



**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

**Minutes**

1. Call Meeting to Order & Introductions: Dennis Luckinbill, Board Chair, called the meeting to order at 9:12 a.m. Dennis introduced new board members: Debra Brzozowski, Alex Mantz, Glen Kierstead, and Rachel Ramirez. Dennis reiterated purpose of WOWDB; discussed offering opportunities to businesses and individuals to get in touch with people to get a job that can make a meaningful change in their lives.
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:** Haley Adams, Diana Ball, Ali Bolz, Debra Brzozowski, Steve Crank, Jim Curry, Mitzi Dain, Mike Hixson, Glen Kierstead, Dennis Luckinbill, Alex Mantz, Anissa Marquez, Jim Mason, Jon Merrifield, Steve Myers, Ed Phillips, Allison Seigars

**Board Members Absent:** Katie Blake, Melinda Brock, Misty Carter, Lonnie Childress, Kevin Evans, Rita Gravel, Dale Latham, Michael Leonard, Toni Pickle, Rachel Ramirez

**Guests Present:** Joni Cox, Career Manager-Odle Management/Altus & Burns Flat Works, Yolanda Creswell, Economic Developer, City of Elk City; Katie Decker, Career Manager – Odle Management/Ponca City Works; Olga Glapion, Career Manager – Odle Management/Weatherford Works; Tara Goldman, One Stop Operator – Odle Management; Charlotte Hadwiger, Business Services Llason, Northwest Technology Center; Pamela Hunnicutt,

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Corporate Programs Manager -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; Heather Shryock, Program Monitor; Rebecca Shuyler, Executive Assistant

4. Discussion and Possible Action: 10/10/19 Meeting Minutes – Dennis Luckinbill, Board Chair – See Attachment #1 – Ed Phillips made a motion to approve the minutes of the 10/10/2019 Regular Board Meeting. Jim Mason Seconded. Roll call vote: 17 voted yes, 0 voted no, and none abstained. Motion passed.
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 (2<sup>ND</sup> Modification) Approval- See Attachment #CA2
  - d) Policies and Procedures:
    - a. Center Certification – See Attachment #CA3
    - 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

Steve Crank proposed change to Regional Plan to remove Pam Bridwell’s name and add her replacement for the position of Center Manager.

Ed Phillips made a motion to ratify the Consent Agenda with proposed changes; Mike Hixson seconded. Roll call vote: 17 members voted yes, 0 voted no, and none abstained. Motion passed.

6. Discussion and Possible Action: Monitoring Report, Heather Shryock, Monitor

Heather Shryock reported that she has completed monitoring for first quarter; she completed Case 8 reports from the OK Job Match system for all case managers for first quarter of py 19. She then compared to law, regulations, and policies for all programs administered, and documentation required for all areas. Issues identified were slow turnaround, taking too long to complete enrollments, program notes were not entered timely and were unclear. Monthly contacts were not completed timely, not documented, and no additional contact attempts were made if they were unable to reach participant with one telephone call. Career Managers were unfamiliar with current policies. Inadequate and untimely uploads of all supporting documentation to OK Job Match.

S&T is what triggers performance for USDOL Federal Performance Requirements.

Other issues identified included incorrect documentations of eligibility barriers. Data validation was missing the eligibility to work in US. Enrollment documentation, ITA/Pell not entered into OK Job Match on grant section.

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Dennis Luckinbill stated that the Executive Committee previously received this report from Heather and had made recommendations for resolution of these issues. The Executive Committee recommended remedial training for Odle Service Provider staff. Heather's monitoring adds internal audit function to help make sure all money is spent appropriately.

Pamela Hunnicutt stated that the monitoring helps Odle Management see where they need to improve. They are making corrections to files identified by the monitoring, and learning from the monitoring findings.

Heather also stated that the WOWDB Staff will conduct a Technical Assistance for all Odle Staff on January 23<sup>rd</sup> at the Woodward office.

## 7. Discussion and Possible Action: Board Staff Report, Christi Porter, Executive Director

### Upcoming events for 2020:

- a) Alternative Designee: Christi Porter reported that we have one alternative designee for a board member at this time and it will be effective for the April 16 Board Meeting. Any additional requests must be received by March 1 so that the additions can be filed with the Secretary of State.
- b) Technical Assistance – will be held for all Career Managers January 23<sup>rd</sup> and February 19<sup>th</sup> in the Woodward office to address monitoring issues;
- c) Expungement Fairs- the Kansas City Federal Reserve is organizing several Expungement Fairs. These are designed for individuals who may have minor or older legal infarctions on their records that could be preventing them from receiving employment. The Fairs will offer an opportunity for these cases to be reviewed for possible eligibility for expungement by judges and Legal Aid. Christi has requested two Expungement Fairs be held in the WOWDB area.
- d) WiFi for Centers-we are working on getting wifi in all the Centers, or a portable mi fi device for Career Managers to use when they travel to other locations.
- e) Tonja is continuing to update policies to ensure compliance;
- f) OOWD monitoring is scheduled for May 11-15, 2020;
- g) WOWDB Executive Director and Executive Assistant met with Lisa Odle and Odle staff on January 7, 2020 at The Tulsa Job Corps- issues discussed related to monitoring, performance, and invoices. Christi and Heather Shryock surveyed all Career Managers to more specifically identify training needs; results were shared with Odle Management. Resolutions include training for Career Managers to include checklists and other "cliff notes" tools to assist; the Beaver County CDL school will be underway soon.
- h) Odle Management Contract Extension/Revision was also executed on January 7, 2020. This was delayed because of multiple revisions of the budget to make sure the money is allocated to the most needed funds for our area.
- i) USDOL final report still pending; Christi will share report as soon as it is received.
- j) NAJA Training March 29 – April 3 – Christi and Rebecca Shuyler will be attending this training in San Francisco to gain more instruction on the financial functions of WIOA.
- k) Business Services Team-OOWD possibly funding a Business Services employee; working with COWIB on systems to track all business contacts (Hub Spot).
- l) Website: <https://wowdb.org/> is up to dates; all board meeting information, policies and procedures, and other information may be found there.

Additionally, the Governor's office has been working on a strategic framework and State Plan (not finalized at this time). We received a box of draft brochures to be shared for input. Please let WOWDB Director know if you would like a copy to be mailed for review.

Oklahoma Works Together will be holding workshops soon: at Autry Technology Center on January 28, from 9:30 to 12:30 in the Oklahoma Room, and again at Cameron University at Duncan on

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March 3, from 9 to 12:30. Christi will email the meeting notice to Board members and they are encouraged to attend one of the sessions.

Jim Mason left the meeting at 10:10.

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-This has been updated and needs Board approval. Ed Phillips made a motion to approve the updated policy. Steve Crank seconded the motion. Roll call vote: all members present (16 at this time) voted yes. 0 voted no, and none abstained. Motion passed.

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.

Tonja Jones reported that Mike Hixson is now the chair of the Youth Committee.

In November, the Youth Committee began working on a project to contact and identify businesses that are willing and able to work with Youth, offering tours, job shadowing, mentoring, speaking to school or youth organization, etc., in order to introduce youth in Western Oklahoma to potential careers.

February 3 is the next meeting, and will feature Goldie Jackson speaking about HubSpot, a tool that can be used to enter and track business contacts.

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). Rosaland Rathbun reports that much has happened in COWIB's office, including software updates and staff turnover. By the next meeting she will have financial reports up to date.

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

- a) Traffic Counts: 19,332 for the first two quarters.
- b) Survey Numbers are at 97% satisfaction; they are striving to increase their survey results.
- c) Business Contacts-Tara has participated in several Job Fairs
- d) Transitional Fairs have been held and Tara continues to work with early release justice involved participants.
- e) Rapid Response-there were two rapid responses (Kmart in Clinton and Guymon's grocery store) in November and one in December (Halliburton)
- f) Equal Opportunity (EO) Complaints- none have been received at this time.
- g) System Issues and Resolutions- a few computer and internet complaints have been received by the Centers; these have been resolved.

Additionally, Tara has submitted the Centers' EEAP plans to Charley Watts for review. He requested pictures of all modifications be submitted; all modifications are a work in progress.

12. Discussion and Possible Action: Service Provider report, Hattie Wales, Operations Manager, Odle Management – See Attachment #5

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- 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

Hattie referenced her report attached. The enrollment numbers were really high for first quarter, because school and technical programs traditionally begin in July and August. The volume dropped off for second quarter, and Odle has worked with the Board Director to focus funding that we have available to serve low income participants.

They are within budget but spent youth training funds; Career Managers are co-enrolling youth into adult program so that we can continue to help everyone eligible.

- 13. Comments from the Public (No discussion or possible action)-Alex Mantz announced that Northwest Oklahoma Alliance will be holding the “Teen Tiny Towns” Conference on July 14<sup>th</sup> at the Woodward Conference Center.
- 14. Discussion and Possible Action: New Business that could not have been foreseen prior to the posting of this agenda- no new business was presented.
- 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. Dennis Luckinbill encouraged attendance at the face-to-face meeting as well as all future board meetings.
- 18. Adjournment: Dennis Luckinbill, Board Chair, adjourned the meeting at 10:44 a.m.

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