



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

Regular Meeting Agenda

04/15/2021 at 11:00 a.m.

Video Conference Meeting Locations

Be prepared at all sites to wear a mask and have temperatures monitored at locations

Main Site:

Enid - Garfield County OSU Extension, 316 E. Oxford Ave., Conference Room, 580-237-1228

Attendees: Ali Bolz, Cinthia Gomez, Dennis Luckinbill, Toni Pickle, Allison Seigars

Connecting Sites:

Altus - Southwest Technology Center, 711 W. Tamarack Rd., Room 109A&B, 580-477-2250

Attendees: Debra Brzozowski, Ken Gould (Alternative Designee for Steve Crank, Ponca City), Dale Latham, Rachel Ramirez

Alva - Northwest Technology Center, 1801 11th Street, Multi-purpose Room, 580-327-0344

Attendees: Alex Mantz

Burns Flat - Western Technology Center, 621 Sooner Drive, Adult Education Building, Assembly Room 2, 580-562-3181 ext. 281

Attendees: Haley Adams, Misty Carter, Jon Merrifield, Steve Myers

Guymon - Public Library & Arts Center, 1718 N. Oklahoma St., Conference Room, 580-338-7330

Attendees: Lonnie Childress, Mitzi Dain, CJ Rose- CLEO;

Ponca City - at Pioneer Technology Center, 2101 N. Ash, Seminar Center, North quarter East side, 580-762-8336

Attendees: Katie Blake, Steve Crank, Rita Gravel, Michael Leonard;

Stillwater - Oklahoma Works American Job Center, 3006 E. 6th Street (Hwy 51), 405-624-1450

Attendees: Jim Curry, Glen Kierstead

Weatherford - City Hall, 522 W. Rainey Ave., Wilkinson Room, 580-772-7466

Attendees: Yolanda Creswell, Mike Hixson, Ed Phillips

Woodward - WOWDB Office, 1222 10th Street, Suite 109, 580-256-8553 #3

Attendees: Diana Ball

Agenda

1. Call Meeting to Order & Introductions: Dennis Luckinbill, Board Chair
2. Compliance with Open Meetings Act: Declaration of quorum - Dennis Luckinbill, Board Chair: 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.

In order to be in compliance with the Open Meetings Act for virtual meetings, if the audio connection is lost at any time or video is distorted or frozen during the meeting, we will attempt to restore communications for a maximum of 30 minutes. If we are unable to restore communications, the meeting will be canceled and rescheduled for a later date. All members must be seen and heard throughout the meeting.

Reminder: please make sure all attendees have signed the sign-in sheet

3. Roll Call: Christi Porter, WOWDB Executive Director
4. Discussion and Possible Action: 10/08/20 Meeting Minutes - See Attachment A

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.



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



5. Discussion and Possible Action: Consent Agenda -Ratify the actions of the Executive Committee:

Executive Committee Special Meeting: November 12, 2020 - See Attachments #CA-i – CA-iii:

- a. Policies and Procedures
 - i. Adult/Dislocated Worker Policy – CA-i
 - ii. Monitoring – CA-ii
 - iii. ITA – CA-iii

Executive Committee March 17, 2021- See Attachments #

- a. Western Oklahoma Regional Plan – CA-iv
- b. Budget Modification for TET funds – CA-v
- c. Equal Opportunity Officer change to Rebecca Shuyler – CA-vi

6. Discussion and Possible Action: Annual Review for the Election of Board Officers and Executive Committee

7. Discussion and Possible Action: RFP Grading Committee Report

- a. Service Provider Recommendation, Start and End Dates
- b. One Stop Operator Recommendation, Start and End Dates
- c. Executive Director will negotiate budgets, contract extension measures, performance and contracts.

8. Discussion and Possible Action: February 2021 Financial Reports, Rosaland Rathbun-COWIB – See Attachment B

- a. Budget modification for Odle; overspent on Youth Training, budgeted and actual spent amounts –See Attachment C

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

- a) Drive-through Job Fair - was held November 8 at 1 p.m. – 3 p.m. at Altus, Guymon, Enid, Ponca City, Stillwater, Weatherford, and Woodward
- b) TET grant from OESC – \$448,747.54 was awarded to WOWDB; budget modified to add part time staff. Workforce boards must spend OESC DLW grant funds before DLW funds; may need DLW extension. WOWDB also has \$314,816.14 in PY19 carryover for DLW as well; this can be used for Adult.
- c) USDOL final report still pending – PY18 monitoring conducted in December 2019
- d) Carryover funds expiring 06/30/21 (as of 02/28/21 Financials): Adult \$25,195.63, DLW \$14,420.68, Youth \$91,530.31. DLW/TET Grant (New): \$439,346.79.
- e) MOU/IFA - Update –Received OESC information to reconcile on March 24, 2021
- f) Regional and Local Plans: <https://wowdb.org/about-us/regional-and-local-plans/>
- g) OOWD monitoring – Received initial report; will be answering by April 29th, then we will expect final report. We have not yet received a final report for Data Validation for PY18 or PY19.

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10. Discussion and Possible Action: Monitoring Report, Heather Shryock, Monitor - See Attachment D
 - a. State Monitoring- Discuss findings - Schedule for response. Required percentages of expenditures not met
 - b. Monitoring scheduled
 - c. Monitoring in progress
 - d. Monitoring completed and findings
 - e. Findings resolved/findings outstanding
 - f. Technical Assistance for new case managers held in Woodward October 15, 2020 and January 7-8, 2021.

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

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

12. Discussion and Possible Action: Business Services report, Laura Hammontree and Tylar Thompson, Business Services Representatives – See Attachments E – E8
 - a. Activities, Counties Covered
 - b. Number of contacts per town and number of WEX contracts
 - c. Social Media Posts
 - d. Online Business Application (for Business Services) for WIOA Title 1 services
<https://wowdb.org/about-us/services-for-businesses> <https://wowdb.org/apply-for-services/>

13. Discussion and Possible Action: One Stop Operator Report: Willie Tiller, One Stop Operator, Odle Management – Attachments not submitted by presenter
 - a) Traffic Counts
 - b) Survey Numbers – Number completed and results
 - c) Business Contacts
 - d) Rapid Response
 - e) Equal Opportunity (EO) Complaints
 - f) COVID-19 Response - Update
 - g) System Issues and Resolutions

14. Discussion and Possible Action: Equal Opportunity (EO) Officer Report, Rebecca Shuyler, EO Officer
 - a. Star Access and Center Certification – need vote for approval - See Attachment F
 - b. Volunteers for Star/Center Certification Teams (Attachment G) at all center locations:
 - i. Altus
 - ii. Enid
 - iii. Guymon
 - iv. Ponca City
 - v. Stillwater
 - vi. Weatherford
 - vii. Woodward

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15. Discussion and Possible Action: Service Provider report, Hattie Wales, Operations Manager, Odle Management – See Attachment H
 - a) Adult/DLW/Youth
 - a. Number served
 - b. Number sent to school
 - c. Work Experience/On the Job Training participants
 - d. Recruitment Efforts/Business Contacts
 - e. Partners/Joint Efforts
 - f. Other Services Received
 - g. Open Positions – Plans to fill
16. Comments from the Public (No discussion or possible action) – 5 minute maximum per person or as time allows
17. Discussion and Possible Action: New Business that could not have been foreseen prior to the posting of this agenda
18. Discussion and Possible Action: WOWDB 2021 Meeting Schedules – Next Regular Board Meeting Date: July 15 at 11:00 a.m., face-to-face at Stafford Air & Space Museum, Explorers Room, 3000 Logan Road, Weatherford, OK and October 14 at 11:00 a.m., at regular videoconference locations

*****IMPORTANT! If a board member wants to change videoconference locations, please let us know ASAP. The request must be made no less than 15 business days prior to the meeting due to Open Meetings Filing requirements. If a member shows up at a location other than the one designated on the notice, the member is not allowed to participate as per Open Meetings Act*****
19. Discussion and Possible Action: Next Executive Committee Meeting: June 16 at 11:00 a.m.; also save the dates for September 15 and November 10, 2021, Weatherford City Hall, Wilkinson Room, 522 Rainey Ave., Weatherford, OK 73096. All Executive Committee meetings are held at 11:00 a.m.
20. Discussion and Possible Action: Next LEO Consortium Meeting: July 13, 2021 at 5:00 p.m. at Embassy Suites Hotel and Conference Center, 2501 Conference Drive, Room Oklahoma 4, Norman, 405-364-8040. Also save the date for October 27, 2021 at 5:00 p.m. at Embassy Suites Hotel and Conference Center, 2501 Conference Drive, Room Oklahoma 4, Norman, 405-364-8040
21. Adjournment: Dennis Luckinbill, Board Chair

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