



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD
Regular Meeting Minutes 07/18/2019 at 9:00 a.m.

Video Conference Meeting locations

- **Enid, OK** at Autry Technology Center, 1201 West Willow, room 36A, 580-242-2750
Attendees: Ali Bolz, Steve Crank, Titus Jacobs, Dennis Luckinbill, Anissa Marquez, Toni Pickle, Mike Ruby, Allison Seigars;
- **Woodward, OK** at High Plains Technology Center, 3921 34th St., room 201C, 580-256-6618
Attendees: Diana Ball, Melinda Brock, 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: Jennifer Bogle, Sandra Cusher, Dale Latham;
- **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, Misty Carter, Jim Curry, Mike Hixson, Jim Mason, Jon Merrifield, Steve Myers, Ed Phillips

Minutes

1. **Call Meeting to Order & Introductions** - Dennis Luckinbill, Board Chair, called the meeting to order at 9:10 a.m.
2. **Compliance with Open Meetings Act:** Declaration of quorum - Dennis Luckinbill, Board Chair

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.

3. **Roll Call** - Christi Porter, WOWDB Executive Director

Board Members Present: Dennis Luckinbill, Toni Pickle, Dale Latham, Allison Seigars, Mike Hixson, Jim Mason, Mike Ruby

Board Members Absent: Haley Adams, Diana Ball , Jennifer Bogle, Ali Bolz, Katie Blake, Melinda Brock, Misty Carter, Lonnie Childress, Steve Crank, Jim Curry, Sandra Cusher, Mitzi Dain, Kevin Evans, Rita Gravel, Linda Harrison, Titus Jacobs, Michael Leonard, Anissa Marquez, Jon Merrifield, Steve Myers, Ed Phillips, C.J. Rose

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Guests Present: Joni Cox, Career Manager – Odle Management/Altus Works; Katie Decker, Career Manager – Odle Management/Ponca City Works; Stephen Gable, Program Manager I, Oklahoma Employment Security Commission (OESC); Olga Glapion, Career Manager – Odle Management/Weatherford Works; Tara Goldman, One Stop Operator – Odle Management; Pamela Hunnicutt, Corporate Programs Manager – Odle Management; Shawna Lounsbury, Career Manager – Odle Management/Enid Works; Katie Mayer, Career Manager – Odle Management/Ponca City Works; Brandy McIntyre, Oklahoma Department of Corrections; Sherrain Steele, Program Manager 1 - Oklahoma Employment Security Commission (OESC); Stan Ralstin, NWRDS - Oklahoma Department of Commerce; Rosaland Rathbun, Accounting Manager – COWIB; Barbara Schmidt, Center Manager – Oklahoma Employment Security Commission (OESC)/Enid Works; Peggy Shouse, Quality Assurance – Odle Management; Heather Shryock, Career Manager – Odle Management/Woodward Works; Heather Valdez, Career Manager – Odle Management/Guymon Works; Hattie Wales, Operations Manager - Odle Management

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

4. **Discussion and Possible Action:** 04/18/19 Meeting Minutes – Toni Pickle moved to approve the 04/18/19 Meeting Minutes; Mike Ruby seconded motion. 6 members present voted yes, 0 voted no, 0 abstained. Motion passed.
5. **Discussion and Possible Action:** Board Staff report, Christi Porter, Executive Director
 - a. Budget: WOWDB Executive Director is working on budget; Executive Committee will need to schedule special meeting; tentatively scheduled for August 14th.
 - i. Sector Strategy Discussion – with the funding from this grant, we were able to provide some outreach services for businesses, introducing opportunities to participate as worksites for Work Experience, On the Job Training. As well, WOWDB had referral forms and one page application printed as preprinted tablets for distribution
 - b. Plan/MOU IFA need to be updated - the meeting scheduled for 11 a.m. on July 30, at High Plains Technology Center has been cancelled due to a scheduling conflict. A new meeting notice will be sent shortly.
 - c. Board Certification passed with no issues. The only recommendation was to improve board attendance.
 - d. CASAS/Virtual Job Shadowing – These new assessment tools will now be offered to our Youth participants as well as the TABE. Laptops have been purchased to facilitate these services more readily to youth.
 - e. Engage Oklahoma presentations – Christi Porter, Tara Goldman, and Tonda Ames presented to educators and school staff on July 15th and 16th at Woodward and Lawton
 - f. Christi provided an update on the USDOL and State Monitoring; the \$67.13 has been repaid for the food expenses. A policy was written regarding serving food for board meetings; for instances where food is served, WOWDB will seek sponsorships or donation.
 - g. Policies continuing to be updated; in the proofing stage
 - h. We are planning to add specialty offices in conjunction with the technical centers in Elk City and Kingfisher as budget allows
 - i. Technical Assistance: IPS Training held June 13th and 14th; this was very beneficial and there has been positive feedback. The Career Managers were able to obtain continuing education credits for this training.

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- j. WOWDB Monitoring report from Connie Sharpe, EMSI – last quarter pending
- k. Carry over funds update: for the PY17, we spent all Adult carry over funds. For Dislocated Worker, we spent all except \$31,119.79 and for Youth, we spent all except \$55,642. PY18 will carry over \$1.527M; approximate breakdown as follows: \$100,000 for Adult, \$800,000 for Dislocated Worker, and \$600,000 for Youth. Program Year 2019 funding totals \$1.8M.
- l. Fiscal Monitoring PY18 – letters have been sent and the monitoring is underway
- m. Website is under development and should have agendas, minutes and policies and procedures posted soon. <https://wowdb.org/>
- n. Signs – See attached photos – See Attachment 2 for photos of new signs installed in June.
- o. \$74,000 was awarded to Western from carry over funds from OOWD and is included in the above carry over allocation numbers.

6. **Discussion and Possible Action:** Center Certification Applications – The Center Certification Team is Christi Porter for all locations; Jorge Martinez with ORO for Ponca City, Stillwater and Enid, and Trina Southard for Guymon, Weatherford, Woodward and Altus – **See Attachment 3**
 Jim Mason moved to accept and approve Center Certification Applications from the One Stop Operator; Mike Ruby seconded the motion. 6 members present voted yes, 0 voted no, 0 abstained; motion passed.

7. **Discussion and Possible Action:** Ratify the actions of Executive Meeting:

Contract Extension: Service Provider, Odle Management Group, LLC – **See Attachment 4**

Contract Extension: One Stop Operator, Odle Management Group, LLC – **See Attachment 4**

Bylaws – signed by CLEO – **See Attachment 5**

The following specifications and one change were approved: No Alternative Designee, leave Quorum language the same, and add one more Executive Committee Member-Mike Hixson Elected.

Jim Mason made a motion to ratify the actions of the Executive Committee on June 19, 2019. Dale Latham seconded the motion. 6 members present voted yes, 0 voted no, and 0 abstained. Motion passed.

8. **Discussion and Possible Action:** NAWB dues – See Attachment 6; NAWB is National Workforce organization that provides resources and information for our local workforce board. Jim Mason moved to approve membership; Dale Latham seconded. 6 members present voted yes; 0 voted no, and 0 abstained. Motion passed.

9. **No Action Required:** One Stop Operator Report: Tara Goldman, One Stop Operator, Odle Management – See Attachments 7 & 7a: Tara Goldman presented the Customer Service survey and traffic reports. She will be scheduling partner meetings.

10. **No Action Required:** Business Services Report: **See Attachment 8:** Hattie Wales provided an overview of Business Services Contacts and resulting Work Site Agreements.

11. **No Action Required:** Fiscal Agent Report – Rosaland Rathbun, COWIB – See Attachment 9: Rosaland Rathbun reviewed the May 2019 Financials.

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12. **No Action Required:** Service Provider report, Hattie Wales, Operations Manager, Odle Management – See Attachment 10: Hattie Wales provided a summary of service provider activities.
13. **No Action Required:** Youth Committee Update: Tonja Jones, WOWDB Programs & Performance Coordinator reported that due to low attendance, the August 2019 Youth Committee meeting has been cancelled so that Youth Committee can regroup and improve outreach into individual communities within WOWDB area.
14. **No Action Required:** LEO Consortium Meeting to be held July 31, 2019 at Embassy Suites Hotel, Norman, Room Oklahoma “A”, 8:00 – 9:30 a.m. (ACCO Summer and Safety Conference)
15. **No Action Required:** No new business that could not have been foreseen prior to the posting of this agenda was presented.
16. **No Action Required:** Next Executive Committee Meeting September 18, 2019 at 11 a.m. at Kingfisher
17. **No Action Required:** Next Board Meeting October 10, 2019, 9:00 a.m. at video conference locations
18. **Adjournment:** Dennis Luckinbill adjourned the meeting at 10:36 a.m.

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