Grand Gateway

333 Oak St -Big Cabin, OK 74332

November 9, 2022 9:00 AM

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

Vice Chair Scott Fry called the meeting to order at 9:00 a.m. Members Present: Nick Bowers, Meredith Frailey, Scott Fry, Sarah Hayes, Kristen McFadden, Cheryle Martin, James Sharp, and Bobbie Wolf.Members Absent: Kenneth Adams, Angie Bidleman, Cody Cox, Bill Cralley, Layla Freeman, Tim Hasserbring, Janelle Ivey, Diane Kelley, Mary Millikin, Lori Nichols, Dustin Phelan, Robbin Rogers, Mike Skinner, Heather Smoot, Misty Wheeler, Rondale Wilson, and Miranda Wolf.Guests Present: Michelle Bish, Linda Bailey, Jeremy Frutchey, Alicia Turley, Matt McNally, Jonette Duck, Ashley Arenivar, Christine Hendrex, Terri Leisten, Tom Sumnar, Gretchen Evans, Casi Martin, and Mack Savala. | Scott Fry |
| 1. WIOA Title I Success Story: Boyd
 | Michelle Bish |
| 1. Consent Agenda:
* August 8, 2022 Minutes
* Self Sufficiency Policy
* Travel Policy
* Personnel Policy

Vice Chair Fry reminded members the meeting documents were shared via email prior to the board meeting. He asked for a motion to approve the consent agenda items. Meredith Frailey motioned to approve the consent agenda items. James Sharp seconded the motion. A vote was taken and all approved. | Scott Fry |
| 1. Budget vs Actual Report and Minimum Spending

Michelle Bish provided a review of the Budget vs Actual report and shared observations from the reports. Budget vs Actual reflects the Supportive Services spending is high in all programs. There has been an increase in the Youth spending. The Admin and BSV reflects a credit. This is a vacation accrual reversal. The BSV/CSO review of expenditures reflects travel expenditures are as expected and all other line items are well below budget. Vice Chair Fry asked for a motion to approve the Budget vs Actual Report and Minimum Spending report as presented. James Sharp motioned to approved. Meredith Frailey seconded the motion. A vote was taken and all approved. There was no discussion. | Michelle Bish |
| 1. PY 22 NEWDB Operating Budget Revised

Michelle Bish explained the PY 22 NEWDB Operating Budget revisions were necessary due to the receipt of the Eastern awards which was held by the previous fiscal agent. The funds had to be reallocated in order to expend all of the old grants held by the previous fiscal agent during an extended close out period. The funds were received on September 15, 2022 and had expired on June 30, 2022. The required reallocations impacted most other budgets. Due to an increased demand for Adult services, the NEWDB requested additional Adult funds. The NEWDB received an additional $250K to continue services to Adults. The total budget approved is $2,186,411.79Vice Chair Fry asked for a motion to approve the PY 22 NEWDB Operating Budget Revised. Cheryle Martin made a motion to approve the PY 22 NEWDB Operating Budget Revised. Kristen McFadden seconded the motion. A vote was taken and all approved the PY 22 NEWDB Operating Budget Revised in the amount of $2,186,411.79. There was no discussion. | Michelle Bish |
| 1. PY 22 NEWDB CSO Budget Revised

Michelle Bish explained the PY 22 NEWDB CSO Budget revisions were necessary due to the receipt of the old Eastern awards held by the previous fiscal agent. This impacted all NEWDB budgets. The funds had to be reallocated to allow NEWDB to expend all of the old grants which had been received from the previous fiscal agent. The funds were received on September 15, 2022 and had expired on June 30, 2022. This required reallocations that impacted most other budgets. The total approved PY 22 NEWDB CSO Budget Revised is $265,314.14Vice Chair Fry asked for a motion to approve the PY 22 CSO Budget Revised. James Sharp motioned to approve the PY 22 CSO Budget Revised. Nick Bowers seconded the motion. A vote was taken and all approved the PY 22 NEWDB CSO Budget Revised in the amount of $265,314.14. There was no discussion. | Michelle Bish |
| 1. PY 22 NEWDB BSV Budget Revised

Michelle Bish explained the reason for the NEWDB BSV budget revisions was necessary due to the receipt of the old Eastern awards held by the previous fiscal agent. This impacted all NEWDB budgets. Funds were received on Sept 15, 2022 and had expired on June 30, 2022. This required reallocations that impacted most other budgets. Total budget approved in the amount of $239,926.44.Vice Chair Fry asked for a motion to approve the PY 22 BSV Budget Revised. James Sharp motioned to approve the PY 22 NEWDB BSV Budget Revised. Kristin McFadden seconded the motion. A vote was taken and all approved the PY22 NEWDB BSV Budget Revised in the amount of $239,926.44. There was no discussion. | Michelle Bish |
| 1. PY 22 DWFS Revised Operating Budget

Michelle Bish reviewed the DWFS PY 22 Operating budget and explained the request for board approval of the PY 22 DWFS Revised Operating Budget is due to the receipt of increased Adult funds and the need to increase Supportive Services for Adult clients. The total amount of DWFS Service Provision remains unchanged in the amount of $423,872. The total client budget is $671,908.99.Vice Chair Fry asked for a motion to approve the PY 22 DWFS Revised Operating Budget in the amount of $671,908.99. Cheryle Martin motioned to approve the PY22 DWFS Revised Operating Budget in the amount of $671,908.99. Meredith Frailey seconded the motion. A vote was taken and all approved the motion to approve the PY 22 DWFS Revised Operating Budget in the amount of $671,908.99. There was no discussion. | Michelle Bish |
| 1. Extend DWFS Contract

Michelle Bish advised the board members of the improved performance over the last two quarters. She recommended a contract extension for DWFS. Vice Chair Fry asked for a motion to approve the DWFS Contract Extension. Nick Bowers made the motion to approve the DWFS Contract Extension. This was seconded by Kristin McFadden. A vote was taken and all approved the motion to extend the DWFS Contract. There was no discussion. | Michelle Bish |
| 1. GCWDB One Stop Operator RFP

Michelle Bish reported the GCWDB released an RFP for One Stop Operator services. A response has been submitted and an award would create opportunity for the NEWDB to work collaboratively with GCWDB. This would expand impact in the region and would generate a performance incentive. The awards are to be made November 10, 2022 and the contract awarded on November 21, 2022. Performance will begin December 1, 2022 and end June 30, 2023, with the option to extend. Vice Chair Fry asked for a motion to approve the NEWDB RFP and subsequent award if received for GCWDB One Stop Operator services. Cheryle Martin made the motion to approve the GCWDB RFP and One Stop Operator services. Meredith Frailey seconded the motion. A vote was taken and all approved the motion to approve the GCWDB RFP and One Stop Operator services. | Michelle Bish |
| 1. Performance Reports
* 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. Report Out: One Stop Operator

Ashley presented members with an update on system activities including externships and the activities of the Reinventing our Communities DEI cohort. | Ashley Arenivar  |
| 1. Report Out: Healthcare Advisory Council Update

James provided members with an update of the Advisory Council and outlined progress on updates to outreach materials and progress of the council’s goals. | James Sharp |
| 1. NEWDB Director’s Report
* Status of NEWDB Pilot Project

Pilot will focus on increasing WBL and Youth4 Adults have been enrolled YTD* Resiliency Screening has been moved to January
* Summer Bridge and Road Show

Working in partnership with ODE to target “at risk” youth this spring* Miami and Claremore Leases

A location has been secured for the Claremore staff with the Rogers County DHS Office in Claremore. NEWDB and OESC are talking to work with a builder who will build/remodel to suit an existing space at the state leasing rate for the Miami AJC. DHS has expressed interest in the co-located space in the new location.* Board Retreat and Alumni Celebration

Michelle reminded members about the Board Retreat and Alumni Celebration to be held November 16-17, 2022. | Michelle Bish |
| 1. New Business

There was no new business. | Scott Fry |
| AdjournVice Chair Fry asked for a motion to adjourn the meeting at 10:05 a.m.Nick Bowers made the motion to adjourn the meeting. Meredith Frailey seconded the motion. A vote was taken and all approved the motion to adjourn the meeting.  | Scott Fry |

These minutes were approved by NEWDB members present 2.8.2023