May 24, 2021 8:00 AM

Light of Hope

403 W 1st St,

Claremore, OK 74017

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| **NEWDB Special Executive Committee** **Meeting Minutes** |
| 1. **Welcome**

**Members Present**: Heather Smoot – Chair, Scott Fry – Vice Chair, David Chaussard – Past Chair, Layla Freeman and Cheryle MartinMembers Absent: none**Guests:** Travis Alexander and Michelle BishMeeting called to order at 8:00 AM. | Heather Smoot |
| 1. **Discussion/Action: February 11, 2021 Meeting Minutes**

Minutes from the April 9 meeting were not available and will be considered at the next meeting. | Heather Smoots |
| 1. **Discussion/Action: Title 1 Adult/DLW/Youth Award**

The chair, Heather Smoot invited members to share their thoughts and score sheets from the two RFPs received from DWFS and Career Team. Members agreed both proposals had pros and cons and each were discussed. The consensus from the group was that DWFS had demonstrated a more stable financial management system and processes and communicated a better structure for fiscal reporting and management. Additional strengths were the knowledge of the workforce system in Oklahoma and a customized description for proposed services in the NE area. The DWFS plan also detailed consideration of incumbent staff, including benefits. Score sheets were reviewed and showed DWFS received more points than Career Team. Heather requested a motion to approve the award to DWFS. David Chaussard motioned, Cheryle Martin seconded. A vote was taken and all approved to award the Title 1 A/DLW/Y contract to DWFS. | Heather Smoot |
| 1. **Old Business**

Michelle Bish advised board members that the WSOC approved the request from the NEWDB to serve as the One Stop Operator. She explained that a risk assessment was just completed and through the assessment it was determined that the NEWDB serving in a new role as fiscal agent was deemed a high-risk entity. However, it was further clarified by OOWD that any entity serving in a new role as fiscal agent, according to OWDI 05-2021 and the report given to the WSOC, would be considered a high-risk entity. The NEWDB will develop a corrective action plan and has added a new fiscal staff person to assist in the fiscal oversight and responsibilities.  | Heather Smoot |
| **Adjourn** A motion to adjourn was made by Scott Fry and seconded by David Chaussard. The meeting was adjourned at 8:25 AM.  | Heather Smoot |

Approved by NEWDB Special Executive Committee members present 11.29.2021