



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

Minutes

1. Call Meeting to Order & Introductions: Dennis Luckinbill, Board Chair, called the meeting to order at 11:06 a.m.
2. Compliance with Open Meetings Act: Declaration of quorum read aloud:

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.

3. Roll Call: Christi Porter, WOWDB Executive Director
Present: Ali Bolz, Steve Crank, Ken Gould (alternative designee for Steve Crank), Dale Latham, Dennis Luckinbill, Alex Mantz, Allison Seigars, Rita Gravel, Mike Hixson, Steve Myers

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Absent: Debra Brzozowski, Yolanda Creswell, Cinthia Gomez, Glen Kierstead, Toni Pickle, Diana Ball, Lonnie Childress, Mitzi Dain, Katie Blake, Michael Leonard, Ed Phillips, Rachel Ramirez, Haley Adams, Misty Carter, Jim Curry, Jon Merrifield

Guests Present: Tonja Jones, Heather Shryock, Tylar Thompson, Laura Hammontree, Willie Tiller, Jr., Sherrain Steele, Mary Tetrick, Shannon Anderson, Joshua Jackson, Charlotte Hadwiger, Rosaland Rathbun, Hattie Wales, Terri Leisten, Tom Summar, Ashley Sellers

4. Discussion and Possible Action: 10/08/20 Meeting Minutes - See Attachment A; Mike Hixson made a motion to approve the minutes from 10/08/20; Ali Bolz seconded. 9 voted yes, 0 no, motion passed unanimously.

11:20 a.m. to 11:24 a.m. electric and internet outage

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

Allison Seigars made a motion to ratify actions of the Executive Committee, Steve Meyers seconded. 9 voted yes, 0 no, motion passed unanimously.

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

Dennis Luckinbill made a motion to retain officers and executive committee members, then entertain any nominations of new candidates for additional positions. Toni Pickle will be retiring in June; she serves on Executive Committee. Board to elect replacement at July meeting. No additional motions from the floor at this time. Steve Crank made a motion to approve this decision; Steve Meyer seconded. 8 yes (Dale Latham out of room), 0 no, motion passed.

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.

Mike Hixson, Grading Committee Spokesperson, reported that Dynamic Workforce Solutions has won the contract for Adult, Dislocated Worker and Youth services with the start date of July 1, 2021. June 30, 2021 will be the termination date for Odle's contract.

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For One-Stop Operator, the Committee selected Odle Management to keep the current contract, renewing effective October 1, 2021.

The Executive Director will negotiate contracts and performance measures. Ali Bolz seconded the recommendation; 8 yes, 0 no, none abstained. (Dale Latham absent). Recommendation passed. Executive Director will contact companies for acceptance.

8. Discussion and Possible Action: February 2021 Financial Reports, Ashley Sellers-COWIB – See Attachment B
 - a. Budget modification for Odle; overspent on Youth Training, budgeted and actual spent amounts –See Attachment C

Ashley Sellers reported the February 2021 financials, March is also completed. Reviewed administrative, client expenses versus the budgeted amounts. 40% of Adult, DLW has to be spent on allowable training expenses. Transitional Jobs, OJT, some Supportive Services are allowed to count toward the 40%. The 20% Youth requirement is not being met; it must be spent on Work Experience or On the Job Training (OJT). WOWDB is not meeting this requirement at this time. The Service Provider has overspent on Youth Training and underspent on Youth Work Related. The budget will need to be modified or WOWDB could non-allow and not reimburse the overage. The overage is approximately \$40,000.

Christi Porter reiterated that Odle Management was given a budget with line items for each program for both OSO and Service Provider. In the event Odle overspends a line item in the approved budget it will be a disallowed cost and will not be reimbursed. It is Odle Management's responsibility to follow and abide by the budget line items.

Christi explained that she took \$14,000 out of the OJT budget and moved to Youth Training but that will not contribute to the 20% requirement. Christi expressed concern because this is the second year WOWDB has not met the 20% requirement. If the Service Provider would have enrolled more Youth in Work Experience instead of Training, WOWDB would have been closer to meeting 20%; she briefly explained that the 20% expenditure is calculated based upon current year grant money. We had carryover from past two years so much of the expenses reported came from the previous years' grants. Christi explained to the board that this may result in sanctions.

Christi requested discussion amongst group for possible solutions. Ashley suggests taking the overage (for Training) from the Service Provision since they have not spent that.

As COWIB finishes the 9130, they might be able to present more options to budget modification. If no other options present, WOWDB's options are to pull it out of OJT or Service Provision.

Christi Porter reiterated that she has informed Odle Management that if any more Youth is spent it will not be reimbursed, it will be non-allowed. She has spoken to them at length about these budget items.

Dennis Luckinbill stated we can approve financials and leave the modification to the discretion of the Fiscal Agent and the Executive Director. Dennis Luckinbill made the motion, Mike Hixson seconded. 8 voted yes (Dale Latham out of room), 0 voted no, 0 abstained. Motion passed unanimously.

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

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- 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 locations; huge success; also connected us to several Food Banks.
- 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; OOWD granted an extension on DLW funds. WOWDB also has \$314,816.14 in PY19 carryover for DLW as well; this can be used for Adult as per the Fiscal Agent. Christi Porter explained this grant was originally earmarked for construction, oilfield but is now open for any laid off individual. She approved 4 part time positions for Odle to assign to TET enrollments; the focus will be on TET funds because they expire September 30, 2021. Other areas have money from TET that they are unable to spend so we could potentially receive those funds as well if we spend all that is allotted for Western. Hattie Wales reported they have \$75,000 obligated, this includes the approximate \$44,000 spent so far (as reported on March 2021 financials).
- c) USDOL final report still pending – ~~PY18~~ (This should be PY17) monitoring conducted in December ~~2019~~ (this should be 2018). Christi Porter checks on this monthly and has not received formal response. OOWD stated to consider this matter closed.
- d) Reviewed 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. Ashley Sellers gave the updated amounts as of March 31, 2021: Adult \$9,637.15, DLW \$0, Youth \$38,855.35. DLW/TET Grant (New): \$359,428.90.
- e) MOU/IFA - Update –Received OESC information to reconcile on March 24, 2021. Sent this out to partners April 13th. Core partners will approve and the document will be finalized.
- f) Regional and Local Plans: <https://wowdb.org/about-us/regional-and-local-plans/>. The Regional plan is finalized following the 30 day comment period and posted to the website. The Local Plan will be posted next for the 30 day comment period.
- 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.

10. Discussion and Possible Action: Monitoring Report, Heather Shryock, Monitor - See Attachment D

- a. State Monitoring- Discuss findings - Schedule for response. Heather explained that the State Monitoring found that the required percentages (20% for Youth WEX and 40% for Adult Training) of expenditures not met.
- b. Monitoring scheduled. Heather has been performing scheduled monitoring as well as the PY19 and PY 20 40% and 20% Trackers.
- c. Monitoring in progress: See Report
- d. Monitoring completed and findings: Report
- e. Findings resolved/findings outstanding (below)
- f. Technical Assistance for new case managers, called Back to Basics, was held in Woodward October 15, 2020 and January 7-8, 2021. The January training was not well attended by Service Provider staff.

Heather Shryock reported findings from Monitoring, regularly scheduled monitoring and reviews of the 40% trackers. She found issues with both, such as items being listed on 40% tracker that should not be counted in the calculation for 40% requirement, data validation items continue to be not uploaded or incorrectly documented. For the PY 19 Trackers, \$6,499 of supported services listed on the tracker were not allowed per policy. \$9,741 of supported services on the tracker did not have adequate documentation

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uploaded to support the expense. \$61,436 of Work Experiences listed on the tracker had data validation issues. For the PY 20 Trackers, \$2,879 of supported services listed did not have adequate documentation; \$952 OJT listed did not have documentation to support the expenses, and \$131, 320 ITAs had data validation issues. She has sent all of these findings to Odle Management for review and correction.

The Monitor continues to have issues with Service Provider not responding to requests for corrections or responses to quarterly monitoring results timely. The monitor will continue to stay on top of all the issues until resolved.

Dennis Luckinbill asked how the deficiencies will be corrected; Hattie Wales stated that she and the Lead Case Manager have been working on it. Christi explained further how the process works, and asked that Hattie send the Monitor a response so that she can go in and check the files to ensure they are corrected prior to State monitoring.

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

2021 WOWDB Youth Committee Meetings; the next meeting will be May 3 at 10 a.m. at Western Technology Center at Elk City. There will be a Zoom and Northwest Tech will also host a room for participation in the meeting. Ed Long will speak to the group about Autism initiatives. Christi Porter told group that WOWDB and SCOWIB are working together on a pilot project with Ed Long that will focus on training and placement of individuals with Autism in the workforce.

Youth 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/>

Tylar Thompson reported That Business Services have been busy talking to businesses about Work Experience and assisting with Rapid Responses as needed.

They currently have 45 active Worksite Agreements and most have multiple WEX positions available. They communicate regularly with the Career Managers regarding the opportunities for Work Experience placement as well.

They most recently attended a Rapid Response event at Altus Airforce Base, where 36 employees were furloughed. They provided bags of information for Family Video's employees who had also had recent layoffs; they had three locations close.

She and Laura Hammontree are trained on Skillful Talents, which helps gear hiring practices off competencies instead of credentials. Laura completed one series per week at Northwest Tech at Alva.

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They hold Business Services Meetings the fourth Tuesday of each month; these are well attended; they are going to focus on Skillful Talent Training, and community-driven and volunteer groups and events.

Tylar reminded the group that outreach materials are included in the Board packets; they can provide color copies of flyers to anyone who wants them. Facebook page is up and running, go like and share the Business Services page.

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

Willie Tiller, Jr. presented OSO activities for the quarter, highlighting the positive survey results for each Workforce Center. He will be working to get the survey participation rate up so that there are more completed.

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

Rebecca Shuyler gave an overview of the Stars Accessibility Access Assessments that are coming up soon and will correspond with the 2021 Center Certification process. She briefly reviewed the timeline in the WOWDB Memorandum #M-02-2021 and reminded the Board members that they are welcome to volunteer and participate on the Star Access Assessment and Center Certification teams. Mike Hixson made a motion to approve the #M-02-2021 procedure and timeline; Steve Meyers seconded. 9 voted yes (Dale Latham back), 0 no, none abstained.

15. Discussion and Possible Action: Service Provider report, Hattie Wales, Operations Manager, Odle Management – See Attachment H

- a) Adult/DLW/Youth
 - a. Number served: 346 enrolled since June
 - b. Number sent to school: 142 Adult/DLW and 40 Youth
 - c. Work Experience/On the Job Training participants 27 total, 16 active, 11 complete.

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- d. Recruitment Efforts/Business Contacts: they are utilizing the Business Services Tools, TET Flyer
- e. Partners/Joint Efforts: Working with Youth Build and OESC for wellness checks at Enid AJC (WEX)
- f. Other Services Received
- g. Open Positions – In Stillwater, they are ready to make an offer, also have one more interview in Burns Flat before they will make an offer.

16. Comments from the Public (No discussion or possible action) – 5 minute maximum per person or as time allows; none presented.

17. Discussion and Possible Action: New Business that could not have been foreseen prior to the posting of this agenda: Ken Gould stated that the Great Plains Correctional facility in Hinton closing May 31. Christi states we are scheduled to do a Rapid Response, Willie will attend with Trina from SCOWIB.

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, adjourned the meeting at 12:49 p.m.

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