February 16, 2022 9:00 a.m.

Rogers County Courthouse

 (Commissioner’s Meeting Room)

200 S Lynn Riggs Blvd

Claremore, OK 74017

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| **LEO Special Meeting Minutes**  |
| **Members Present**: CLEO Dan Delozier, Mitch Antle, Ryan Ball, Lowell Walker, Burke LaRue, Jake Callihan**Members Absent**: Steven Chasteen  **Guests**: Michelle Bish1. Discussion/Action: November 19,2021 Special Meeting Minutes

CLEO Dan Delozier reminded commissioners the minutes were provided electronically in Dropbox and asked for a motion to approve. Commissioner Ball motioned; Commissioner Callihan seconded. A vote was taken and all approved the November 19, 2021 Special Meeting Minutes.  | Dan Delozier |
| 1. Discussion/Action: Budget vs. Actual Report and Minimum Spending

Michelle provided copies of the Budget vs Actual report to the Commissioners. After giving an overview of the financials, she reported that spending in DLW and Youth is still low, which is why we requested a Transfer of Funds and CAP from our Service Provider. Michelle explained that the transfer will allow the area to continue serving the customers who are seeking services. The majority of these are Adult clients.CLEO Dan asked for a motion to approve. Commissioner Antle motioned; Commissioner Ball seconded. A vote was taken and all approved Budget vs Actual report. | Michelle Bish |
| 1. Discussion/Action: Revised NEWDB PY 21 Operating Budget

Michelle provided copies of the budget. She explained the structure of the budget and the reason for the revision was due to the receipt of awards on November 30, 2021. The revised budget reflects actual awards vs planning numbers.A comparison of the planning numbers vs actual numbers was provided in the meeting packet. Michelle reported the actual awards were very close to the planning numbers. This was: $6,744 for Adult, and $1,929 for Youth. We are still waiting on Eastern to close out the numbers. We hope to receive additional funds from this. There was a balance of $151,000.CLEO Dan asked for a motion to approve. Commissioner Walker motioned; Commissioner Ball seconded. A vote was taken and all approved Revised NEWDB PY 21 Operating Budget. | Michelle Bish |
| 1. Discussion/Action: OK Pathway Project Budget

Michelle advised the board approved the OK Pathway Project Budget in November, 2021. She explained the Pilot will allow the NEWDB to deliver quality services to job seekers and businesses. * 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.
* Emphasis is on staff development and delivery of quality services.
* Responsibilities include the emphasis on WBL, OJT contracts, Work Site Agreements and business services.
* Moving supervision to BSC/Operations Coordinator: changed job description, boost pay and updated position title.
* OOWD will do a MOU with NEWDB

CLEO Dan Delozier asked for a motion to approve. Commissioner Ball motioned; Commissioner Callihan seconded. A vote was taken and all approved the Pilot Project budget. | Michelle Bish |
| 1. Discussion/Action: Revised PY 21 BSV Budget

Michelle provided copies of the revised Business Service Budget and stated the board approved this on November 10, 2021. Michelle advised the updated Business Service Budget shows the increased salary, due to the increased responsibilities, and revised job title. She advised the total budget has not changed.CLEO Dan Delozier asked for a motion to approve. Commissioner Ball motioned; Commissioner Antle seconded. A vote was taken and all approved the Revised BSV Budget. | 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 was made to transfer $$138,380.49 for the PY 21 & FY 22.CLEO Dan Delozier asked for a motion to approve. Commissioner Ball motioned; Commissioner Antle seconded. A vote was taken and all approved the transfer of funds in the amount of $138,380.49 from DLW to Adult. | Michelle Bish |
| 1. Performance Reports

Michelle provided the following reports:* **DWFS (Service Provider) Performance Report**

For Q2, meeting 1/12 – Placed DWFS on a performance and spending CAP. NEWDB received a corrective action plan from DWFS, and are working closely with DWFS through bi-weekly calls to identify opportunities to improve performance results.Through Q2, there have been six youth enrollments, which is well below the pace needed to turn around youth performance. The goal for new youth enrollments through the end of Q2 was 30. DLW enrollments are also low. The trend has been similar to what employers are seeing. The walk-in traffic in the AJCs is very low and recruitment efforts have not been overly successful.* **NEWDB Workforce System and Performance Report**

We are beginning to feel the impacts of COVID hitting our measures. The measures are exit based. For Q2, meeting 8/15 performance indicators.* **NEWDB Monitoring Report and Disallowed Cost from Service Provider**

DWFS has potential disallowed costs identified in their September, 2021 invoice. The reported disallowed costs that will be withheld from reimbursement payment to DWFS, which are not yet finalized, are: September - $714.22 – pending final resolutionDisallowed costs are the result of a client who exited without open enrollment and an overage on an ITA.* **Business Service Report**

5/5 measures met* **One Stop Operator**

4/5 measure met – surveys are low, a reflection of walk-in traffic and the relocation of the Miami AJC. | Michelle Bish |
| 1. NEWDB Director’s Report

**Audit**We have not received the final audit report, but the auditor has verbally advised they have not identified any areas of concern.**Status of NEWDB Pilot Project**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.  **Reinventing our Communities Cohort/Invite from Federal Reserve (KC)**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.  | Michelle Bish |
| 1. New Business - None
 | Dan Delozier |
| 1. Old Business – None
 | Dan Delozier |
| AdjournCLEO Dan Delozier asked for a motion to adjourn. Commissioner Ball motioned; Commissioner Callihan seconded. A vote was taken and all approved adjournment.  | Dan Delozier |

Approved by LEO’s present on May 6, 2022