



**WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD**  
Regular Meeting 10/10/2019 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: Sandra Cusher, Dale Latham, Brandi Scott
- 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 9:05 a.m.
2. Compliance with Open Meetings Act: Dennis Luckinbill, Board Chair, declared a quorum
3. 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.
4. Roll Call: Christi Porter, WOWDB Executive Director

**Board Members Present:** Steve Crank, Dennis Luckinbill, Mike Ruby, Rita Gravel, Katie Blake; Dale Latham, Brandi Scott, Haley Adams, Misty Carter, Mike Hixson, Jim Mason, Steve Myers

**Board Members Absent:** Ali Bolz, Titus Jacobs, Anissa Marquez, Toni Pickle, Allison Seigars; Diana Ball, Melinda Brock, Kevin Evans, Linda Harrison; Lonnie Childress, Mitzi Dain, Michael Leonard, Sandra Cusher, Jim Curry, Jon Merrifield, Ed Phillips

**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; Shawna Lounsbury, Career Manager – Odle Management/Enid Works; Katie Mayer, Quality Assurance – Odle Management/Ponca City Works; Sherrain Steele, Program Manager 1 - Oklahoma Employment Security Commission (OESC); Kyla Radaker-James, Career Manager – Odle Management/Ponca City Works; Rosaland Rathbun, Accounting Manager – COWIB; Barbara Schmidt, Center Manager – Oklahoma Employment Security Commission (OESC)/Enid 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

5. Discussion and Possible Action: 07/18/19 Meeting Minutes – Dennis Luckinbill, Board Chair – See Attachment #1

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.

Jim Mason made a motion to approve the 07/18/19 meeting minutes. Dale Latham seconded the motion. 12 members present voted yes; 0 voted no. Motion passed.

6. Discussion and Possible Action: Board Staff Report, Christi Porter, Executive Director, reviewed each item below:

- a) Budget – will be discussed in agenda #8. The budget that was originally prepared in August was approved by the Executive Committee on August 14. In September, Odle Management’s Operations Manager discovered that more funds had been obligated than previously projected for client training. A modification to the budget is necessary to adjust for this shortage. WOWDB cut a Business Services position, which was \$58,000 and Odle Management cut \$119,692 from their budget to put funds back into client training for the remainder of the program year. The board will be asked to ratify the original budget and approve the revised budget.
- b) Odle Management Contract Extension: once the revised budget is approved by the board today (agenda item #8), a Contract Extension will be prepared and extended to Odle Management for PY 19.
- c) Local and Regional Plans/MOU IFA Updates: No comments were received during the 30 day comment period. Regional and Local Plans will need signatures; WOWDB will be emailing Plans for signatures.
- d) USDOL and State Monitoring Update – There is no final resolution at this time for the USDOL monitoring. OOWD Monitoring tentatively scheduled for March 2-6, 2020
- e) Monitor hired – Heather Shryock started 09-30-19. She has 18 years as a State monitor.
- f) Fiscal Monitoring PY18 – underway; Odle Management has responded and Board Staff is working on reviewing.
- g) Website: <https://wowdb.org/>. Meeting dates, agenda, etc., are posted on the website. Please take time to review and refer any questions or items you think should be uploaded to Rebeca Shuyler.

7. Discussion and Possible Action: Consent Agenda -Ratify the actions of Executive Meetings on August 14,2019 and September 18, 2019: Christi Porter reviewed each of the following items for Board ratification:

- a) PY 2019 Budget Approval- See Attachment #2CA: The PY 19 budget was originally approved by the Executive Committee in August prior to the modification becoming necessary.
- b) Center Certification Letters – See Attachment #3CA: The Weatherford center was 100% ADA compliant and the other offices have plans to become ADA compliant. The certification criterion was met for all centers.
- c) Bylaws – signed by CLEO – See Attachment #4CA: The bylaws were revised to add a process for appointment of an alternative designee, as required by the USDOL monitoring.
- d) Alternative Designee Process: If board members would like to appoint an alternative designee, please let Christi Porter know and she will provide a form. The alternative designee can vote on board member’s behalf and counts toward the quorum. The exception to these things is if both the board member and the alternative designee are in attendance; in that case, voting responsibility and quorum reverts to board member only.
- e) Process to address board meeting attendance: this will be tracked by board staff and 2 consecutive absences by board members will be reviewed by the Executive Committee.
- f) Designated new specialty center at Western Technology Center in Burns Flat. Joni Cox will be the Career Manager stationed there.
- g) Demand Occupations List - See Attachment #5CA: the PY 18 Demand Occupation list was reviewed and no changes were recommended.
- h) Financials - Executive Committee approved July 2019 Financials and funds to be moved from Dislocated Worker to Adult - See Attachment #6CA
- i) Executive Committee established meeting dates 2020: March 18, June 17, September 16, December 16

Mike Ruby made a motion to approve the Consent Agenda; Mike Hixson seconded the motion. 12 members present voted yes; 0 voted no. Motion passed.

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8. Discussion and Possible Action: Modify PY 2019 Budget – See Attachment #7: the revised budget was presented to the Board. Steve Crank made a motion to approve the revised budget. Jim Mason seconded the motion. 12 members present voted yes; 0 voted no. Motion passed.

9. Discussion and Possible Action: Policies and Procedures:

- a) ITA Policy – See Attachment #8: this was revised to add language and a form to enable prorating for clients that are already enrolled in a program but need assistance paying for the remainder.
- b) Demand Occupations Policy – See Attachment #9: this is reviewed annually. No changes were made from the previous year.

Policies reviewed by board. Mike Hixson made a motion to approve the policies. Misti Carter seconded. 12 members present voted yes; 0 voted no. Motion passed.

10. Discussion and Possible Action: Youth Committee Update: Tonja Jones, Programs and Performance Coordinator - meeting November 4; re-establishing roving meetings on a quarterly basis. The locations will be announced when confirmed.

11. Discussion and Possible Action: One Stop Operator Report: Tara Goldman, One Stop Operator, Odle Management – See Attachment #10: Tara Goldman presented One Stop Operator activities; they are scheduling partner meetings for October and November, and business services committee meetings are scheduled as well. Tara attended Operation Stand Down at Canton as well as numerous job fairs to increase awareness of WIOA. They are implementing a welcoming policy to be implemented to establish a uniform procedure for all locations. EEAP plans are being worked on at the affected centers.

12. Discussion and Possible Action: Fiscal Agent Report – Rosaland Rathbun, COWIB – See Attachment #11: For August, expenditures were at 17% for the year. For the areas that were higher, the revised budget amounts will be added to September financials. Accessible and Signage grant money came in this week from the PY 18 program activities. Jim Mason made a motion to approve the August financials. Dale Latham seconded. 12 members present voted yes, 0 voted no. Motion passed.

13. Discussion and Possible Action: Service Provider report: Hattie Wales, Operations Manager, Odle Management, presented the service provider report.

Adult/ DLW going very strong; 122 enrolled since July 1. 92 were sent to Occupational Skills Training. Many still in progress, of the 92 -50% have obtained credential. 41 of the 122 are enrolled in STEM training.

43 Youth have been enrolled since July 1; mostly coming from outreach efforts. Career managers have enrolled 20 Youth in Occupational Skills training since July 1. Of these, 17 have obtained credential. 6 are high school diplomas, 11 are certifications (CDL, CNA, etc.).

23 Work Based Learning – OJT with Ditch Witch in August and many in Work Experience at various locations.

17 of the 43 Youth are enrolled in STEM.

Furthermore, career managers are collaborating with OESC's Dislocated Worker (DLW) grant from energy oil/gas sector by referring DLW's to them so they can coordinate funds for training. They can use grant for training, and still have WIOA available in the future, if needed.

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14. Discussion and Possible Action: LEO Consortium Meeting: November 14, 2019 at Embassy Suites Hotel, Norman, 7:30 a.m., room to be announced (ACCO Fall Conference). Dennis Luckinbill encouraged board member attendance.
15. Discussion and Possible Action: WOWDB 2020 Meeting Schedules – Regular Board Meeting Dates 2020: January 16, April 16, July 16, October 8. Face to face meeting will be held in April at Weatherford, OK. Looking at Air and Space Museum for possible location for Face to face; Guymon Library will replace Goodwell /OPSU location for regular board meeting videoconference location – See Attachment #12. Public Service of Oklahoma (PSO) is providing the lunch for the face to face in April. Mike Hixson made a motion to approve the 2020 Meeting schedule. Mike Ruby seconded the motion; 12 members present voted yes. 0 voted no. Motion passed.
16. Discussion and Possible Action: New Business that could not have been foreseen prior to the posting of this agenda was presented.
17. No Action Needed – Executive Committee Meeting December 18, 2019 at 11 a.m. at Kingfisher, OK
18. Board Meeting January 16, 2020, 9:00 a.m. at video conference locations
19. Adjournment: Dennis Luckinbill, Board Chair, adjourned the meeting at 10:04 a.m.

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