February 3, 2023 9:00 AM

Rogers County Courthouse

(Commissioner’s Meeting Room)

200 S Lynn Riggs Blvd

Claremore, OK 74017

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| **LEO Meeting Minutes** | |
| Dan Delozier, CLEO called the meeting to order at 9:05 a.m.  **Members present:** Dan Delozier, Troy Friddle, David Beck, Alva Martin, and Mitch Antle  **Members absent**: Mike Furnas and Lowell Walker  **Guests:** Michelle Bish |  |
| 1. WIOA Title I Success Story: Cantu and Grand Prosthetics | Michelle Bish |
| 1. Discussion/Action: November 4, 2022 Minutes   Dan Delozier advised members the November 4, 2022 meeting minutes were provided electronically. He asked for a motion to approve the minutes as written.  Mitch Antle motioned to approve and Dan Delozier seconded. A vote was taken and all approved the motion to accept the November 4, 2022 minutes. | Dan Delozier |
| 1. Discussion/Action: Budget vs. Actual Report and Minimum Spending   Michelle Bish explained the format of the report and provided an overview of the budget vs actual. Michelle reported that the NEWDB is managing multiple grants over multiple years and this creates numerous challenges. Most funds have to stay within their own funding stream. While some grants are being stressed, others need to be expended. This overview will provide justification for the request to modify NEWDB budgets.  Michelle noted:  DLW expenditures are still low.  OSO is under budget.  Board Youth expenditures are down.  CSO client dollars are low  System costs running lower due to no rent costs in Miami or Claremore due to being house in OK DHS offices and the Bartlesville rent was overpaid last year.  However, client dollars are low, especially in Youth. Realignment of budgets will allow the NEWDB to pull from underspent line items and put more into client dollars.  Dan asked for a motion to accept the Budget vs Actual Report and Minimum Spending. Mitch Antle motioned to approved and Dan Delozier seconded. A vote was taken and all approved the Budget vs Actual Report and Minimum Spending. | Michelle Bish |
| 1. Discussion/Action: PY 22 NEWDB Operating Budget Revised   Michelle Bish advised there has been a continued increase in clients eligible for Adult enrollments and there are some gains in Youth. Budget modifications are needed to align services to meet the customer demands as indicated in the Budget vs Actual report. Total budget is $2,186,411.79.  Dan Delozier asked for a motion to approve the PY 22 NEWDB Operating Budget Revised. Alva Martin motioned to approve and Mitch Antle seconded. A vote was taken and all approved the PY 22 NEWDB Operating Budget Revised. | Michelle Bish |
| 1. Discussion/Action: PY 22 DWFS Operating Budget Revised   Michelle Bish explained the modifications that included increases to client funds. Total budget is $1,158,051.14. Dan Delozier asked for a motion to approve the PY 22 DWFS Operating Budget Revised. Mitch Antle motioned to approve and Alva Martin seconded. A vote was taken and all approved the PY 22 DWFS Operating Budget Revised. | Michelle Bish |
| 1. Discussion/Action: PY 22 One Stop Operator Budget Revised   As discussed during the Budget vs Actual report, the One Stop Operator budget is below budget. This allows us to pull some funds out and move them into client services. This cost saving and flexibility is also another benefit of providing the One Stop Operator services internally vs hiring a contractor. Total amount moved into program is $21,270 and total budget is reduced to $64,530. Dan Delozier asked for a motion to approve the PY 22 One Stop Operator Budget Revised. Alva Martin motioned to approve and Mitch Antle seconded. A vote was taken and all approved the PY 22 One Stop Operator Budget. |  |
| 1. Discussion/Action: NEWDB/LEO Agreement   Due to a change in LEOs, a new agreement is required with the signatures of the current LEOs. No modifications were made to the Agreement. Dan Delozier asked for a motion to approve the updated NEWDB/LEO Agreement. Alva Martin motioned to approve and Troy Friddle seconded the motion. A vote was taken and all approved the updated NEWDB/LEO Agreement. |  |
| 1. Performance Reports  * DWFS (Service Provider) Performance Report and Disallowed Costs from Service Provider   Michelle provided LEOs electronic copies of the performance report.   * DWFS Performance: DWFS met 4 of 6 A/DLW measures and 5 of 5 Youth measures. There have been noted performance improvements. The NEWDB team is working with the provider to improve their budget management and reporting challenges. Youth expenditures are not being managed and reported accurately. * OSO Performance: 5 of 5 measures met * Business Services: No benchmarks have been established for this PY but based on previous year measures, BSV has met 5 of 5. * WIOA Performance Indicators: 9 of 15 have been met * NEWDB Career Services: meeting goals. * Disallowed costs: DWFS August invoice identifies $2,401.27 in potential disallowed costs. Final amounts determined to be disallowed will be held from the DWFS invoices. * Required Minimum: DLW and Youth are below the standards, but we look for these numbers to trend upward as additional allocations are applied to these grants. | Michelle Bish |
| 1. NEWDB Director’s Report  * GCWDB One Stop Services   Michelle provided an update and discussed the advantages of serving as the GC One Stop Operator, effective December 1, 2022.   * Area Briefing   Michelle provided a brief overview of the latest Area Briefing.   * SB 621 Oklahoma Workforce Transformation Act   Michelle provided the LEOs with an overview of SB 621 and encouraged them to stay engaged in the process. | Michelle Bish |
| 1. New Business: None | Dan Delozier |
| Adjourn  Dan Delozier asked for a motion to adjourn the meeting at 10:05 a.m. Mitch Antle motioned to adjourn and Alva Martin seconded. A vote was taken and all approved the motion to adjourn. | Dan Delozier |