



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD
Regular Meeting 01/17/2019 at 9 a.m.

Video Conference Meeting locations: **Enid, OK** at Autry Technology Center, 1201 West Willow, room 212, 580-242-2750 - (Attendees: Dennis Luckinbill, Toni Pickle, Ali Bolz, Steve Crank, Mike Ruby, Anissa Marquez, Allison Seigars, Titus Jacobs). **Woodward, OK** at High Plains Technology Center, 3921 34th St., room 201C, 580-256-6618 – (Melinda Brock, Diana Ball, 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: Haley Adams, Jim Mason, Misty Carter, Jon Merrifield, Jim Curry, Mike Hixson, Steve Myers, Ed Phillips)

Agenda

1. **Call Meeting to Order & Introductions** - Dennis Luckinbill, Board Chair – Welcome Back WOWDB Member -Titus Jacobs with Department of Veterans Affairs Health Care System. Welcome New WOWDB Member -Haley Adams with Sport Chassis LLC in Clinton, OK.
2. **Roll Call** - Christi Porter, WOWDB Executive Director
3. **Discussion and Possible Action** - 10/11/18 Meeting Minutes – Dennis Luckinbill, Board Chair - **See Attachment # 1**
4. **Discussion and Possible Action** - Board Staff report, Christi Porter, Executive Director
 - a. USDOL Monitoring December 3-7
 - b. State Monitoring for PY17
 - c. Sent update to all the Commissioners as requested by the CLEO
 - d. Policies continuing to be updated
 - e. WOWDB Monitoring report from Connie Sharpe, EMSI; July – September is complete, October - December are underway. Report is in Consent Agenda.
 - f. OEDA \$1.2M carry over funds available until June 30, 2018
 - g. Press Releases promoting programs available in area
 - h. Rural Hospital engagement
5. **Discussion and Possible Action** - Fiscal Agent report, COWIB, the new fiscal agent – effective July 1, 2018
 - a. November Financials– **See Attachment # 2**
 - b. Commercial insurance for liability and contents
 - 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, LLC.
6. **Discussion and Possible Action** - NWOA dues and SWOA dues – **See Attachment**
 - a. NWOA \$250– **See Attachment # 3**
 - b. SWOA \$150– **See Attachment # 4**

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.

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 & # 10 a**
 - vii. EO Tag Line Policy – **See Attachment # 10 b**
 - b. EMSI Monitoring Report– **See Attachment # 11**
8. **Discussion and Possible Action** - name tags for office staff - 30 – 35 employees at \$11.40 each. **See Attachment #12**
9. **Discussion and Possible Action** – Cleaning contract for Weatherford OKWorks Center–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**
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**
11. **Discussion and Possible Action** - Service Provider report - Operations Manager, Hattie Wales **See Attachment # 18**
12. **Discussion and Possible Action** - Update on Clinton to Weatherford move— Christi Porter, Executive Director WOWDB - move January 22nd
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. **Attachment # 18a**
14. **Discussion and Possible Action** - Youth Committee- Tonja Jones (TonjaJones@wowdb.org ph: 580-256-8553) Next Meeting: Monday, , 2019, 10:00 a.m., **See Attachment # 19**

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15. **Discussion and Possible Action - Discussion and Possible Action** – New Business that could not have been foreseen prior to the posting of this agenda

16. **Discussion and Possible Action** - Executive Committee Meeting Schedule-- Executive Meeting 03/20/2019 at 11:00 am Kingfisher, OK, Pioneer Telephone, 205 East Robberts, 405-375-0374 **See Attachment # 20**

17. **Discussion and Possible Action** - Next Board 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**

18. **Adjournment**

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