



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

Executive Committee Meeting Minutes

03/20/2019 at 11:00 am Kingfisher, OK, Pioneer Telephone, 205 East Robberts, 405-375-0374

Minutes

Executive Board Members Present: Toni Pickle, Dennis Luckinbill

Executive Board Members Absent: Ed Phillips

Guests Present: Eddie Foreman - CEO, COWIB; Rosaland Rathbun, Accounting Manager - COWIB; Pamela Hunnicutt, Corporate Programs Manager - Odle Management; Yolanda Creswell, One-Stop Operator - Odle Management; Christi Porter, Executive Director, WOWDB; Tonja Jones - Program Coordinator, WOWDB; Rebecca Shuyler - Executive Assistant, WOWDB

1. **Call Meeting to Order** - Dennis Luckinbill, Board Chair, called the meeting to order at 11:07 a.m.
2. **Roll Call** - Christi Porter, WOWDB Executive Director
3. Board Staff report was provided by Christi Porter, Executive Director:
 - a. USDOL Monitoring OOWD sent response – **See Attachment # 1** Christi referred the group to attachment #1; no questions, no action required.
 - b. State Monitoring for PY17 Sent response 3-8-2019 – **See Attachment # 2** Christi referred the group to attachment #2; no questions, no action required.
 - c. Policies continuing to be updated working with OOWD on a couple that we need Technical Assistance. No action required.
 - d. Ponca City office is moved to first floor; they are seeing more client traffic since becoming more accessible. No action required.
 - e. Progress on \$1 M carry over funds available until June 30, 2018. Christi explained that WOWDB still needs to spend approximately \$38,000 on Adult, \$250,000 on Dislocated Workers and \$653,000 on Youth prior to 06-30-19. Committee discussed potential ideas that would focus on Youth and Dislocated Workers more effectively.

Christi shared with the group that the number of enrollments and participation is up and reviewed the numbers from OKJobMatch.

During Program Year (PY) 2016, CDSA enrolled 25 Youth and SWODA enrolled 1. In the following year, CDSA enrolled 7 and SWODA did not enroll any. For PY 2017, November 1, 2017 through June 30, 2018, Odle enrolled 30 Youth. From July 1, 2018 to March 20, 2019 (the day of the report which would be almost to end of 3rd quarter), Odle had enrolled 19 Youth.

For Dislocated Worker (DLW) enrollments, PY 2016 showed 30 enrollments by CDSA, and 2 for Rescare. For PY 2017, CDSA enrolled 11 and Rescare 1. For PY 17, Odle enrolled 30 from November 1, 2017 to June 30, 2018. For PY 2018 (up to March 20, 2019), Odle has 18 DLW enrollments.

For Adult enrollments, PY 2016, CDSA enrolled 45 and Rescare 3. PY 2017's report shows 11 enrollments for CDSA and none for Rescare. Odle enrollments for November 1, 2017 to June 30, 2018 are 65 for Adults. Currently for PY 2018, Odle has 130 Adult enrollments as of March 20, 2019.

Christi, Yolanda Creswell, and Hattie Wales have been visiting with colleges, technical schools, hospitals, high schools, and others to increase awareness of programs. Several additional presentations are scheduled as well.

No action required.

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.



Equal Opportunity Employers/Program. Auxiliary aids and services are available upon request for individuals with disabilities



A proud partner of the
americanjobcenter
network

4. One Stop Operator Report - Yolanda Creswell, One Stop Operator, 580-748-0768, creswell.yolanda@odle.com
 - a. Signage: Currently each office has a window cling type sign. WOWDB has received funding for new signs. Group discussed potential upcoming changes might necessitate delaying ordering new signs for a few months until all program logos are approved and finalized by new state oversight.
 - b. \$3,000.00 funding for "Workforce Events" has been awarded; Christi and Yolanda have discussed the oil and gas convention and purchasing banners for each office to use at Job Fairs and Workforce Events.
 - c. Yolanda provided an update on system/partners; she is providing ongoing training and follow-up for all partners and workforce centers to ensure clients are referred appropriately. No additional action required.
5. Eddie Foreman with Fiscal Agent, COWIB, reviewed the January 2019 Financials – See Attachment # 3
The group discussed the funding for PY 17; the law reads that 20% of Admin states can be retained. Christi will research and obtain additional information so that further discussions can be held.
6. Consent Agenda - policies updated; all present voted aye, to be ratified by the Board at the April board meeting.
 - a. Dennis Luckinbill moved to approve the following policies; Toni Pickle seconded:
 - i. Adult/DLW Policy See Attachment #4
 - ii. Program Note Policy See Attachment #5
 - iii. Youth Policy See Attachment #6
 - iv. Public Relations and Communications Policy See Attachment #7
 - v. STEM Occupations Policy See Attachment #8
7. Per the request of Northwest Technology Center, Alva, OK we are placing a Title 1 staff at their location. Dennis Luckinbill made the motion to designate Alva, OK as a new "specialized center" for the WOWDA. Toni Pickle seconded the motion. All present voted aye. Christi will update/modify all plans and other documents/records as mandated by OOWD and USDOL.
8. Odle Management Operations Manager, Hattie Wales, provided the Service Provider report. The numbers of enrollees at Altus and Weatherford offices have increased since we added and trained staff at those locations. New Business Services employee assigned to the area, Lolia Iscoa, will be setting up WEX opportunities and will be working with businesses in area to identify and address their business needs. No additional action required.
9. No New Business that could not have been foreseen prior to the posting of this agenda was presented.
10. Executive Committee Meeting Schedule - Executive Meeting 06/19/2019 at 11:00 am Kingfisher, OK, Pioneer Telephone, 205 East Robberts, 405-375-0374. No additional action required.
11. 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. Next meeting discussed. No additional action required.
12. Dennis Luckinbill moved to adjourn the meeting at 1:11 p.m. Toni Pickle seconded.

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.



Equal Opportunity Employers/Program. Auxiliary aids and services are available upon request for individuals with disabilities

