



## WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

Regular Meeting 10/08/2020 at 11:00 a.m., Face-to-Face  
Weatherford City Hall, Wilkinson Room, 522 Rainey Ave., Weatherford, OK 73096

### 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: 01/16/20 Meeting Minutes – Dennis Luckinbill, Board Chair – See Attachment #1
5. Discussion and Possible Action: Consent Agenda -Ratify the actions of Executive Committee Special Meeting on June 30, 2020 and Executive Committee Meeting on September 16, 2020 - See Attachment #CA:

- a) PY 2020 Budget Approval
- b) May 2020 Financial Report
- c) Board Attendance
- d) Consent Agenda:
  - a. Policies and Procedures:
    - i. Monitoring Policy
    - ii. Incumbent Worker Policy
    - iii. Programmatic Grievances and Complaints
    - iv. Self Sufficiency
  - b. Move PY20 DLW grant funds to Adult
- e) MiFi Devices
- f) NAWB Membership
- g) Virtual Job Shadow Contract renewal
- h) Odle Contract Extension – Contract Extension Measures report
- i) Business Service Representative new lease of office in Weatherford Center
- j) July Financial Report
- k) Consent Agenda
  - a. Re-up all board members
  - b. Policies and Procedures:
    - i. Demand Occupations

6. Discussion and Possible Action: June 2020 (Year End) and August 2020 Financial Reports, Rosaland Rathbun-COWIB See Attachment #2
7. Discussion and Possible Action: Monitoring Report, Heather Shryock, Monitor See Attachment #3

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- a. Monitoring scheduled
- b. Monitoring in progress
- c. Monitoring completed and findings
- d. Findings resolved/findings outstanding

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

Upcoming events for 2020:

- a) Technical Assistance – New workers – October 15<sup>th</sup> at Board Office
- b) Continuing to update policies – adding more incentives for Youth program
- c) OOWD monitoring final report received See Attachment #4
- d) Odle Management Contract Extension/Revision
- e) USDOL final report still pending
- f) Business Service Representatives – Laura Hammontree and Tylar Thompson
- g) EO Officer – new email address with controls for Board Staff to access: [EOfficer@wowdb.org](mailto:EOfficer@wowdb.org) with WOWDB mailing address and telephone number
- h) COVID-19 Response – All office open and all employees returned See Attachment #5
- i) Online Application for WIOA Title 1 services <https://wowdb.org/apply-for-services/>
- j) New One Stop Operator (OSO) - office space in Stillwater – [OSO@wowdb.org](mailto:OSO@wowdb.org)
- k) Phone in lieu of MiFi's - lower cost- OSO and both Business Service Representatives
- l) DLW grant from OESC – possible \$3M will be split among all workforce areas. Workforce boards must spend OESC DLW grant funds before DLW funds; may need DLW extension
- m) Carryover funds expiring 06/30/21: Adult \$87,518.68, DLW \$524,136.12, DLW \$128,136.72, Youth \$465,055.38
- n) Meeting with Sherry Beadle (Corporate Program Manager with Odle Management) and Hattie Wales (Operations Manager with Odle Management) on September 23<sup>rd</sup>; discussed issues for immediate correction, RFP has been prepared
- o) LEO Meeting scheduled for October 28th canceled
- p) Fiscal Monitoring PY18 for COWIB completed –Report received 09-30-20
- q) Drive-through Job Fair - October 28<sup>th</sup> 1 p.m. – 3 p.m. at Altus, Guymon, Enid, Ponca City, Stillwater, Weatherford, and Woodward
- r) Performance and Performance Negotiations – See Attachment #6

9. Discussion and Possible Action: Policies and Procedures See Attachment #7:

- a. Youth Policy

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

2020 – 2021 WOWDB Youth Committee Meetings

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

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

May 4 and August 3 meetings were canceled due to COVID-19 emergency

Mark your calendars for November 2; Youth Committee will meet via Zoom

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11. Discussion and Possible Action: One Stop Operator Report: Willie Tiller, One Stop Operator, Odle Management – See Attachment #8
  - a) Traffic Counts
  - b) Survey Numbers
  - c) Business Contacts
  - d) Rapid Response
  - e) Equal Opportunity (EO) Complaints-Executive Session
  - f) System Issues and Resolutions
  
12. Discussion and Possible Action: Service Provider report, Hattie Wales, Operations Manager, Odle Management
  - 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. Discussion and Possible Action: Business Services report, Laura Hammontree, Business Services Representative –Skillful Talent/Skills Based Learning See Attachment #9
  
14. Discussion and Possible Action: Executive Session
  
15. Comments from the Public (No discussion or possible action) – 5 minute maximum per person or as time allows
  
16. Discussion and Possible Action: New Business that could not have been foreseen prior to the posting of this agenda
  
17. Discussion and Possible Action: WOWDB 2021 Meeting Schedules – Next Regular Board Meeting Date: January 21, 2021 at 9:00 a.m., face-to-face. Save the dates: April 15 at 11:30 a.m. at videoconference locations; July 15 at 9:00 a.m., face-to-face; and October 14 at 9:00 a.m., at regular videoconference locations. Face-to-face meetings will be held at Weatherford City Hall, Wilkinson Room, 522 Rainey Ave., Weatherford, OK 73096 \*If a member wants to change videoconference locations, please let us know ASAP
  
18. Discussion and Possible Action: Next Executive Committee Meeting December 16, 2020. Additional dates for Executive Committee Meetings are: March 27, June 16, September 15, and November 10, 2021, Weatherford City Hall, Weatherford Area Economic Development Foundation Board Room, 522 Rainey Ave., Weatherford, OK 73096
  
19. Adjournment: Dennis Luckinbill, Board Chair

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