



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

Executive Committee Special Meeting

08/14/2019 at 11:00 AM, 1222 10th Street, Woodward, OK

Members: Mike Hixson, Dennis Luckinbill, Ed Phillips, Toni Pickle

Minutes

1. **Call Meeting to Order** - Dennis Luckinbill, Board Chair, called the meeting to order at 10:54 a.m.
2. **Roll Call** - Christi Porter, WOWDB Executive Director

Present: Mike Hixson, Dennis Luckinbill, Ed Phillips

Absent: Toni Pickle

Guests Present: Eddie Foreman, Executive Director – Central Oklahoma Workforce Innovation Board (COWIB); Tara Goldman, One-Stop Operator – Odle Management; Pamela Hunnicutt, Corporate Programs Manager – Odle Management; Rosaland Rathbun, Accounting Manager – COWIB; Hattie Wales, Operations Manager - Odle Management

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

3. **Discussion and Possible Action:** Minutes from Executive Committee Meeting, June 19, 2019. Ed Phillips made a motion to approve the minutes from the regular Executive Committee meeting on June 19, 2019. Mike Hixson seconded the motion. All present voted yes, none voted no, no abstained.
4. **Discussion and Possible Action: Budget**

Christi Porter distributed the budget and discussed with the group. 2 new positions for WOWDB were included in new budget: a full time Monitor and a full time Business Services Representative. New positions will be posted for applicants.

The budget also included two new career managers (Service Provider) and two new center locations; one possibly in the Elk City/Sayre/Burns Flat area and one possibly in the Kingfisher area. All present reviewed the budget and presented no questions. Ed Phillips made a motion to approve the PY 2019 Budget; Mike Hixson seconded the motion. All present voted yes, none voted no, no abstained votes.

5. **Discussion and Possible Action: Center Certification Letters**
Christi Porter explained to group the purpose of the letters to complete the Center Certification process. Weatherford's location is Americans with Disabilities Act (ADA) compliant; the other centers currently are working towards 100% compliance with an EEAP, which is a plan with timelines for all issues. If each center cannot become fully compliant within two years, they may have to re-locate to more suitable locations. Oklahoma Employment Security Commission (OESC) has the leases for all centers except for Weatherford and reportedly are working with landlords to make necessary corrections. The One Stop Operator (OSO) will continue to monitor the situation.
Ed Phillips moved to approve the Center Certification Letters, Mike Hixson seconded the motion. All in attendance voted yes, none voted no, no abstained votes.
6. Dennis Luckinbill adjourned the meeting at 11:53 a.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.



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