



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

LEO Consortium Special Meeting
07/31/2019 at 8:00 AM, Embassy Suites Hotel, Norman, Room Oklahoma "A"

Minutes

1. **Call Meeting to Order** – CJ Rose, CLEO, called the meeting to order at 8:10 a.m.
2. **Compliance with Open Meetings Act:** Declaration of quorum – CJ Rose, CLEO declared compliance with Open Meetings Act.

The Agenda was posted at 3:00 p.m. on July 25th and was previously filed in accordance with the Oklahoma Open Meeting Act.
3. **Roll Call** - Christi Porter, WOWDB Executive Director

Commissioners Present:-Beaver County: Roy Fleming, CJ Rose; Ellis County: Blake Suthers; Jackson County: Mike Wallace; Kay County: Jason Shanks; Woodward County: Randy Johnson, Vernie Matt

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

Guests Present: Sherri Eulberg - Grant County District 3; Eddie Foreman, Executive Director - COWIB; Tara Goldman, One Stop Operator – Odle Management; Pamela Hunnicutt, Corporate Programs Manager – Odle Management; Dennis Luckinbill, WOWDB Chair; Rosaland Rathbun, Accounting Manager – COWIB; Ashley Sellers, Operations Manager - COWIB; Hattie Wales, Operations Manager - Odle Management
4. **Discussion and possible action:** Minutes from LEO Consortium Meeting August 2, 2017, See Attachment A. Vernie Matt made a motion to approve the August 2, 2017 LEO Consortium meeting minutes. Randy Johnson seconded the motion. All present (6) voted yes, 0 no, and 0 abstained.
5. **Discussion and possible action:** Need to set a schedule for future meetings no less than twice per year. The commissioners agreed that the ACCO Conferences are the most convenient time to convene. They meet again in November for the Fall Conference. The next LEO Conference will be held during that time.
6. **Discussion and possible action:** Chairman’s Report: Dennis Luckinbill reviewed the past two years following the merger of Northwest and Southwest Workforce Boards. Much progress has been made with the addition of a new director and the selection of the service provider. As Local Elected Officials, County Commissioners are encouraged strongly to attend the LEO Consortium special meetings as well as the regular board meetings.
7. **Discussion and possible action:** Board Staff report, Christi Porter, Executive Director
 - a. Signage: Photos of new signs at each center were shown to the group.
 - b. Working with justice-involved: the group was informed of the benefit of assisting discharging justice-involved individuals with a career plan with potential for better pay, benefits and personal growth.
 - c. Working with Veterans: the group was told of WOWDBs involvement with veterans and a plan to be involved directly with discharging service men and women by offering career plans that could include Work Experience, On the Job Training, etc.
 - d. Demand Occupations: Western Oklahoma’s Demand Occupation list is more extensive than most because WOWDB’s area is 27,000 square miles and covers a variety of communities with differing needs.

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.



- e. Bylaws - Alternative Designee: The Bylaws have been reviewed and/or updated with the following: 1. The Office of Workforce Development wanted the bylaws to include language regarding an "alternative designee." This does not comply with Oklahoma's Open Meetings Act, so the Executive Committee and the Board agreed to add language indicating that alternative designee will not be allowed. 2. Added additional member of Executive Committee, and 3. Reviewed but did not change quorum requirements.
- f. Center Certification: Center Certification is currently underway. Christi and the team have been traveling to all of the offices to complete.
- g. Local and Regional Plan Updates: Local and Regional Plans will be updated to include current certified centers as well as adding the Alva location.
- h. MOU/IFA Updates: Christi Porter explained that this is the MOU/IFA regarding the above mentioned centers that documents the agreements between WOWODB and all partners housed at the center locations.
- i. Monitoring Updates: Christi summarized the USDOL Monitoring and pending conclusion.
- j. Website - <https://WOWDB.org>: This is up but not fully completed at this time.
- k. Contract Extension - One Stop Operator (OSO) and Service Provider – Attachment B: The contract with Odle Management for One Stop Operator and Service provider services was recently extended an additional year. The Executive Committee approved this and the Board ratified. The new budget is currently underway. A graph showing the progress in new enrollments was shown to the group.
- l. Sector Strategies – Healthcare and Manufacturing were the two industries targeted by the Sector Strategy grant program in WOWDB as well as SCOWDB.
- m. Outreach was made possible by the Sector strategy grant as well, and the WIOA One Page Applications and Referral forms were printed as 50-sheet tablets.

*Commissioner Jason Shanks arrived signed in for meeting at 8:35 a.m.

- 8. **Discussion and possible action:** May 2019 Financials, Rosaland Rathbun, Controller, COWIB – Attachment C
Rosaland presented the May 2019 Financial reports. Vernie Matt made a motion to approve the May 2019 Financial report; Blake Suthers seconded. All present (7) voted Yes, 0 voted No, 0 abstained.
- 9. **No action required:** One Stop Operator Report: Tara Goldman, One Stop Operator, Odle Management
Tara Goldman was introduced as the One Stop Operator. Christi Porter explained the duties and responsibilities as the One Stop Operator. Tara will also be the Equal Opportunity (EO) Officer.
- 10. **No action required:** Service Provider and Business Services Report, Hattie Wales, Operations Manager, Odle Management- Attachment D: Hattie Wales referenced the attached report showing enrollment and participation statistics. She discussed career manager duties and how they look for opportunities with resources in the community to serve individuals with barriers to careers or skill growth.
- 11. **Discussion and possible action:** Next LEO Consortium Meeting to be announced; a meeting notice will be sent to correspond with the ACCO Fall Conference to be held in November 2019.
- 12. CJ Rose adjourned the meeting at 9:21 a.m.