NEWDB Special Executive Committee

Meeting

November 29, 2021 8:00 a.m.

Light of Hope

403 W 1st St,

Claremore, OK 74017

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| **NEWDB Special Executive Committee**  **Meeting Minutes** | |
| 1. **Welcome:** Scott Fry, NEWDB Vice Chair, welcomed members present at 8:04 a.m.   **Members Present**: Scott Fry, Layla Freeman, Cheryle Martin, David Chaussard,  **Members Absent**: Heather Smoot  **Guests:** Michelle Bish | Scott Fry |
| 1. **Discussion/Action: May 24, 2021 Special Meeting Minutes**   Scott Fry reminded members that minutes were shared electronically via Dropbox and asked for a motion to approve. Cheryle Martin, motioned approval, Layla Freeman seconded. A vote was taken and all approved the May 24, 2021 minutes. | Scott Fry |
| 1. **Discussion/Action: Adult/DLW Program Manager and Youth Program Manager Positions**   Michelle provided the following explanation to members:   * OOWD asked the NEWDB to do a two-year Pilot for career services as they are looking at the delivery of career services throughout the state. * OOWD will fund 2 positions, plus admin. * Emphasis on staff development and delivery of quality services. * Responsibilities include: case management, boost WBL, and business services. * Moving supervision to BSC/Operations Coordinator: changed job description, boost pay and updated position title. * The 2 additional positions will be non-exempt positions at $20 an hour. * OOWD will do a MOU with NEWDB   Scott Fry asked for a motion to approve. David Chaussard, motioned approval, Layla Freeman seconded. There was no discussion. A vote was taken and all approved the two new positions and wages. | Michelle Bish |
| 1. **Discussion/Action: NEWDB PY 21 Operating Budget for Program Managers**   Michelle provided the proposed Operating Budget for the Program Managers. Scott Fry asked for a motion to approve. David Chaussard motioned approval, Cheryle Martin seconded. There was no discussion. A vote was taken and all approved the PY 21 Operating Budget for Program Managers in the amount of $133, 191. | Michelle Bish |
| 1. **Discussion/Action: Revised Business Service Budget**   Michelle provided an updated Business Service Budget showing the increased salary and revised job title and advised the total has not changed. Scott Fry asked for a motion to approve. David Chaussard motioned approval, Layla Freeman seconded. There was no discussion. A vote was taken and all approved the revised Business Service budget for PY 21. | Michelle Bish |
| 1. **Discussion/Action: Transfer of Funds**   Michelle advised the AJCs are still seeing an increase in the number of Adults seeking services and a decreased number of DLW. In efforts to meet customer demand, a request to transfer up to 60% of DLW funds to Adult is being made. Scott Fry asked for a motion to approve. David Chaussard motioned to approve a transfer from DLW to Adult up to 60%, Cheryle Martin seconded. There was no discussion. A vote was taken and all approved to transfer up to 60% from DLW to Adult. | Michelle Bish |
| 1. **Old Business:** none | Scott Fry |
| **Adjourn**  Scott Fry asked for a motion to adjourn. Layla Freeman motioned, Cheryle Martin seconded. A vote was taken and all approved to adjourn. Meeting was adjourned at 8:22 AM. | Scott Fry |

Approved by NEWDB Executive Committee Members present 7.18.2022