



## WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

### Executive Committee Special Meeting

11/12/2020 at 11:00 a.m., Weatherford City Hall, Wilkinson Room,  
522 West Rainey Avenue, Weatherford, OK 73096

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 11:04 a.m.
2. Roll Call - Christi Porter, WOWDB Executive Director

### Present

Dennis

Mike Hixson

### Absent

Toni Pickle

Ed Phillips

### Guest Present:

WOWDB Board Staff: Christi Porter, Tonja Jones, Rebecca Shuyler, Heather Shryock, Tylar Thompson, Laura Hammontree

Odle Management: Hattie Wales, Willie Tiller

Central Oklahoma Workforce Innovation Board: Ashley Sellers

3. Discussion and Possible Action: Minutes from Executive Committee Meeting, September 16, 2020 - Motion to approve by Mike Hixson, Dennis Luckinbill seconded. Motion passed unanimously.
4. Discussion and possible action: Consent Agenda – Attachments CA.i – CA.iii
  - a. Policies and Procedures
    - i. Adult/Dislocated Worker Policy
    - ii. Monitoring
    - iii. ITA

Mike Hixson made a motion to approve, Dennis Luckinbill seconded, motion passed unanimously.

5. Discussion and possible action: Executive Session – Discuss confidential issues

Mike Hixson made a motion to go into executive session at 11:07 a.m. Dennis Luckinbill seconded.

Returned to open meeting at 11:33 a.m.

6. Discussion and possible action: Odle performance and implications for program-status of corrective action plan requested on 09-23-20. Hattie Wales reviewed the written corrective action plan with Executive Committee. Pamela, Sherry and Hattie developed a corrective action plan to address the

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issue of low youth enrollments. The focus is going to be on DLW and Youth enrollments; definitely get Youth numbers up and meet the 20% WEX requirement. They are focusing on WEX for Youth. Additional online training is available for new Odle staff to address concerns. Also board staff conducted tech assist for new Odle workers and reviewing policies. Workers are still trying to fill COMPTIA, filled 3, one interested with OESC, having issue with getting the person to contact WIOA/title 1.

Christi Porter advised that COMPTIA slots not filled need to be given to COWIB or another area that can take care of them. Hattie reported there are more participants interested in COMPTIA and she will give numbers to Christi Porter.

Hattie reported that Case Managers are being more responsive to monitoring issues; avoiding one day enrollments, and DLW being enrolled as DLW instead of adult.

Changed process to send the online apps to Guymon case manager to call and/or direct to appropriate case manager. She screens for eligibility. Online applicants are being contacted immediately, sending the info to go to appropriate area if they live out of Western's area.

Board Chair Dennis Luckinbill expressed concerns about Youth enrollments and WEX after reviewing the online application report, which showed 44% of applicants were in the Youth category – Hattie assured him Odle would spend the money and meet the requirements.

Hattie stated some of their enrollments are pending approval so they did not show up in our case 8's that were run Tuesday; there are also new incentives that were recently approved, Case Managers have been working with Youth on those, they currently have 5 WEX, 1 starting Altus and 2 or 3 at Stillwater/Enid, and 1 at Ponca City starting December 1.

Christi Porter reminded group that 20% of Youth have to be WEX. Odle has put goals in place for each case manager to do \$12k, we need to be billed \$49k per month from now until June to spend the carryover. Hattie will re-calculate individual performance goals to make sure that Youth money is spent.

Christi Porter pointed out that the Business Service Representatives have multiple WEX agreements for Youth WEX participants and BSR are communicating with Odle's case managers at least weekly to assist with placement of Youth with WEX worksites.

Dennis asked Hattie: Do you think Odle can spend the money and meet the requirements?

Hattie replied yes and that the areas they are focusing on are social media, getting the message about our services to the Youth.

Dennis asked if any roadblocks exist, Hattie stated not in Enid. Started a WEX two weeks ago. Community is welcoming of it. Reiterated Youth Build participants complete WEX with Youth Build and then come to our WEX.

Christi stated that Youth Build is a captive audience in the Enid Center, we can spend the money then let Youth Build take over after carryover spent. Board staff and BSR's are also recruiting Youth for WEX.

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Christi asked Hattie how she is addressing staff issue at Enid? Hattie states she is going to Enid tomorrow. She emailed her supervisor addressing issues with worker there. Hattie already has a few resumes for Enid position.

Mike Hixson asked is overtime ever approved for Case Managers; Hattie answered that the budget allows and temps have been suggested to keep the cases up to date. They are focusing on Youth enrollments, and the available incentives; each Youth can earn up to \$2k

Dennis Luckinbill asked Hattie if Marshallese population being served or offered service. He reminded her that Stan Ralstin, Barbara Schmidt both are on group that assists the Marshallese. Dennis has a contact that works with them full time. Hattie will schedule a meeting via that contact.

Dennis stated GEFCO let go of several employees, and this should have gotten some DLW from that. JC Penney layoffs did not result in very many DLW enrollments.

Hattie stated that a Marshallese flyer, in their language, could be used if Tonja can put it in format and they can use that flyer with Marshallese population at Enid.

7. Discussion and possible action: Possible RFP – Service Provider and One Stop Operator RFP, coming up in February 2021. No action taken. WOWDB will ask for volunteers for RFP grading committee. This will consist of the Executive Committee plus any volunteers
8. Discussion and Possible Action: Board Staff report, Christi Porter, Executive Director
  - a. Carryover balances, budget balances and possible modification. Reviewed amounts of carryover. Odle needs to bill \$68,199 per month for DLW and \$48,944 for Youth every month. These programs do not cross over (co-enroll or coordinate).
  - b. Part time employees , possible WEX
  - c. PY19 Federal Performance met – Attachment B - we met all performance measures.
9. Discussion and possible action: Executive Committee Meeting Schedule – Next Executive Committee meeting December 16, 2020 at 11:00 a.m., location to be announced.  
Dennis, Mike and Ed do not see necessity of meeting in December. Meeting will be cancelled.

2021 Executive Committee Meeting Dates: March 17, June 16, September 15, and November 10.

2021 Regular Board Meeting Dates: January 21 at 11:00 a.m.; April 15 at 9:00 a.m.; July 15 at 11:00 a.m.; and October 14 at 9:00 a.m.

Decision that all meetings will be held at 11:00 a.m. (changing April and October from 9:00 a.m. to 11:00 a.m.). January has to be face to face as SB 661 that allowed Zoom meeting for Open Meetings as an exception during the pandemic will expire November 15, 2020.

12:17 pm Ed Philips arrived in person.

10. Adjournment – Ed Philips made a motion to adjourn. Mike Hixson seconded. Meeting adjourned at 12:19 p.m.

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