



Executive Committee Meeting Minutes

06/19/2019 at 11:00 am; Pioneer Telephone, 205 East Robberts, Kingfisher, OK

Executive Board Members Present: Toni Pickle, Dennis Luckinbill

Executive Board Members Absent: Ed Phillips

Guests Present: Michael Hixon, External Affairs Manager - Public Service of Oklahoma; Pamela Hunnicutt, Corporate Programs Manager - Odle Management; Tara Goldman, One-Stop Operator - Odle Management; Lolia Iscoa, Business Services Representative – Odle Management; Hattie Wales, Operations Manager – 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 11:15 a.m.
2. **Roll Call** - Christi Porter, WOWDB Executive Director:
3. Discussion and Possible Action: Minutes from Executive Committee Meeting, March 20, 2019
 - Dennis Luckinbill moved to approve the minutes from March 20, 2019, Toni Pickle seconded the motion. All present voted yea, no nay votes, and none abstained; motion passed.
4. Discussion and Possible Action: Board Staff report, Christi Porter, Executive Director
 - a. USDOL Monitoring Update: Christi Porter reviewed current status of the WOWDB response to the monitoring findings. WOWDB has paid back the food costs cited in the monitoring; a written process for purchasing meals has been submitted to USDOL and OOWD to address monitor findings; response to alternative designee issue will be addressed the Bylaws update to be discussed. WOWDB is awaiting final report from USDOL.
 - b. State Monitoring for PY17 Update: Same issues as USDOL monitoring items.
 - c. Update on carry-over funds available until June 30, 2019: \$114,311.00 for Dislocated Workers and \$190,032.89 for Youth.
 - d. Signage: Signs of Life selected; project currently underway. Proofs sent to OOWD for final approval.
 - e. CASAS and Virtual Job Shadowing: WOWDB purchased 100 CASAS e-tests for \$300 and 50 logins for Virtual Job Shadowing (\$1,000) for youth participants. Committee discussed whether this will be enough logins and access to accommodate enrollees; WOWDB will monitor usage and adjust subscriptions as needed.
 - f. Website Update; template shell has been completed; training for WOWDB staff is scheduled for June 21.
 - g. Sector Strategy Grant Update: WOWDB purchased 11 laptops with touch screens to facilitate the testing and other enrollment steps for participants. Both CASAS and Virtual Job Shadowing stated their products work most effectively on touch screen computers.
 - h. Staff Schedule: Discussed issue of Board Staff working four day work weeks, with proposed hours Monday-Thursday 6:30-5:00 with a 30 minute lunch. Executive Committee is supportive of this change.
 - i. Budget Discussion: WOWDB wishes to move the Business Services position under Board Staff due to the nature of the job duties. The Executive Committee is supportive of this recommendation.
5. Discussion and possible action: WOWDB Bylaws – Attachment A: Committee discussed the issue of the alternative designee/proxy language in 20 CFR 679.310(g) and OKLAHOMA WORKFORCE DEVELOPMENT

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.

ISSUANCE #05-2017, CHANGE 1 as it relates to WOWDB. A form for board members to opt in or decline was presented as part of WOWDB Bylaws (proposed update to be implemented at the time they are updated). The Committee unanimously denied this change (0 yea, 2 nay, 0 abstained) and does not wish to introduce the form or any alternative designee language to the Bylaws at this time.

The Committee discussed the issue of an additional Executive Committee member. The Committee approved this recommendation (2 yea, 0 nay, 0 abstained).

The Committee wishes to keep the current quorum requirements unchanged at this time (2 yea, 0 nay, 0 abstained).

6. No action required: WOWDA LEO Consortium Meeting will be held July 31, 2019 at Embassy Suites Hotel, Norman, Room Oklahoma "A", 8:00 – 9:30 a.m. (ACCO Summer and Safety Conference). Committee updated their schedules.
7. No action required: One Stop Operator Introduction: Introduced Tara Goldman, One Stop Operator, Odle Management. Tara will be working from her home in Ponca City, and will receive mail at the Ponca City Workforce Center location.
8. Discussion and possible action: May 2019 Financials, Rebecca Shuyler, WOWDB Executive Assistant – Rebecca Shuyler reviewed May 2019 Financial reports; no changes recommended.
9. No action required: Business Services report: Lolia Iscoa, Business Services Representative, Odle Management reviewed the team's progress in communities and relayed number of business contacts made.
10. No action required: Service Provider report, Hattie Wales, Operations Manager, Odle Management: Hattie Wales reported that Odle Management currently has 336 active participants. Altus has 35, Alva has 7 (this is a new center), Enid has 62, Guymon has 29, Ponca City has 67, Stillwater has 57, Weatherford has 47, and Woodward has 32. Odle Management discussed the possibility of adding two additional career managers; one at Elk City and one at Kingfisher, placed in the Career Techs. The Committee is supportive of these positions as long as they are in Odle Management's budget for such.
11. No action required: Youth Update: Tonja Jones, WOWDB Programs & Performance Coordinator reported that the Youth meeting for August will be cancelled in order to regroup. Committee discussed possibility of having individual Youth Committees in areas specific the communities in the Western Oklahoma area, in order to have local representatives that would be more connected to and able to identify targeted resources available in those areas.
12. Discussion and possible Action: Contract Extension: One Stop Operator, Adult/Dislocated Worker and Youth Service Provider - Attachment D: Christi Porter presented a report of Odle Management's performance for contracted measures. Dennis Luckinbill moved to extend the Adult/Dislocated Worker and Youth Service Provider and One Stop Operator contracts with Odle Management, LLC; Toni Pickle seconded. Motion passed (2 yea, 0 nay, 0 abstained).
13. Discussion and possible Action: There was no New Business that could not have been foreseen prior to the posting of the agenda presented.
14. No action needed: Executive Committee Meeting Schedule - Executive Meeting September 18, 2019 at 11:00 am, Pioneer Telephone, 205 East Robberts, Kingfisher, OK
15. No action needed: Next Board Meeting July 18, 2019, 9:00 am, Videoconference
16. Adjournment: Dennis Luckinbill adjourned the meeting at 12:52 p.m.

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

