Grand Gateway

333 Oak St -Big Cabin, OK 74332

August 9, 2023

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

In the absence of the Board Chair, Scott Fry, Vice Chair, called the meeting to order at 9:02 a.m. Members and guests were welcomed. Vice-Chair requested those present to identify themselves as we had two new NEWDB members and a guest present.Members Present: Nick Bowers, Bill Cralley, Meredith Frailey, Scott Fry, Janet Gimlin, Dustin Phelan, Robbin Rogers, Dana Shrum, Mike Skinner and Bobbie Wolf. Members Absent: Kenneth Adams, Kory Coots, Layla Freeman, Sarah Hayes, Casi Martin, Cheryle Martin, Mary Millikin, Lori Nichols, James Sharp, Heather Smoot, and Misty Wheeler.Guests Present: Steve Shepelwich – KC Federal Reserve, Melik Curtis – DWFS, Christine Hendrex – DWFS, Gretchen Evans – OESC, and Michelle Bish, Ashley Arenivar, Matt Burkhead, Jonette Duck, Jeremy Frutchey, Alicia Turley and Cathy Spencer – NEWDB staff. | Scott Fry |
| 1. WIOA Title I Success Story: Janine Farmer Out of School Youth
 | Michelle Bish |
| 1. Consent Agenda:
* Minutes from February 8, 2023
* Ratify Executive Committee Actions (all documents in the Ratify folder)
* Demand Occupations Policy
* Business Service Plan Rev

Vice Chair Fry advised members present they were provided all of the meeting documents electronically. He asked for a motion to approve the NEWDB Consent Agenda items. Meredith Frailey motioned to approve; Robbin Rogers seconded the motion. A vote was taken and all approved the Consent Agenda items. There was no discussion. | Scott Fry |
| 1. Discussion/Action: Budget vs. Actual Report and Minimum Spending

Michelle provided copies of the Budget vs Actual Report and went through it all in detail with the following observations: the report shows the continuing trend of Adult Clients receiving services in the AJC’s. Over the past few years, there has been a great need for Adult services over DLW. Even with the transfer of funds from PY22, the Adult budget was stretched. Michelle noted the overage in the Youth Supportive Services, which requires a budget mod in a separate agenda item. Michelle also noted client expenditures are up considerably above last year, which is an indication that we are delivering more services to clients in all three programs. Vice Chair Fry asked for a motion to approve the Budget vs Actual Report and Minimum Spending. Robbin Rogers motioned to approve; Dustin Phelan seconded the motion. A vote was taken and all approved the motion to approve the Budget vs Actual Report and Minimum Spending. There was no discussion. | Michelle Bish |
| 1. Discussion/Action: PY 23 NEWDB Operating Budget

Michelle provided a detailed explanation of the PY 23 Operating Budget. Michelle advised the planning numbers received for PY 23 were about $22,000 less than the PY 22 awards. However, Youth funds were recaptured from another workforce area and redistributed. As a result, the NEWDB has been informed we can expect an additional NOA for approximately $68,711. The NEWDB received two additional NOA for DLW’s in the amount of $83,889. Michelle reminded those present of the budget mods that occurred last year, due to overages in client spending. The NEWDB had to pull funds out of the reserve, making the reserve coming into the new program year much less than previous years. Vice Chair Fry asked for a motion to approve the PY 23 NEWDB Operating Budget Revised. Meredith Frailey motioned to approve; Bill Cralley seconded the motion. A vote was taken and all approved the motion to approve the PY 23 NEWDB Operating Budget. There was no discussion. | Michelle Bish |
| 1. Discussion/Action: PY 23 NEWDB Career Services Operating Budget

Michelle reminded those present that the OOWD has provided support for the NEWDB to operate a four-year career services pilot. The proposed budget totals $233,555.37 and will provide staff to manage the pilot and provide career services to clients. There are no client dollars attached to these funds.Vice Chair Fry asked for a motion to approve the PY 23 NEWDB Career Services Operating Budget. Robbin Rogers motioned to approve; Bill Cralley seconded the motion. A vote was taken and all approved the PY 23 NEWDB Career Services Operating Budget. There was no discussion. | Michelle Bish |
| 1. Discussion/Action: PY 23 NEWDB Workforce System Coordinator (OSO) Budget

Michelle provided those present with copies of the proposed WSC PY 23 budget and compared the proposed budget to PY 22. Michelle explained the budget is higher than the revised PY 22 budget due to a budget mod in February, 2022 when the NEWDB asked to reduce the WSC budget that had a cushion of unused system costs. The February WSC budget mod moved $21,000 into programs. This year, we anticipate higher system costs, and due to increased job duties, the salary was increased. The NEWDB added a new contract (GCWDB) and the WSC now has functional oversight for the Career Service Pilot staff. Michelle advised, even with the increased amount from last year, it’s still approximately $13,000 less than we proposed in the RFP response ($93,750) and considerably below the cost of a contractor.Vice Chair Fry asked for a motion to approve the PY 23 NEWDB WSC (OSO) Budget. Bill Cralley motioned to approve; Meredith Frailey seconded the motion. A vote was taken and all approved the motion to approve the PY 23 NEWDB WSC (OSO) Budget. There was no discussion. | Michelle Bish |
| 1. Discussion/Action: PY 23 NEWDB Business Service Budget

Michelle reported that the NEWDB received approximately $12,000 more in the award this year than last. While the award this year was more, carryover from the past year was less than the PY 21 carryover. The NEWDB has taken full advantage of this award and greatly expanded business services. There are plans to hire another full-time position during the current program year. There was some discussion about the challenges of hiring quality applicants.Vice Chair Fry asked for a motion to approve the NEWDB PY 23 Business Service Budget. Robbin Rogers motioned to approve; Bill Cralley seconded the motion. A vote was taken and all approved the motion to approve the PY 23 NEWDB Business Service Budget. There was no discussion.  | Michelle Bish |
| 1. Discussion/Action: PY 22 DWFS Operating Budget Mod

Michelle advised the modifications make changes to the Service Provider Client and Operating Budgets for the period of July 1, 2022 – June 30, 2023. For the client budget, the mod will move Youth WBL funds to increase Youth Supported Services (Incentives with Elevate) and move WBL to increase funds for Direct Participant Training. On the Operating Budget, the request to add funds from DLW Salary/Fringe and Travel line item to cover overage in Adult Salary/Fringe. There is no increase to the total budget amount.Vice Chair Fry asked for a motion to approve the DWFS PY 22 Budget Mod Request. Nick Bowers motioned to approve; Mike Skinner seconded the motion. A vote was taken and all approved the motion to approve the DWFS PY 22 Budget Mod Request. There was no discussion. | Michelle Bish |
| 1. Discussion/Action: PY 23 NEWDB Impact Partnership Budget

Michelle reported that OOWD provides funding for local sector partnerships and this award allows us to convene employers to identify challenges and work towards solutions. Michelle reminded those present of the Healthcare Advisory Council and their efforts over the past five years. The Advisory Council is focused on career pathways and recruitment/retention strategies. Michelle stated the Council has been trying to find a facilitator since the contract with the last facilitator ended. There are budget dollars to support a facilitator. There are plans to host a healthcare summit in the spring of 2024.Vice Chair Fry asked for a motion to approve the PY 23 NEWDB Impact Partnership Budget. Meredith Frailey motioned to approve; Robbin Rogers seconded the motion. A vote was taken and all approved the PY 23 NEWDB Impact Partnership Budget. There was no discussion. |  |
| 1. Discussion/Action: PY 23 Green Country One Stop Operator Budget

Michelle reminded those present that the NEWDB had been awarded the One-Stop Operator services in Green Country and the proposed budget from the original RFP.Vice Chair Fry asked for a motion to approve the Green Country PY 23 OSO Budget. Bill Cralley motioned to approve; Dustin Phelan seconded the motion. A vote was taken and all approved the motion to approve the PY 23 Green Country OSO Budget. There was no discussion. | Michelle Bish |
| 1. Discussion/Action: PY 23 DWFS Operating Budget

Michelle reported the PY 23 DWFS Operating Budget has not been finalized to date. There is no budget at the present time. This will be presented at the next NEWDB meeting in November, 2023. | Michelle Bish |
| 1. Discussion/Action: NE LEO and NEWDB Agreement PY 23

Michelle reported this was on the February 8, 2023 agenda and should not have been included in this meeting’s agenda.  | Michelle Bish |
| 1. Discussion/Action: Request to Transfer Funds from DLW to Adult.

Michelle reported there is a continued increase in Adult customers, as there has consistently been for an extended period. Due to the increase in adults requesting services, the NEWDB is requesting approval of a transfer of up to 100% of the DLW funds be moved to the Adult funds as allowed by the US DOL. This will allow the continuation of services in the OK Works AJC’s. Vice Chair Fry asked for a motion to approve the transfer of DLW funds to Adult. Mike Skinner asked to clarify if funds were being moved from DLW to Adult as agenda item mistakenly said Adult to DLW. Michelle clarified the NEWDB is requesting funds be moved from DLW to Adult. Meredith Frailey motioned to approve; Bill Cralley seconded the motion. A vote was taken and all approved the motion to move DLW funds to Adult. There was no discussion. | Michelle Bish  |
| 1. Discussion/Action: DWFS PY 23 Contract Extension

Michelle reported the DWFS contract can be extended for one more year before a new RFP has to be released.Vice Chair Fry asked for a motion to extend the DWFS Contract for the PY 23. Bill Cralley motioned to approve; Bobbie Wolf seconded the motion. A vote was taken and all approved the DWFS PY 23 Contract Extension. There was no discussion.  | Michelle Bish |
| 1. Discussion/Action: Election of Chair and Vice Chair

Vice Chair Fry reported now is the time to elect the NEWDB Chair and Vice Chair. He indicated Heather Smoot has agreed to remain as Chair and he is willing to continue to serve as Vice Chair if the NEWDB membership is in agreement. Vice Chair Fry asked for NEWDB members if they have an interest in either of the two positions. There was no member present that expressed an interest. Vice Chair Fry asked for a motion to approve the current Chair and Vice Chair remain in position. Nick Bowers motioned to approve; Meredith Frailey seconded the motion. A vote was taken and all approved the current Chair and Vice Chair remain in their respective positions for the NEWDB. There was no discussion. | Scott Fry |
| 1. Performance Reports
* DWFS (Service Provider) Performance Report and Disallowed Costs from Service Provider
* NEWDB Monitoring Report

Electronic copies of the performance and monitoring reports were provided and Jeremy provided an oral summary of both as follows:The Service Provider (DWFS) met 5/6 contractual measures for A/DLWDWFS met 5/5 contractual measures for YouthMinimum Spending Requirements: Adult is at 67.74%, DLW is 42.36%One Stop Operator (NEWDB): 5/5 measures metBusiness Services: benchmarks have not yet been negotiated with OOWD, based on last year’s goals 5/5 measures are met.Performance Indicators: Annual report is not final yet, but we anticipate that we have met 14/15 performance indicators. Pilot (NEWDB Career Services): Meeting established benchmarksDisallowed Costs Q4 PY 22: $601.25 Total for PY 22 was $27,698.* NEWDB Career, Business Service and System Report

Ashley shared the dashboard summary and the activities from Q4 of PY 23. | Jeremy FrutcheyJeremy FrutcheyAshley  |
| 1. Report Outs:

Sector Partnership in Healthcare: Healthcare Advisory Council UpdateMichelle provided a brief update on the council’s activities in the absence of James Sharp. | Michelle Bish |
| 1. NEWDB Director’s Report
* Transformation Update: update on SB 621
* COWIB One Stop RFP: RFP submitted for COWIB OSO
* DOL Building Pathways Grant: Response submitted for Building Pathways.
* State monitoring May 22-26: Exit call held, waiting on report.
* Alumni Celebration November 9: Encouraged member attendance.
* Poverty Simulator October 2023: Encouraged member attendance.
 | Michelle Bish |
| 1. Benefits Cliff Presentation

Steve Shepelwich provided a presentation on the Benefits Cliff. This was well received by NEWDB members and guests present.  | Steve Shepelwich, KC Federal Reserve |
| 1. New Business

No new business,  | Scott Fry |
| AdjournVice Chair Fry asked for a motion to adjourn. Robbin Rogers motioned to adjourn; Bill Cralley seconded. A vote was taken and all approved the motion to adjourn the meeting at 10:38 a.m. | Scott Fry |