



## WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

### Executive Committee Meeting

12/18/2019 at 11:00 am Kingfisher, OK, Pioneer Telephone, 205 East Robberts, (405) 375-0374

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 11:20 a.m.
2. Roll Call - Christi Porter, WOWDB Executive Director  
Present: Dennis Luckinbill, Toni Pickle  
Absent: Ed Phillips, Mike Hixson
3. Discussion and Possible Action: Minutes from Executive Committee Meeting, September 18, 2019 - Attachment A Reviewed. Dennis Luckinbill made a motion to approve the September 18, 2019 minutes. Toni Pickle seconded. Motion passed.
4. Discussion and Possible Action: Board Staff report, Christi Porter, Executive Director
  - a. Monitoring Update: USDOL has not issued final report from December 2018 monitoring at this time. She has been in contact with USDOL and OOWD. A few days ago, USDOL received OOWD's response and they will issue the final report soon.  
Heather Shryock has completed the first monitoring. Adult, Dislocated Worker and Youth accounts were monitored. Lots of case management issues identified. Odle Management's training is not sufficient. The Directors paid for Mary Ann Lawrence to train the Case Managers in October 2019 and there were Technical Assistancess held in February and June as well. The staff has weekly conference calls and staff meetings. Still, the monitoring found that there were not sufficient program notes entered, unclear program notes, notes not tied directly to services, and in some cases, documentation of eligibility not uploaded in OK Job Match. In the Monitoring Report, WOWDB requested a response in writing that includes a written plan of improvement, as well as corrections to all the files and a 100% self-monitoring of all cases by Odle Management Case Managers within the next 60 days. At that time, Heather will again review the accounts to ensure compliance.
  - b. Plans – Local & Regional (#7.b) Plans were posted for comment and board has communicated about this. There were no comments during the posting period. This will also be included in #7.b discussion. Dennis Luckinbill made a motion to approve the changes to the Local and Regional Plans as posted. Toni Pickle seconded the motion. The motion passed unanimously.
  - c. LEO Consortium Meeting held November 14, 2019 – called all commissioners prior to the meeting but still had only a few attend. The meetings are always encouraging. Dennis Luckinbill discussed ways that might encourage attendance.
  - d. Called all Board Members regarding changes to Bylaws and emailed copies of Bylaws and the Alternative Designee form. Only one board member has expressed interest in an Alternative Designee. This will need to be included in the Secretary of State filings for Open Meetings compliance.
  - e. Review of WOWDB Insurance Policies
    - i. D&O expiring premium \$1,432; renewal premium \$1,473 12/6/2019 – 12/6/2020
    - ii. Property and General Liability expiring premium \$2,718; renewal premium \$2,245, effective 1/11/2020 – 1/11/2021; may need to make updates to this policy

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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Toni Pickle made a motion to approve the payment of the insurance invoices; Dennis Luckinbill seconded. Motion passed unanimously.

- f. RFP – Service Provider and One Stop Operator – Possible designation of Grading Committee –re-RFP by April 2021. Christi Porter reported that we have a year to RFP so WOWDB should prepare by forming the RFP Grading Committee. Dennis Luckinbill appointed the Executive Committee and would like to add two additional board members. Possible volunteers will be contacted.
  - g. Service Provider issues being addressed
5. Discussion and possible action: Budget Discussion – Attachment B
- a. Overspent Direct Client dollars; discussed the overspent budget items (Adult Training and Work Experience). \$15,000 moved from three categories to accommodate the amount spent at this time on Adult Work Experience. Toni Pickle moved to approve budget revision, Dennis Luckinbill seconded. Motion passed unanimously.
  - b. WiFi for centers (Woodward, Weatherford, Altus, Ponca City, Stillwater, Guymon) WOWDB will be seeking WiFi access or hotspots for Case Managers to use with the laptops and tablets recently purchased.
6. Discussion and possible action: Review WOWDB Board Attendance (review requirements) – Attachment C; Board attendance was reviewed and discussed. Several new board members have replaced outgoing/retiring board members. Rachel Ramirez replaced Sandra Cusher; Glen Kierstead replaced Titus Jacobs, Alex Mantz replaced Mike Ruby and Debra Brzozowski replaced Brandi Scott. One board member, Linda Harris, resigned. Dennis Luckinbill is drafting a letter to all board members encouraging attendance in hopes that more members will actively participate in 2020.
7. Discussion and possible action: Consent Agenda – Attachment D
- a. Policies and Procedures
    - i. Center Certification
    - ii. Data Validation
  - b. Local and Regional Plans – <https://wowdb.org/about-us/regional-and-local-plans/>
  - c. Membership Fees - Northwest Oklahoma Alliance \$250 and Southwest Oklahoma Alliance Memberships \$150

Toni Pickle made a motion to approve the Consent Agenda. Dennis Luckinbill seconded; motion passed unanimously.

8. Discussion and possible action: October 2019 Financials, Rosaland Rathbun, Central Oklahoma Workforce Innovation Board (COWIB) – Attachment E. Financials are tracking on budget at this time, other than the Adult Work Experience overspending. The modified budget will balance this in next month's financials. Rosaland continues to work closely with WOWDB Director and Staff to streamline the invoice approval process. Toni Pickle motioned to approve the October Financials. Dennis Luckinbill seconded. Motion passed unanimously.
9. Discussion and possible action: New Business that could not have been foreseen prior to the posting of this agenda: Complaint received from owner of CDLU from Enid, Oklahoma regarding service provider staff. Complaint and possible solutions, such as additional training for staff was discussed.
10. Discussion and possible action: WOWDB 2020 Meeting Schedules – Regular Board Meeting Dates 2020: January 16, April 16, July 16, October 8
11. Discussion and possible action: Executive Committee Meeting Schedule – Executive Committee Meeting Dates 2020: March 18, June 17, September 16, December 16 at 11:00 a.m., Pioneer Telephone, 205 East Robberts, Kingfisher, OK

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12. Discussion and possible action: Next Board Meeting January 16, 2020, 9:00 a.m., Videoconference; calendar meeting notices have been sent out.
13. Toni Pickle made a motion to adjourn the meeting at 1:04; Dennis Luckinbill seconded. Motion passed.

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