



## WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

### Executive Committee Special Meeting

06/30/2021 at 11:00 a.m., Weatherford City Hall, Wilkinson Room,  
522 West Rainey Avenue, Weatherford, OK 73096

Members: Mike Hixson, Dennis Luckinbill, Ed Phillips

### Agenda

1. Call Meeting to Order - Dennis Luckinbill, Board Chair
2. Roll Call - Christi Porter, WOWDB Executive Director
3. Discussion and Possible Action: Minutes from Executive Committee Meeting, March 17, 2021 - Attachment A
4. Discussion and possible action: Board Attendance Report and new Board members – Attachment B
5. Discussion and possible action: Financial report, Fiscal agent COWIB, Rosaland Rathbun – Attachment C
  - a. Fiscal monitoring for Odle Management
6. Discussion and Possible Action: Board Staff report, Christi Porter, Executive Director
  - a. Board Staff Changes
    - i. Programs and Performance Coordinator
    - ii. Business Services Rep Lead
  - b. Budget:
    - i. Carryover balances Adult \$0; DLW \$0; and Youth \$26,241.29 as of April 30, 2021
    - ii. Budget Modification completed for Odle overspent youth training funds. Notice was given to Odle any more overspent budget line items will be at Odle's expense.
    - iii. New Budget for PY 21
  - c. Invoices:
    - i. OSO
      1. February- OSO day sheets
      2. March- OSO day sheets
      3. April- OSO day sheets
      4. May- OSO day sheets
    - ii. Service Provision
      1. February – monitoring issues unresolved, questionable/disallowed costs
      2. March – monitoring issues unresolved, questionable/disallowed costs
      3. April – monitoring issues unresolved, questionable/disallowed costs
      4. May – monitoring issues unresolved, questionable/disallowed costs
  - d. TET Grant: \$448,747.54 received in December Served 49 participants from 1/1/2021 to 6/2/2021 spent \$133, 873.31 through May
  - e. Stars Access/Center Certification Update
    - i. OSO working on responses

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



- ii. Surveys, numbers are very low
    - iii. EEAAP, recommended some centers move due to not being ADA compliant and no progress towards becoming ADA compliant.
    - iv. Final report to Board in July
  - f. Transition of Service Provider from Odle Management to Dynamic Workforce Solutions –status update
  - g. OSO contract, Director had a conversation with Eckerd on May 27<sup>th</sup>, 2021- Attachment D
    - i. Continue with Odle (if they still want it) or
    - ii. Offer another bidder or
    - iii. Re-RFP
  - h. Board Certification and Regional Plan approved by OOWD.
  - i. Monitoring:
    - i. OOWD monitoring PY20, WOWDB responded to the initial report and is waiting on the final report from OOWD.
    - ii. Data Validation by OOWD, waiting on py19 final report and PY20 initial report.
    - iii. USDOL no final report from PY17 monitoring, OOWD stated to consider this closed and no issues.
    - iv. Local Monitoring
      - 1. Quarter 1-Completed
      - 2. Quarter 2-Completed
      - 3. Quarter 3-Waiting on Service Provider for Overall Monitoring Report
      - 4. Other monitoring-In Progress
        - a. 40% tracker
        - b. All ITA's
  - j. Working on:
    - i. Local Plan
    - ii. LEO Consortium agreements, updating by laws if necessary and setting meetings
    - iii. MOU/IFA
    - iv. Contract for additional space in Enid AJC
7. Discussion and possible action: EEO report, Rebecca Shuyler
8. Discussion and possible action: Executive Session
9. No action required: Future Meetings
- 2021 Executive Committee Meeting Dates: September 15, November 10.
  - 2021 Regular Board Meeting Dates: July 15 at 11:00 a.m.; and October 14 at 11:00 a.m.
10. Adjournment