



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

Minutes

Regular Meeting 01/17/2019 at 9:00 a.m.

Video Conference Meeting Locations:

- **Enid, OK** at Autry Technology Center, 1201 West Willow, room 36A, 580-242-2750, Attendees: Dennis Luckinbill, Toni Pickle, Ali Bolz, Steve Crank, Mike Ruby, Anissa Marquez, Allison Seigars;
- **Woodward, OK** at High Plains Technology Center, 3921 34th St., room 201C, 580-256-6618, Attendees: Melinda Brock, Diana Ball, Lance Osborn, Kevin Evans, Linda Harrison;
- **Goodwell, OK** at Oklahoma Panhandle State University, Science and Agriculture Building, 417 W. Sewell St., room 202, 580-349-2611, Attendees: Lonnie Childress, Mitzi Dain, CJ Rose- CLEO;
- **Ponca City, OK** at Pioneer Technology Center, 2101 N. Ash, room C101 D, 580-762-8336, Attendees Rita Gravel, Michael Leonard, Katie Blake;
- **Altus, OK** at Southwest Technology Center, 711 West Tamarack Road, room 109A, 580-477-2250, Attendees: Sandra Cusher, Dale Latham, Jennifer Bogle;
- **Burns Flat, OK** at Western Technology Center, 621 Sooner Drive, room 201 in the Math & Science Building, 580-562-3181 ext 281, Attendees: Nina Green, Jim Mason, Misty Carter, Jon Merrifield, Jim Curry, Mike Hixson, Steve Myers, Ed Phillips.

1. **Call Meeting to Order & Introductions** - Dennis Luckinbill, Board Chair, called the meeting to order at 9:29 a.m.
2. **Roll Call** - Christi Porter, WOWDB Executive Director

Board Members Present: Ali Bolz, Steve Crank, Dennis Luckinbill, Anissa Marquez, Toni Pickle, Mike Ruby, Allison Seigars, Titus Jacobs, Diana Ball, Katie Blake, Michael Leonard, Misty Carter, Mike Hixson, Steve Myers, Ed Phillips

Board Members Absent: Melinda Brock, Kevin Evans, Linda Harrison, Lonnie Childress, Mitzi Dain, C.J. Rose, Rita Gravel, Jennifer Bogle, Sandra Cusher, Dale Latham, Jim Curry, Haley Adams, Jim Mason, Jon Merrifield

Guests Present: Ashley Sellers, Executive Assistant – Central Oklahoma Workforce Innovation Board (COWIB); Rosaland Rathbun, Accounting Manager – COWIB; Barbara Schmidt, Center Manager – Oklahoma Employment Security Commission (OESC)/Enid Works; Shawna Lounsbury, Career Manager – Odle Management/Enid Works; Michelle Baird, Fiscal Specialist – Odle Management; Pamela Hunnicutt, Corporate Programs Manager – Odle Management; Heather Valdez, Career Manager – Odle Management/Guymon Works; Peggy Shouse, Quality Assurance – Odle Management; Katie Mayer, Career Manager – Odle Management/Ponca City Works; Katie Decker, Career Manager – Odle Management/Ponca City Works; Yolanda Creswell, One-Stop Operator – Odle Management; Lisa French, Program Manager (TANF) – Oklahoma Department of Human Services (ODHS), Dean Veit, County Commissioner for Grant County, District 3; Jorge Martinez - ORO Development; John Masquelier - ODOC; Rachel Harris, ODOC; Darlene Staples, ODOC; Stan Ralstin, NWRDS, Oklahoma Department of Commerce;

The Agenda was posted at least 24 hours prior to the date and time of this meeting and filed in accordance with the Oklahoma Open Meeting Act.



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Kat Long - PCOA; Olga Glapion, Career Manager - Odle Management; Danny Britton -WTC BIS; Joe Ely - CKTC

Board Staff Present: Christi Porter, Executive Director; Tonja Jones, Policy and Programs Coordinator; Rebecca Shuyler, Executive Assistant

3. Discussion and Possible Action - 10/11/18 Meeting Minutes – Dennis Luckinbill, Board Chair - See Attachment # 1

Ed Phillips made a motion to approve the minutes from October 11, 2018. Toni Pickle seconded motion. All members present voted “Yes.” No votes for “no” or “abstain.” Motion passed.

4. Discussion and Possible Action - Board Staff report, Christi Porter, Executive Director
 - a. USDOL Monitoring December 3-7
Christi Porter reported that USDOL was onsite on December 3-7, 2018, and we are awaiting finalized results of the audit.
 - b. State Monitoring for PY17:
Christi traveled to Stillwater to participate in review; awaiting results.
 - c. Sent update to all the Commissioners at the request of the CLEO
Christi sent an update regarding the change in Fiscal Agent to the County Commissioners to let them know the status of the change and update on workforce activities and projects throughout the area.
 - d. Policies continuing to be updated:
Policies and Procedures are still being updated to reflect new Fiscal Agent and Service Provider as well as new policies developed since the merger.
 - e. WOWDB Monitoring report from Connie Sharpe, EMSI; July – September is complete, October - December are underway. Report is in Consent Agenda.
This week Christi received a report showing that all 144 cases reviewed; 4 issues were identified and have been corrected.
 - f. OEDA \$1.2M carry over funds available until June 30, 2019.
WOWDB staff and Service Provider are preparing to begin a push that will increase awareness of WIOA programs in the communities that WOWDB serves.
 - g. Press Releases promoting programs available in area
Tonja Jones will be preparing press releases. Group discussed possible radio spots. WOWDB has no budget or allowance for advertising or promotion so will be asking for donated radio time; no charge for press releases.
 - h. Rural Hospital engagement
Representatives will be visiting rural hospitals in area to increase awareness of programs that could assist with staffing needs, as well as Rapid Response services that would be available in the event of a hospital closure.
5. **Discussion and Possible Action** - Fiscal Agent report, COWIB, the new fiscal agent – effective July 1, 2018
 - a. November Financials – **See attachment #2**
November Financials were presented by Rosaland Rathbun
 - b. Commercial insurance for General Liability and contents

General Liability and Directors and Officers policy cost \$4,100 and was effective December 6, 2018.

- c. Contracts/Policies Being updated to reflect the change in fiscal agent and the pass-through dollars being handled by the service provider, Odle Management.

6. **Discussion and Possible Action** - NWOA dues and SWOA dues

- a. NWOA \$250 – **See Attachment #3**
- b. SWOA \$150 – **See Attachment #4**

Toni Pickle made a motion to approve, Ed Phillips seconded. All members present voted “yes.” No votes for “no” or “abstain.” Motion passed.

7. **Consent Agenda (Action needed)** - policies updated to reflect new Fiscal Agent procedures for Service Providers:

a. Policies

- i. Work Experience (WEX) – **See Attachment #5**
- ii. Stipend Incentive– **See Attachment #6**
- iii. On the Job Training (OJT) – **See Attachment #7**
- iv. Follow-up– **See Attachment #8**
- v. Individual Training Account (ITA) – **See Attachment #9**
- vi. Supportive Services– **See Attachment #10 & #10a**
- vii. Case Notes– **See Attachment #10b**

b. EMSI Monitoring Report– **See Attachment #11**

Ed Phillips made a motion to approve Consent Agenda, Mike Hixon seconded. All members present voted “yes.” No votes for “no” or “abstain.” Motion passed.

8. **Discussion and Possible Action** - name tags for office staff - 30 – 35 employees at \$11.40 each. **See Attachment #12**

Group discussed need for magnetic name tags for all office employees so that they are easily identified as an employee and also to let the clients know who helped them by name. Ed Phillips made a motion to approve, Mike Ruby seconded. All members present voted “yes.” No votes for “no” or “abstain.” Motion passed.

9. **Discussion and Possible Action** – Cleaning contract –three bids received:

- Spot Less Services, Inc., \$565 per month
- Z&K Cleaning, LLC, \$1018 per month
- Life Circles, \$325 per month, **See Attachment #13**

Group reviewed documentation, Life Circles is lowest priced for the services needed.

Toni Pickle made a motion to approve, Titus Jacobs seconded. All members present voted “yes.” No votes for “no” or “abstain.” Motion passed.

10. **Discussion and Possible Action** – One Stop Operator Report - Yolanda Creswell, One Stop Operator, 580-748-0768, creswell.yolanda@odle.com

- a. January Western Board Report – **See Attachment #14**
- b. Newsletter—**See Attachment #15**
- c. Traffic count – **See Attachment #16**
- d. Survey Results – **See Attachment #17**

Yolanda Creswell presented One Stop Operator reports to the board. There are plans for a ribbon-cutting when the Clinton move to Weatherford office is completed. No action needed.

11. **Discussion and Possible Action** - Service Provider report - Operations Manager, Hattie Wales **See Attachment #18**
Michelle Baird, Fiscal Specialist – Odle Management, presented Service Provider Report. No action needed.
12. **Discussion and Possible Action** - Update on Clinton to Weatherford move— Christi Porter, Executive Director WOWDB
Christi Porter discussed move from Clinton office to Weatherford scheduled for January 22nd. No action needed.
13. **Discussion and Possible Action** – Ponca City office - Christi Porter, Executive Director WOWDB - Title 1 moving to the first floor; paying \$327.44 now, new space is \$462.43 for 12 months, reducing to \$287.43 thereafter. This 239 square foot space includes common space and janitor services. **See Attachment #18a**
Steve Myers made a motion to approve, Toni Pickle seconded. 13 members present voted “yes,” 2 votes for “no” and none for “abstain.” Motion passed.
14. **Discussion and Possible Action** - Youth Committee- Tonja Jones, TonjaJones@wowdb.org, 580-256-8553. Next Meeting: Monday, February 4 , 2019, 10:00 a.m., **See Attachment #19**
Tonja Jones discussed scheduled meetings and planned activities for the committee. No action needed.
15. **Discussion and Possible Action - Discussion and Possible Action** – New Business that could not have been foreseen prior to the posting of this agenda
Group discussed membership with National Association of Workforce Development Boards (NAWDB); this membership is \$300. Ed Phillips made a motion to approve expense, Mike Hixon seconded. Motion passed.
16. **Discussion and Possible Action** - Executive Committee Meeting Schedule, **See Attachment #20**
Discussion of dates of meetings. No action needed.
17. **Discussion and Possible Action** - Next Meeting April 18, 2019, 11:30 am, Face-to-Face Meeting, Weatherford, OK, Southwestern Oklahoma State University Business Enterprise Center, 1121 North 7th Street, **See Attachment #21**
Discussion of date, time and place for next face to face meeting. No action needed.
18. **Adjournment**
Dennis Luckinbill adjourned the meeting at 10:37 a.m.