



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

Executive Committee Meeting

03/17/2021 at 11:00 a.m., Weatherford City Hall, Wilkinson Room,
522 West Rainey Avenue, Weatherford, OK 73096

Members: Mike Hixson, Dennis Luckinbill, Ed Phillips, Toni Pickle

Minutes

1. Call Meeting to Order - Dennis Luckinbill, Board Chair called the meeting to order at 11:12 a.m.
2. Roll Call - Christi Porter, WOWDB Executive Director
 - a. Present:
Dennis Luckinbill
Ed Phillips
 - b. Absent:
Mike Hixson
Toni Pickle
3. Discussion and Possible Action: Motion to approve the Minutes from Executive Committee Special Meeting, November 12, 2020 was made by Ed Phillips, Dennis Luckinbill seconded; motion passed unanimously.
4. Discussion and possible action: Board Attendance Report; Replace Board Member - Lonnie Childress (Quality Integrated Services, Guymon), has requested removal from board position. Discussion about possible business-based board member, possibly from towns in WOWDB area that are not currently represented. Christi Porter will investigate possibilities and report recommendations.

Committee reviewed board attendance. No further recommendations at this time.
5. Discussion and possible action: Regional Plan posted to website: <https://wowdb.org/about-us/regional-and-local-plans/> 30 day comment period ends March 22, 2021. Ed Phillips made a motion to approve Western Oklahoma Regional Plan; Dennis Luckinbill seconded. Motion passed unanimously.
6. Discussion and Possible Action: Board Staff report, Christi Porter, Executive Director
 - a. Carryover balances Adult \$34,076.54; DLW \$254,914.38; and Youth \$154,178.89 as of January 31, 2021; Executive Committee updated.
 - b. TET Grant: Budget Modification to accommodate Odle Management Contract Extension/Revision - \$448,747.54 received in December – state has made a decision to grant WOWDB an extension on DLW carryover funds. This is so that priority can be given to spending TET grant first. Upon review, Ed Phillips made a motion to approve the budget modification to accommodate the TET funds. Dennis Luckinbill seconded; motion passed unanimously.

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



- c. TET part time employees status; one part time career manager opening at Weatherford; should be filled shortly.
 - d. Stars Access/Center Certification - Christi Porter gave an update to the new Stars Accessibility process and brief explanation of how this will be part of our regular center certification process. Both certifications will need to be completed in 2021, by September 30.
 - i. CLEO/LEOs and Board Members are encouraged to be involved
 - ii. Board Members on the teams must abstain from voting at meetings due to their involvement in the certification process.
 - e. SB 1031 Open Meeting Zoom Discussion – Committee discussed possibility of adding Zoom meeting to current open meeting procedures. Christi discussed requirements for using Zoom for Open Meetings. Executive Committee recommends that process stays the same with current locations and audio-visual tools utilized. Additional meeting locations have been added in the past year to accommodate all board members and keep attendee groups small in size (under 10 per location). Zoom meeting links will not be necessary for WOWDB to continue to conduct business within Open Meetings regulations.
 - f. RFP Service Provider and One Stop Operator – Discussion of Selection/Grading Committee procedures and timeline – Discussed process and timeline for selection and grading. Packets containing bids distributed to Grading Committee group.
 - g. EO Officer Change – Ed Phillips made a motion to approve EO Officer duties to transfer to Rebecca Shuyler, WOWDB Staff. Dennis Luckinbill seconded. Motion passed unanimously.
7. Discussion and possible action: Proposed Executive Session
- a. Vote to convene into executive session: Dennis Luckinbill made a motion to convene into Executive Session at 12:04. Ed Phillips seconded, motion passed.
 - b. Vote to return to open session: Dennis Luckinbill made a motion adjourn Executive Session at 12:19 p.m. Returned to Open Session also at 12:19 p.m.
8. No action required: Future meetings dates reviewed.
- 2021 Executive Committee Meeting Dates: June 16, September 15, and November 10.
 - 2021 Regular Board Meeting Dates: April 15 at 11:00 a.m.; July 15 at 11:00 a.m.; and October 14 at 11:00 a.m.
 - Group reminded that LEO meetings also scheduled for July 13, 2021 at 5:00 p.m. at Embassy Suites Hotel and Conference Center in Norman; and also on October 27, 2021 at 5:00 pm. at Embassy Suites Hotel and Conference Center in Norman.
9. Dennis Luckinbill adjourned the meeting at 12:20 p.m.