Grand Gateway

333 Oak St -Big Cabin, OK 74332

February 8, 2023

9:00 a.m.

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

In the absence of the Board Chair and Vice Chair, Cheryle Martin, Executive Committee Member, called the meeting to order at 9:02 a.m. Members and guests were welcomed.Members Present: Nick Bowers, Meredith Frailey, Kristen McFadden, Cheryle Martin, Robbin Rogers, James Sharp, and Bobbie Wolfe. Members Absent: Kenneth Adams, Angie Bidleman, Kory Coots, Cody Cox, Bill Cralley, Layla Freeman, Scott Fry, Tim Hasserbring, Sarah Hayes, Janell Ivey, Diane Kelley, Mary Millikin, Lori Nichols, Dustin Phelan, Heather Smoot, and Miranda WolfGuests Present: Cliff Morgan – OK State Dept of Education; Gretchen Evans – OESC, Joe Cox – OK Dept of Commerce, John Woods, OK Dept of Commerce, Tom Summar, DWFS, Christine Hendrex - DWFS, M Martinez – HMTI, Michelle Bish, Matt McNally, Alicia Turley, Ashley Arenivar, Jeremy Frutchey and Cathy Spencer – NEWDB Staff.  | Cheryle Martin |
| 1. WIOA Title I Success Story: Cantu and Grove Prosthetics
 | Michelle Bish |
| 1. Consent Agenda:
* Nov 9 2022 Minutes
* Personnel Policy

Cheryle Martin advised members present they were provided all of the meeting documents electronically. She asked for a motion to approve the NEWDB the consent agenda items. Robbin Rogers motioned to approve. Kristen McFadden seconded. A vote was taken and all approved the NEWDB 11/9/2022 meeting minutes as written. | Cheryle Martin |
| 1. Discussion/Action: Budget vs Actual Report and Minimum Spending

Michelle explained the format of the report and provided an overview of the budget vs actual. Michelle noted NEWDB is, * Managing multiple grants over multiple years 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 provides the justification for the request to modify the NEWDB budgets.
* Dislocated Worker expenditures are still low.
* One Stop Operator is under budget.
* Board Youth expenditures are down.
* System costs are running lower because at this time, there are no rent costs in Miami or Claremore due to being housed with OK DHS and the Bartlesville rent was over paid last year.
* The 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.

Cheryle Martin asked for a motion to approve the Budget vs Actual Report and Minimum Spending as presented. Meredith Frailey motioned to approved. Bobbie Wolfe seconded. A vote was taken and all approved the Budget vs Actual Report and Minimum Spending as presented.  | Michelle Bish |
| 1. Discussion/Action: PY 22 NEWDB Operating Budget Revised

Michelle Bish advised the PY 22 NEWDB Operating Budget modifications are needed to align services to meet customer demands as indicated in the previous agenda item. The total budget is: $2,186,411.79Cheryle Martin asked for a motion to approve the PY 22 NEWDB Operating Budget Revised as presented. Meredith Frailey motioned to approved. James Sharp seconded. A vote was taken and all approved the motion to accept the PY 22 NEWDB Operating Budget Revised. | Michelle Bish |
| 1. Discussion/Action: PY 22 DWFS Operating Budget Revised

Michelle Bish explained the modifications which included increases to client funds. The total client and operating budget is: $1,158,051.14Cheryle Martin asked for a motion to approve the PY 22 DWFS Operating Budget Revised as presented. Kristen McFadden motioned to approve. James Sharp 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

Michelle Bish reports as was discussed during the Budget vs Actual Report, the One Stop Operator budget is well below budget. This will allow us to pull some funds from this budget and move them into the client service budget. This cost savings and flexibility was also due to the benefit of the NEWDB providing the One Stop Operator services internally vs hiring one through a contractor. The total amount moved into the program budget is $21,270. The total budget is: $64,530.Cheryle Martin asked for a motion to approve the PY 22 One Stop Operator Budget Revised. Robbin Rogers motioned to approve. Nick Bowers seconded. A vote was taken and all approved the motion  | Michelle Bish |
| 1. Discussion/Action: NE LEO and NEWDB Agreement

Michelle Bish reported due to the changes in LEOs, an updated NE LEO and NEWDB agreement with current signatures is required. No modifications were made to the Agreement except for the LEO members. Cheryle Martin asked for a motion to approve the updated NE LEO and NEWDB Agreement as provided. Robbin Rogers motioned to approve. Meredith Frailey seconded. A vote was taken and all approved the updated NE LEO and NEWDB Agreement.  | Michelle Bish |
| 1. Discussion/Action: Miami AJC Affiliation Status

Michelle Bish explained there are three types of AJC certification. The three types are: Comprehensive, Affiliate, and Specialized. Michelle reminded members the Miami AJC had to be relocated due to the termination of our lease and the landlord. The Miami AJC then relocated to the OK DHS Office. The recommendation is to classify Miami as a “specialized” center. This should be a temporary status and will likely be reclassified once a permanent location is identified. The customers will continue to receive WIOA Title I services, referrals, and linkage to all other services offered through the one stop delivery system. Michelle explained the process of state leases to the board members.Cheryle Martin asked for a motion to approve the Miami AJC Affiliation Status to “specialized”. James Sharp motioned to approve. Nick Bowers seconded. A vote was taken and all approved the motion to change the Miami AJD affiliation status to “specialized”. |  |
| 1. Performance Reports
* DWFS (Service Provider) Performance Report and Disallowed Costs from Service Provider. Electronic copies of the performance report were provided in advance of the meeting.

DWFS Performance: DWFS met 4 of 6 Adult/Dislocated Worker measures and 5 of 5 Youth measures. There have been noted performance improvements. The NEWDB team is working with the provider to improve the budget management challenges. OSO Performance: 5 of 5 measures metBusiness Services: No benchmarks have been established for this PY. Based on the previous year measures, Business Services met 5 of 5 measures. WIOA Performance Indicators: 9 of 15 measures were met.NEWDB Career Services is meeting goals.Disallowed costs: the August DWFS invoice identifies $2,401.27 in potential disallowed costs. The final amounts determined to be disallowed will be held from the DWFS invoices.Required Minimum: DLW and Youth are below the standards.* NEWDB Monitoring Report

Jeremy provided board members with an overview of monitoring activities and included an extensive electronic report.* NEWDB Career and Business Service Report

Matt provided a Dashboard report out of all Career and Business Services. Electronic reports were included in the board member packets.* Workforce System Report Out

Ashley provided a Dashboard report out of all Career and Business Services. Electronic reports were included in the board member packets. | Tom SummarJeremy FrutcheyMatt McNallyAshley Arenivar |
| 1. Report Outs:

Healthcare Advisory Council UpdateJames provided board members with the council’s activities and goals.Reinventing our Communities Oklahoma Equity Network Gretchen updated board members and reminded them of the objectives of the OEN. | James SharpGretchen Evans |
| 1. Apprenticeship USA

Alicia presented board members with an updated on the rebranding of Apprenticeships USA and introduced Joe Cox and John Woods from the OK Dept of Commerce. They were present and reported about apprenticeships in Oklahoma.  | Alicia Turley |
| 1. NEWDB Director’s Report
* Green Country Workforce Development Board One Stop Operator Services. NEWDB entered into a contract with the GCWDB to provide their OSO effective 12/1/2022.
* SB 621 Oklahoma Workforce Transformation Act.

Michelle provided members with an overview of SB 621 and encouraged them to remain engaged as the actions evolve.* Area Briefings. This report was provided to all members electronically and printed for members present. It gives an overview of the population trends, demographics, labor market information, education, occupational growths and skills gap information. The full report is available online.
* Executive Committee Appointment. Due to David Chassard’s retirement, a replacement was needed on the NEWDB executive committee. James Sharp was appointed to fill this opening.
 | Michelle Bish |
| 1. New Business

Cheryle Martin asked if there was any new business. There was none. | Cheryle Martin |
| AdjournCheryle Martin asked for a motion to adjourn the meeting at 10:38 a.m. Robbin Rogers motioned to adjourn. Kristen McFadden seconded. A vote was taken and all approved the motion to adjourn the meeting.  | Cheryle Martin |