Grand Gateway

333 Oak St, Big Cabin, OK 74332

February 14, 2024

9:00 a.m.

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| **NEWDB Meeting Minutes** | |
| 1. Welcome   Scott Fry called the meeting to order at 9:05 a.m. Each person in attendance introduced themselves.  Members Present: Bill Cralley, Meredith Frailey, Layla Freeman, Scott Fry, James Sharp, Bobbie Wolf, Casi Martin, Cheryle Martin, & Robbin Rogers  Members Absent: Nick Bowers, Janet Gimlin, Sarah Hayes, Dana Shrum, Heather Smoot, Diane Kelley, Mary Millikin, Dustin Phelan, Mike Skinner, & Misty Wheeler  Guests Present: Gretchen Evans, Tom Summar, Sharon Baker, Christine Hendrex, Ashley Arenivar, Alicia Turley, Jonette Duck, Jeremy Frutchey & Cathy Spencer | Scott Fry |
| 1. WIOA Title I Success Story:   Jon “Dylan” Beckham – NEWDB Out-of-School Youth Funding Program  Isaac Turner – NEWDB Out-of-School Youth Funding Program  Members and guests present were provided with the printed success stories for these participants. All present were impressed with the impact the services provided have had on these two out of school youth and the tangible success created through the NEWDB Career Service Pilot. | Ashley Arenivar |
| 1. Discussion/Action: Request Approval of 11.8.2023 Meeting Minutes   Scott Fry, Vice Chair, advised members present they were provided the meeting documents prior to the meeting. He asked if anyone had questions regarding the minutes or had changes that needed to be made. There was none. Scott asked for a motion to approve the minutes as presented. James Sharp made the motion to approve the minutes as written. Meredith Frailey seconded the motion. A vote was taken. All approved the motion to approve the 11.8.2023 meeting minutes. There was no discussion. | Scott Fry |
| 1. Discussion/Action: Staffing Update   Scott reported Carolyn Back was hired as the new executive director effective 1/1/2024. Carolyn submitted her resignation by email on 1/28/2024 stating she had accepted a job with her former employer. The resignation was accepted effective immediately on 1/29/2024. After discussion, the Executive Committee chose to use the experience and talents of two current employees. Ashley Arenivar was promoted to the position of Interim Director of Systems and Administration. Jeremy Frutchey was promoted to the position of Interim Director of Programs & EO Officer. Both employees expressed their appreciation to be given the opportunity to work in these new positions. | Scott Fry |
| 1. Discussion/Action: Budget vs Actual Report and Minimum Spending   The Budget vs Actual Report and Minimum Spending spreadsheets were provided to members. Scott asked if there was discussion regarding the figures on the report. Questions raised: Bill Cralley asked if we are “on track” in our spending. Bobbie Wolf asked what actions can be taken to get participants funded when they’re told there are no funds available to spend. James Sharp asked for numbers to be provided in regard to how many are waiting on funding to be served. Jeremy reported we are currently on track with the spending. We have more participants being served compared to the last program year. He reported this information will be put together to be provided to board members.  Scott asked for a motion to approve the Budget vs Actual Report and Minimum Spending. Bill Cralley made the motion to approve the Budget vs Actual Report and Minimum Spending. Layla Freeman seconded the motion. A vote was taken and all approved the motion. There was no other discussion. | Scott Fry |
| 1. Discussion/Action: Request to Transfer Funds from DLW to Adult   Scott reported the request is being made to transfer “up to” 100% of the PY23 – grant 303 ($50,889.18) and FY24 – grant 327 ($153,743.91) DLW funds to the adult program.  Jeremy explained the last program year we served 130 Adult and only 22 DLW’s and gave the difference in adult vs DLW requirements to qualify for services. We have a much higher number of adult applicants and insufficient funding due to the low unemployment rate and more people employed. If the money is transferred, it will allow more applicants to be served.  Scott asked for a motion to approve the transfer of funds from DLW to Adult. James Sharp made the motion to transfer DLW funds to the Adult Program. Robbin Rogers seconded the motion. A vote was taken and all approved the motion. There was no other discussion. | Scott Fry |
| 1. Discussion/Action: Center Certification   Ashley reported Center Certification is required per state policy every two years. The certifications done were for the Bartlesville Comprehensive AJC and the Pryor Affiliate AJC on January 31, 2024. The AJC’s were evaluated by Center Certification Team Cheryle Martin, NEO A&M College & Gretchen Evans, OESC Center Manager. Both Centers were found to be in compliance and no items were found not being met.  Scott asked for a motion to approve the Center Certifications. Meredith Frailey made the motion to approve the Center Certification findings. Bill Cralley seconded the motion. A vote was taken. Casi Martin, OESC Area Manager abstained from voting. All other members present voted to approve the Center Certifications. There was no other discussion. | Ashley Arenivar |
| 1. Performance Reports  * DWFS (Service Provider) Performance Report and Disallowed Costs from Service Provider * NEWDB Monitoring Report * NEWDB Career Service Pilot, Business Service and System Report   DWFS met 8 of 10 contractual measures; missing ADLW Credential Number and ADLW Placement Rate goals. They must meet 40% on Adults/DLW, 20% on Work Experience, & 75% has been spent of the OSY.  Measures missed were: Participants receiving Credentials & Placements in Critical Occupations. Although these two measures were missed, DWFS did so by just 1 participant in each measure. DWFS should be able to make up this gap by Program Year end. DWFS’s placement rate is significantly higher than it was at the same time period last Program Year.  Ashley gave an overview of the NEWDB Career Service pilot, Business Services & System Report. BSV met all goals. OSO’s for NEWDB, Green Country, & COWIB all met their goals. CSO Pilot is working well with restricted funds. The Poverty Simulator was done in October & November, 2023. There was a great response to these training sessions with over 50 attendees at each event. It was noted 4 other Workforce Boards are preparing to offer the Poverty Simulator in their areas. | Jeremy Frutchey  Ashley Arenivar |
| 1. Report Outs:   Sector Partnership in Healthcare: Healthcare Advisory Council Update  James Sharp reported they met on 1/29/2024 being facilitated by Alicia Turley. They are working on several things – such as a pre-nursing program for high school students and career pathways. There is a 2-county program initiative to have a Healthcare Summit in the fall of 2024. Meredith Frailey asked if they had reached out to partner this effort with tribal authorities. The next Sector Partnership meeting will be 3/26/2024. | James Sharp |
| 1. Good Jobs Initiative   Alicia Turley reported on the Good Job Initiative and provided a handout on the eight Good Jobs Principles. DOL has reported a shift or switch in labor dynamics. | Alicia Turley |
| Adjourn  Scott asked for a motion to adjourn the meeting. James Sharp made the motion to adjourn. Layla Freeman seconded the motion. A vote was taken and all approved the motion to adjourn at 10:25 a.m. | Scott Fry |

**Meeting Minutes were approved by the NEWDB Members present on 5/8/2024.**