February 9, 2022 9:00 a.m.

Grand Gateway -Conference Room

333 Oak Street

Big Cabin, OK 74332

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| **NEWDB Meeting Minutes** | |
| 1. Welcome   Chair, Heather Smoot, called the meeting to order at 9:05 a.m. She acknowledged Bill Cralley, the new board member for Pelco Structural and Susannah Gravley, the Deputy Director for OOWD. She thanked all members for their attendance, welcomed all members and guests present.    Members Present: Bill Cralley, Meredith Frailey, Layla Freeman, Kristen McFadden, Heather Smoot, Bobbie Wolf, Cheryle Martin, Tami McKeon, Mary Millikin, Robbin Rogers, Mike Skinner, and Rondale Wilson.  Members Absent: Kenneth Adams, Angie Bidleman, David Chaussard, Kory Coots, Scott Fry, Sarah Hayes, Lori Nichols, Miranda Wolf, Cody Cox, Tim Hasserbring, Diane Kelley, and Dustin Phelan.  Guests Present: Michelle Bish, Ashley Arenivar, Jeremy Frutchey, Matt McNally, Cathy Spencer, Janelle Ivey, Susannah Gravley, Joe Washington, Gretchen Evans, George Roach, Linda Bailey and Tom Summar. | Heather Smoot |
| 1. WIOA Title I Success Story: Melissa Hawkins   Melissa was unable to miss work to attend the meeting today. Those present were given an overview of her participation and success after completion as a Title I client. | Michelle Bish |
| 1. Consent Agenda:  * November 10, 2021 Minutes * OJT Policy * Bylaws * Priority of Services Policy * Approved Training Programs & Providers * Ratify Executive Committee Actions from Nov 29, 2021   OK Pathway Project Budget  Revised PY 21 BSV Budget  Transfer of Funds  Chair Smoot reminded members they were provided the consent agenda items in Dropbox. She asked for a motion to approve the new Consent Agenda items and ratify the Executive Committee actions approved on 11/29/2021. Tami McKeon motioned to approve. Meredith Frailey seconded. A vote was taken and all action items were approved and/or ratified. | Heather Smoot |
| 1. Discussion/Action: Budget vs. Actual Report and Minimum Spending   Budget vs Actual  Michelle Bish gave an overview of the reports which included formula funds, special DLW grants and the Business Service award. She reported the spending of the DLW and Youth funds is low and indicated this is the reason the request for a Transfer of Funds and CAP from our Service Provider was requested. This transfer will allow us to continue serving the customers who are seeking services. The majority of these are Adult clients. There is a negative entry shown on the insurance line item. The fiscal department found a duplicate entry for the D&O insurance. This will be reversed and removed during the January reporting cycle and reflected in the Q3 YTD reports and budget vs actual reports.  Chair Smoot asked for a motion to approve the Budget vs Actual Report and Minimum Spending Budget vs Actual. Layla Freeman motioned to approve. Cheryle Martin seconded. A vote was taken and all approved the Budget vs Actual and Minimum Spending Budget vs Actual. | Michelle Bish |
| 1. Discussion/Action: Revised NEWDB PY 21 Operating Budget   Michelle Bish explained the structure of the PY 21 Operating Budget. She added the Notice of Awards was received on November 30, 2021. The budget reflects the actual awards vs planning numbers. A comparison of the planning vs actual numbers was provided in the meeting packet. Michelle noted actual awards were very close to the planning numbers.  Chair Smoot asked for a motion to approve the Revised PY 21 Operating Budget. Robbin Rogers motioned to approve. Bill Cralley seconded the motion. A vote was taken and all approved the Revised PY21 Operating Budget. | Michelle Bish |
| 1. Discussion/Action: Transfer of Funds Request   Michelle Bish reported on the Transfer of Funds Request. The Executive Committee approved a transfer of up to 60% in November, 2021. Due to customer demand, we are seeking to transfer additional grants from DLW to Adult. The request is made to transfer $138,380.49 from the PY 21 and FY 22 funding.  Chair Smoot asked for a motion to approve the Transfer of Funds Request. Layla Freeman motioned to approve. Mike Skinner seconded the motion. A vote was taken and all approved the Transfer of Funds Request in the amount of $138,380.49. | Michelle Bish |
| 1. Performance Reports   The written Title I Performance Report, Monitoring Report PY 21 Q2 Monitoring Report and the Workforce System and Business Service Reports were provided in the meeting packet for members.  Jeremy Frutchey, NEWDB Compliance Monitor, provided a verbal report on the performance of the Title I Service Provider, DWFS and explained the disallowed costs for DWFS.  Jeremy also provided a verbal PY 21 Q2 NEWDB Monitoring Report.  Matt McNally, NEWDB Business Service Consultant, provided a verbal NEWDB Workforce System and Business Service Report. | Jeremy Frutchey  Jeremy Frutchey  Matt McNally |
| 1. NEWDB Director’s Report   Michelle Bish gave her Director’s Report. The final audit has not been returned but we have not been given any indication of any issues found.  In regard to the status of career services, we have launched the Pilot Project that will expand capacity to serve job seekers and businesses. We have added two positions that will focus on services to WIOA eligible Adults/DLW and Youth, targeting our most vulnerable populations including justice involved, veterans, high school drop outs, foster youth and individuals in poverty. These positions are employed by the NEWDB and will also focus efforts on serving businesses and offering recruitment/retention strategies, hiring events, design and launch of Registered Apprenticeship Programs, OJTs and other Work Based Learning services.  The KC Federal Reserve invited the NEWDB to submit an application to participate in a cohort that will focus on diversity, equity and inclusion. Michelle stated that while we are limited on internal resources, the NEWDB is committed to DEI and sees the cohort as an opportunity for all of NE Oklahoma to do some critical work in this area. 10 partners have committed to join the NEWDB in this cohort. The application status is pending by Feb 28. | Michelle Bish |
| 1. Strategic Conversations   Susannah Gravley reported on activities with the State and discussed the two pilot projects awarded. She stated an RFP had been released with 3 bids received for the customer enrollments, client referrals, information and report tracking system. | Susannah Gravely, Deputy Director, OOWD |
| 1. New Business   None | Heather Smoot |
| 1. Old Business   None | Heather Smoot |
| Adjourn  Chair Smoot asked for a motion to adjourn. Robbin Rogers motioned to adjourn. Meredith Frailey seconded the motion. A vote was taken and all approved the motion to adjourn at 9:42 a.m. | Heather Smoot |

**Approved by NEWDB Members Present 5.11.2022**