislocated Worker funds be moved to the Adult funds as is allowed by the USDOL. This will allow the continuation of services in the OKWorks AJCs. Heather asked for a motion to approve the transfer of up to 100% of the Dislocated Worker funds to Adult funds. Bill Cralley motioned to approve; James Sharp seconded the motion. A vote was taken and all board members present voted to approve the transfer of Dislocated Worker funds to Adult funds.  | Michelle Bish |
| 1. Discussion/Action: Elevate Bank Account

Michelle reported since David Chaussard has retired, approval is needed to add Heather Smoot, NEWDB Chair, to the Elevate Bank Account.Heather asked for a motion to approve the removal of David Chaussard from the NEWDB Elevate Bank Account and add Heather Smoot. Robbin Rogers motioned to approve; Bill Cralley seconded the motion. A vote was taken and all board members present voted to approve the removal of David Chaussard and addition of Heather Smoot to the NEWDB Elevate Bank Account. | Michelle Bish |
| 1. Discussion/Action: LEO and NEWDB Agreement

Michelle requested all NEWDB members to please review the highlighted modifications of the LEO and NEWDB agreement. The modifications define the firewalls and internal controls process for entities serving in more than one capacity within the workforce system. Heather asked for a motion to approve the modified LEO and NEWDB Agreement as presented. Meredith Frailey motioned to approve; Mike Skinner seconded the motion. A vote was taken and all board members present voted to approve the LEO and NEWDB Agreement.  | Michelle Bish |
| 1. Performance Reports (Full reports provided electronically in the board member meeting packets)
* DWFS (Service Provider) Performance Report and Disallowed Costs from Service Provider
* NEWDB Monitoring Report
* NEWDB Workforce System and Business Service Report
 | Jeremy FrutcheyJeremy FrutcheyMatt McNally |
| 1. Board Chair Report Out: Healthcare Advisory Council Update

Heather provided board members with a status update of the Advisory Council’s activities and objectives. Currently looking at recruitment/retention strategies and ways to link employers to WBL resources through the NEWDB.  | Heather Smoot |
| 1. NEWDB Director’s Report
* Status of NEWDB Pilot Project: Entering into Phase 2 – doing client enrollments – still focused on business service and outreach
* Reinventing our Communities Cohort – Rondale Wilson
* Miami and Claremore Leases
* Vinita Corrections Facility
* Alumni Celebration
 | Michelle Bish |
| 1. New Business

Heather reported there will be board member retreat the evening of 11/16/2022 in OKC and training on 11/17/22. She encouraged board members to consider attending these events and the Alumni Celebration will be held the afternoon of 11/17/2022 at the State Capitol. Sheila Shook, Tulsa Ports, will be given an award as a NEWDB Business Champion. | Heather Smoot |
| 1. Old Business: None
 | Heather Smoot |
| AdjournHeather asked for a motion to adjourn at 9:47 a.m. Bill Cralley motioned to adjourn; James Sharp seconded. A vote was taken and all board members present voted their approval to adjourn.  | Heather Smoot |

Meeting Minutes Approved by: NEWDB Members Present 11.9.2022