May 17, 2023 9:00 AM

Rogers County Courthouse

 (Commissioner’s Meeting Room)

200 S Lynn Riggs Blvd

Claremore, OK 74017

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| **Special LEO Meeting Minutes**  |
| **Members Present**: CLEO Dan Delozier, Commissioner Mike Furnas, Commissioner Alva Martin, Commissioner Lowell Walker, Commissioner Mitch Antle**Members Absent:** Commissioner Troy Friddle, Commissioner David Beck**Guests:** Michelle Bish NEWDB Executive DirectorMeeting called to order at 9:12 AM1. **Discussion/Action: February 3, 2023 Minutes**

Minutes were provided electronically in advance of the meeting. CLEO Delozier asked for a motion to approve. Commissioner Antle motioned to approve and Commissioner Furnas seconded. A vote was taken and all approved the February 3, 2023 minutes. | Dan Delozier |
| 1. **Discussion/Action: PY 23 Meeting Dates**

Copies of the 2023 meeting dates were provided. Commissioners noted a conflict for the November meeting. Commissioners requested to change the normal quarterly meeting date to be held on the first Wednesday of the second month of each quarter. CLEO Delozier asked for a motion to approve. Commissioner Antle Motioned to approve and Commissioner Walker seconded. A vote was taken and all approve the revised PY 23 meeting dates.  | Dan Delozier |
| 1. **Discussion/Action: Budget vs. Actual Report and Minimum Spending**

Michelle provided hard copies of the budget vs actual reports and went through each budget vs actual for all programs. CLEO Delozier asked for a motion to approve. Commissioner Walker motioned for approval and Commissioner Antle seconded. A vote was taken and all approved the budget vs actual reports as presented. | Michelle Bish |
| 1. **Discussion/Action: NEWDB Career Service Budget Modification**

Michelle provided hard copies of the Career Service Budget modification and explained the modification was necessary to move the admin line- item costs to more appropriately align with actual costs. CLEO Delozier asked for a motion to approve. Commissioner Furnas motioned approval and Commissioner Antle seconded. A vote was taken and all approved the CSO budget modification. | Michelle Bish |
| 1. **Discussion/Action: LEO and NEWDB Agreement**

Michelle went through the LEO Agreement to remind the LEO’s of their roles and responsibilities. She reminded the LEO’s a new agreement is required when the membership changes by more than 50%. CLEO Delozier asked for a motion to approve. Commissioner Furans motioned approval and Commissioner Antle seconded. A vote was taken and all approved the LEO Agreement.  | Michelle Bish |
| 1. **Discussion/Action: Northeast Local Plan**

Michelle provided electronic copies of the Local Plan and advised of some of the updates to the plan which include data, the Pilot and Bridge program, equity and childcare and updates to the sector partnership work. CLEO Delozier asked for a motion to approve. Commissioner Walker motioned approval and Commissioner Furnas seconded. A vote was taken and all approved the Northeast Local Plan updates.  | Michelle Bish |
| 1. **Performance Reports**
* Performance Report, Monitoring Report and Disallowed Costs from Service Provider

Full reports were provided via Dropbox in advance of the meeting. Michelle provided a performance summary:One Stop Operator Performance: 5/5Business Services benchmarks have not been negotiated for this PY. Using last PY negotiated measures business services is meeting 5/5.WIOA Primary Indicators: 10/15Career Services Pilot: meeting standards and no questioned costs or risks have been assessed.The following disallowed costs have been finalized and removed from DWFS’s reimbursements: August, 2022 Invoice - $15,210.65 (finalized in Q3) September, 2022 Invoice - $1,922.05 (+ associated fringe) October, 2022 Invoice – No disallowed costs November, 2022 Invoice – No disallowed costs December, 2022 Invoice - $9,964.25 (finalized 04/12/2023) Total - $27,096.95 |  |
| 1. **NEWDB Director’s Report**
* SB 621 Oklahoma Workforce Transformation Act
 | Michelle Bish |
| 1. New Business
 | Dan Delozier |
| AdjournCommissioner Walker motioned to adjourn and Commissioner Furnas seconded. A vote was taken and all approved adjournment. Meeting adjourned at 10:01 AM  | Dan Delozier |