



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

Minutes

1. Call Meeting to Order & Introductions: Dennis Luckinbill, Board Chair, called the meeting to order at 11:10 a.m.
2. Compliance with Open Meetings Act: Declaration of quorum - Dennis Luckinbill, Board Chair declared group that 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.

Mike Brown, Mayor of Weatherford, welcomed the Workforce Board to Weatherford.

3. Roll Call: Christi Porter, WOWDB Executive Director

Present: Steve Crank, Dennis Luckinbill, Allison Seigars, Yolanda Creswell, Mike Hixson, Steve Myers, and Ed Phillips

Absent: Ali Bolz, Cinthia Gomez, Glen Kierstead, Alex Mantz, Toni Pickle, Diana Ball, Lonnie Childress, Mitzi Dain, Katie Blake, Rita Gravel, Michael Leonard, Debra Brzozowski, Dale Latham, Rachel Ramirez, Haley Adams, Misty Carter, Jim Curry, Jon Merrifield

Guests Present: Tonja Jones, Heather Shryock, Tylar Thompson, Laura Hammontree, Willie Tiller, Charlotte Hadwiger, Rosaland Rathbun, Mike Brown, Hattie Wales

4. Discussion and Possible Action: 01/16/20 Meeting Minutes – Ed Phillips made a motion to approve the Meeting Minutes from 1/16/20; Mike Hixson seconded. Motion passed unanimously.
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

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- j) July Financial Report
- k) Consent Agenda
 - a. Re-up all board members
 - b. Policies and Procedures:
 - i. Demand Occupations

Ed Phillips made a motion to ratify the actions of the Executive Committee for meetings on June 30, 2020 and September 16, 2020. Mike Hixson seconded the motion; motion passed unanimously.

6. Discussion and Possible Action: June 2020 (Year End) and August 2020 Financial Reports, Rosaland Rathbun-COWIB, reviewed the June and August Financials. WOWDB used 71% of client funds budgeted. The COVID19 pandemic shut downs contributed to this as schools and employers were closed for the last three months of the program year. Rosaland explained the grant balances available, WOWDB is still behind the anticipated expenditure rate at 11% of the budget (vs 16%); she also reviewed the amounts of carryovers with the expiration dates. At the end of August 2020, the financials reflect carryover funds expiring 06/30/21: Adult \$87,518.68, DLW \$524,136.12, DLW \$128,136.72, Youth \$465,055.38. Rosaland and Christi reminded the group of the 40% and 20% rules, respectively, and how the expenditures for Adult, Dislocated Worker and Youth flows in order out of the grant even if it spans the fiscal year calendar. Steve Myers made a motion to approve the financial reports for June and August. Yolanda Creswell seconded the motion; motion passed unanimously.
7. Discussion and Possible Action: Monitoring Report, Heather Shryock, Monitor See Attachment #3
 - a. Heather Shryock reviewed the quarterly timeline of her Monitoring schedule.
 - b. Monitoring is currently underway for first quarter PY20
 - c. Monitoring findings continue to remain unresolved; these include inconsistencies with program notes and demographics versus what the application reflects. IEP/ISS is not consistent with the notes or application details; and needs and barriers section in OK Job Match not being completed. Heather is randomly monitoring the new career managers; additionally she and Christi Porter provided Technical Assistance to all Career Managers on January 23, 2020 that covered "Back to the Basics." Five additional Technical Assistances were provided via Zoom calls from April to June, while Career Managers were working from home during the shutdown. Heather and Christi provided the group with checklists on June 10 and discussed all aspects of the checklists to include documentation needed for each service provided. An additional Technical Assistance is scheduled for October 15th for the new Career Managers.
 - d. The results of the most recently completed Monitoring was August 26th, awaiting response from Service Provider.
8. Discussion and Possible Action: Board Staff Report, Christi Porter, Executive Director

Upcoming events for 2020:

- a) Technical Assistance is scheduled for new Case Managers – October 15th at Board Office in Woodward.
- b) Continuing to update policies – added more incentives for Youth program to promote engagement. Incentives offered for lessons that can be completed in Virtual Job Shadowing. Many videos and lessons are available on this platform to teach clients resume building, career shadowing, soft skills, team building, Financial Literacy, and other skills. Lessons take 3-5hours to complete; some are longer, 7+ hours. WOWDB will pay the Youth incentive of \$50 - \$250 per lesson, depending on the length. WOWDB hopes that the new incentives available will engage the youth so they will be participating actively.
- c) OOWD monitoring final report received; this report was re-issued on October 6, 2020 to reflect the updated outcome for the Fiscal Monitoring which was completed by the Fiscal Agent.

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- d) Odle Management Contract Extension has been submitted for signatures.
- e) USDOL final report is still pending.
- f) Business Service Representatives –Christi introduced Laura Hammontree and Tylar Thompson and briefly explained the roles of Business Service Representatives.
- g) EO Officer – new email address with controls for Board Staff to access: EOfficer@wowdb.org with WOWDB mailing address and telephone number.
- h) COVID-19 Response – All office open and all employees returned; a copy of the Re-Opening Plan attached for Board review.
- i) Online Application is available for WIOA Title 1 services at <https://wowdb.org/apply-for-services/>
- j) So far, 69 Youth have applied on the website; these applications are emailed directly to Hattie Wales (Operations Manager) and Christi Porter.
- k) New One Stop Operator (OSO) - office space in Stillwater
- l) Phones in lieu of MiFi's – AT&T provided three cell phones with hotspots at a much lower cost than the MiFi's. WOWDB provided these phones to the OSO and both Business Service Representatives.
- m) DLW grant from OESC – possible \$3M will be split among all workforce areas. Workforce boards must spend OESC DLW grant funds before DLW funds; OOWD will provide an extension for DLW funds so that it can all be spent timely.
- n) Carryover funds expiring 06/30/21: Adult \$87,518.68, DLW \$524,136.12, DLW \$128,136.72, Youth \$465,055.38.
- o) On September 23, Christi met with Sherry Beadle (Corporate Program Manager with Odle Management) and Hattie Wales (Operations Manager with Odle Management). They discussed issues for immediate correction; RFP has been prepared if needed.
- p) LEO Meeting scheduled for October 28th has been canceled
- q) Fiscal Monitoring PY18 for COWIB completed –Report received 09-30-20
- r) Drive-through Job Fair will be held October 28th at 1 p.m. – 3 p.m. at Altus, Guymon, Enid, Ponca City, Stillwater, Weatherford, and Woodward locations.
- s) Performance and Performance Negotiations – Christi provided and described the Federal Performance report as well as the Negotiated State performance rates.

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

a. Youth Policy

Steve Myers made a motion to approve the Youth Policy. Ed Phillips seconded. Motion passed unanimously.

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

2020 – 2021 WOWDB Youth Committee Meetings to be held on the first Monday of the second month each quarter.

The Youth Committee met on 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). Toni Pickle resigned as the Chair due to her possible upcoming retirement; Mike Hixson will serve as Chair going forward. Mike is also involved with the Step Up program, which serves Youth as they age out of the Foster Care system. He will be a tremendous asset to the Youth Committee.

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

Mark your calendars for November 2; Youth Committee will meet; possibly in person or via Zoom.

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11. Discussion and Possible Action: One Stop Operator Report: Willie Tiller, One Stop Operator, Odle Management, presented the following standing reports for the first quarter:
- Traffic Count Report reviewed
 - Survey Numbers; migrated to the new survey in July 2020; participation is increasing.
 - Reported Business Contacts, reviewed with Board
 - Rapid Response; Hitch was well-attended, bilingual representatives from OESC were available. Cimarron was not as well attended, but Federal Government purchased, which greatly reduced the number of layoffs. Gefco and Mertz Rapid Responses were also held; JC Penney in Enid is scheduled October 14th in Enid.
 - Equal Opportunity (EO) Complaints-Executive Session resolved only complaint
 - System Issues and Resolutions Report was reviewed with the Board
12. Discussion and Possible Action: Service Provider report, Hattie Wales, Operations Manager, Odle Management, provided a report on the following:
- Adult/DLW/Youth; Hattie Wales reviewed performance report for 1 Quarter of PY 2020
 - Number served; 127 Youth have been enrolled since July 1. (Incorrectly reported, OK Job Match report verified 24 Youth enrolled as of October 8, 2020.)
 - Number sent to school; over half the participants have completed Training and/or earned a credential. (Per OK Job Match Report, there were 113 IEPs in progress and 43 ITAs as of October 8, 2020.)
 - Work Experience/On the Job Training participants; Odle has reached out to Transitional Living to recruit homeless or at-risk Youth.
 - Recruitment Efforts/Business Contacts; Business Service Representatives are increasing the awareness of the Work Experience program; this in turn gives Youth more available options
 - Partners/Joint Efforts; WOWDB has continued to reach out to ECCC in Enid, Youth Transitional programs and have available the CompTia grant.
 - Other Services Received
13. Discussion and Possible Action: Business Services report, Laura Hammontree, Business Services Representative presented an overview of the Skillful Talent/Skills Based Learning. Laura is going to be providing this training to businesses at all locations. She has 20 Work Experience Worksite Agreements signed with 2-3 positions at each location. A drive through "Trunk or Treat" job fair will be held on October 28 at the Altus, Guymon, Enid, Ponca City, Stillwater, Weatherford, and Woodward locations.
14. Discussion and Possible Action: Board (Made a motion) to go into Executive Session at 1:20 p.m.
15. Motion to come out of Executive Session was made at 1:34 p.m.
16. Comments from the Public (No discussion or possible action) – 5 minute maximum per person or as time allows. No comments from the Public were presented.
17. Discussion and Possible Action: New Business that could not have been foreseen prior to the posting of this agenda; no new business was presented.
18. 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

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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. * **PLEASE NOTE: Time of these meetings was changed to 11:00 a.m. at a later date to accommodate new, additional locations for COVID-19 safety measures.**

19. 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. These meetings are all held at 11:00 a.m.
20. Adjournment: Dennis Luckinbill, Board Chair, adjourned the meeting at 1:38 p.m.

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Equal Opportunity Employers/Program. Auxiliary aids and services are available upon request for individuals with disabilities

