



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD
Regular Meeting 01/16/2020 at 9:00 a.m.

Video Conference Meeting Locations

Main Site:

Enid, OK at Autry Technology Center, 1201 West Willow, room 301, 580-242-2750

Attendees: Ali Bolz, Steve Crank, Glen Kierstead, Dennis Luckinbill, Alex Mantz, Anissa Marquez, Toni Pickle, Allison Seigars

Connecting Sites:

Woodward, OK at High Plains Technology Center, 3921 34th St., Board Room, 580-256-6618

Attendees: Diana Ball, Melinda Brock, Kevin Evans;

Guymon, OK at Public Library & Arts Center, 1718 N. Oklahoma St., Safe Room, 580-338-7330

Attendees: Lonnie Childress, Mitzi Dain, CJ Rose- CLEO;

Ponca City, OK at Pioneer Technology Center, 2101 N. Ash, room C101D, 580-762-8336

Attendees: Katie Blake, Rita Gravel, Michael Leonard;

Altus, OK at Southwest Technology Center, 711 West Tamarack Road, room 109A, 580-477-2250

Attendees: Debra Brzozowski, Dale Latham, Rachel Ramirez;

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

Agenda

1. Call Meeting to Order & Introductions: Dennis Luckinbill, Board Chair
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
4. Discussion and Possible Action: 10/10/19 Meeting Minutes – Dennis Luckinbill, Board Chair – See Attachment #1
5. Discussion and Possible Action: Consent Agenda -Ratify the actions of Executive Meeting on December 18, 2019:
 - a) Local and Regional Plans - See Attachment #CA1
 - b) Insurance Policies –
 - a. D&O expiring premiums \$1,432; renewal premium \$1,473, effective 12/6/2019 – 12/6/2020
 - b. Property and General Liability expiring premium \$2,718; renewal premium \$2,245, effective 1/11/2020-1/11/2021 (No Attachment)
 - c) PY 2019 Budget (2ND Modification) Approval- See Attachment #CA2
 - d) Policies and Procedures:
 - a. Center Certification – See Attachment #CA3

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- b. Data Validation – See Attachment #CA4
- e) Membership Dues Northwest Oklahoma Alliance (\$250) and Southwest Oklahoma Alliance (\$150) Memberships-See Attachment #CA5
- f) Financials - Executive Committee approved October 2019 Financials and related modifications of budget - See Attachment #CA6

- 6. Discussion and Possible Action: Monitoring Report, Heather Shryock, Monitor
- 7. Discussion and Possible Action: Board Staff Report, Christi Porter, Executive Director

Upcoming events for 2020:

- a) Alternative Designee
- b) Technical Assistance – January 23rd and February 19th
- c) Expungement Fairs
- d) WiFi for Centers
- e) Continuing to update policies
- f) OOWD monitoring scheduled for May 11-15
- g) Odle Management meeting with Lisa Odle and staff: Issues discussed and resolutions planned
- h) Odle Management Contract Extension/Revision
- i) USDOL final report still pending
- j) NAJA March 29 – April 3
- k) Business Services Team-OOWD possibly funding an employee; working with COWIB on systems to track all business contacts (Hub Spot)
- l) Website: <https://wowdb.org/>

- 8. Discussion and Possible Action: Policies and Procedures:

- a. Discrimination Complaint Procedures Governing WIOA Activities and Oklahoma Works (One-Stop) Center Activities Policy – See Attachment #2

- 9. Discussion and Possible Action: Youth Committee Update: Tonja Jones, Programs and Performance Coordinator

2020 WOWDB Youth Committee Meetings

Meetings held on the first Monday of the second month each quarter.

February 3 – a Monday at 10 a.m. in the Training Room at the Non-Profit Center, 114 S. Independence, Enid, (courtesy of Community Development Support Association (CDSA)); with lunch provided by Enid Regional Development Alliance (ERDA)

Also mark your calendars for meetings scheduled for May 4, August 3, and November 2

- 10. Discussion and Possible Action: Fiscal Agent Report – Rosaland Rathbun, COWIB – November Financials See Attachment #3 (November Financials not available at this time as per COWIB)

- 11. Discussion and Possible Action: One Stop Operator Report: Tara Goldman, One Stop Operator, Odle Management – See Attachment #4

- a) Traffic Counts
- b) Survey Numbers
- c) Business Contacts
- d) Transitional Fairs
- e) Rapid Response
- f) Equal Opportunity (EO) Complaints

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g) System Issues and Resolutions

12. Discussion and Possible Action: Service Provider report, Hattie Wales, Operations Manager, Odle Management – See Attachment #5
 - a) Adult/DLW/Youth
 - b) Number served
 - c) Number sent to school
 - d) Work Experience/On the Job Training participants
 - e) Recruitment Efforts/Business Contacts
 - f) Partners/Joint Efforts
 - g) Other Services Received
13. Comments from the Public (No discussion or possible action)
14. Discussion and Possible Action: New Business that could not have been foreseen prior to the posting of this agenda
15. Discussion and Possible Action: WOWDB 2020 Meeting Schedules – Regular Board Meeting Dates 2020: April 16, July 16, October 8. Face-to-face meeting will be held April 16 at Weatherford, OK at Air and Space Museum; Guymon Library will replace Goodwell OPSU location for regular board meeting videoconference location – See Attachment #6
16. No Action Needed – Next Executive Committee Meeting March 18, 2020 at 11 a.m. at Kingfisher, OK
17. No Action Needed – Next Board Meeting April 16, 2020, 11:30 a.m. face-to-face at the Stafford Air and Space Museum in Weatherford, OK. The meal will be provided by Public Service Company of Oklahoma (PSO), and admission to the museum is included for attendees for the day.
18. Adjournment: Dennis Luckinbill, Board Chair

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

