



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

Regular Meeting Minutes

Stafford Air & Space Museum, Explorers Room

3000 Logan Road, Weatherford, OK 73096

07/15/2021 at 11:00 a.m.

Minutes

1. Call Meeting to Order & Introductions: Dennis Luckinbill, Board Chair
2. Welcome by Weatherford Mayor Mike Brown
3. 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.
4. Roll Call: Christi Porter, WOWDB Executive Director took the roll call.

Present: Haley Adams, Steve Crank, Yolanda Creswell, Jimmy Curry, Mollie Godwin, Dennis Luckinbill, Alex Mantz, Allison Seigars, Shilah Jerkins, Glen Kierstead, Mike Hixson, Steve Myers, Ed Phillips

Absent: Ali Bolz, Debra Brzozowski, Cinthia Gomez, Diana Ball, Mitzi Dain, Katie Blake, Rita Gravel, Dale Latham, Michael Leonard, Rachel Ramirez, Misty Carter, Jon Merrifield

Guests Present: Heather Shryock, Rebecca Shuyler, Steve Harding, Steve Ramsey, Samantha Allison, Rejina James, Moriah Johnson, Venita McGuire, Kim Jordan, Sara Hayes, Meikaleialoha Louis, Laura Brown, Shayna Hamilton, Ryan Regier, Mike Brown, Melik Curtis, Tylar Thompson, Laura Hammontree, Willie Tiller, Jr., Rosaland Rathbun, Terri Leisten, Tom Summar, Ashley Sellers

5. Discussion and Possible Action: 04/15/21 Meeting Minutes - See Attachment A; Ed Phillips made a motion to approve the minutes from April 15, 2021 Regular Board meeting. Steve Meyer seconded. 13 voted yes, 0 voted no, none abstained. Motion passed.
6. Discussion and Possible Action: Consent Agenda – See Attachment B
 - a. Ratify the actions of the Executive Committee Special Meeting June 30, 2021
 - i. May 2021 Financial Report
 - ii. PY 2021 Budget
 - b. Individual Training Account (ITA) PolicyEd Phillips made a motion to ratify the actions of the Executive Committee on June 30, 2021. Mike Hixson seconded. 13 voted yes, 0 voted no, none abstained. Motion passed.

7. Discussion and Possible Action: May 2021 Financial Reports, Rosaland Rathbun-COWIB – See Attachment C; Ashley Sellers referred to the May financial reports, stating the June financials are completed at this time. Ashley explained the Adult and Dislocated Worker (DLW) grants, and that there are two each of these grants. 40% of these grants (less the 10% for Administrative) must be

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spent on occupational training; this includes On The Job Training, some Supportive Services, etc. Ashley explained that because of the additional DLW grant in 2021, the DLW money received by WOWDB can no longer be transferred to the Adult fund. The Adult and DLW grants will be budgeted and tracked separately for 2021.

Similarly, the Youth grants have a requirement of 20%; of the Youth funds, 75% must be spent on Out of School Youth (OSY) and 25% to In School Youth (ISY). In PY 20, these requirements were not met. Ashley went through line item budget vs. expenditure report to explain what the carryover amounts are at this time.

Ashley also went through detail line item; explained quarterly 9130 to track and remain accountable for all the requirements.

Carryover amounts reviewed: Adult \$289,289.02, DLW has two grants open, with balances of \$12,784.94 and \$744,864.52. One Youth grant remains with a balance of \$295,512.08.

These are higher than expected carryover amounts.

Furthermore, we have \$146k TET money left over. This is the grant from OOWD that was received in February, and assigned to the Service Provider to spend. With projected obligations, we have approximately \$83k to spend by September 30, 2021.

No vote here for the May financials, as they were approved by Executive Committee on June 30, 2021 and ratified by the Board.

8. Discussion and Possible Action: Board Staff Report, Christi Porter, Executive Director
 - a. Transition period underway for new Service Provider – Dynamic Workforce Solutions (DWFS); so far has been seamless. Everyone is working through issues together so that everyone can get started enrolling people again.
 - b. RFP OSO – Special meeting will be scheduled for mid-August – proposals are due back July 30, 2021. The Grading Committee will review the proposals and make a recommendation to the Board at the special meeting. The board elected to hold the special meeting on August 17, 2021, at 11:00 a.m. at the regular videoconference locations.
 - c. Budget update PY21 – planning numbers used – See Attachment D; Christi reviewed the budget with the Board, highlighting the items that Ashley Sellers discussed in the financial report. This budget was created using planning numbers. Christi explained that final numbers have been received, and the final calculation of the carryover will occur soon so that the final budget modification will be completed.
 - d. New lease at Enid Workforce Center; WOWDB is leasing new space at the Enid Workforce Center. This is to accommodate an additional employee and to allow more space for the partners and in the resource room at the Enid Center. It had become crowded and the space will allow WOWDB to be a direct linkage, rather than co-located.
 - e. MOU/IFA update - Completed and submitted to OOWD for review – See Attachment E (this will not be printed for the meeting due to file size). This has been sent to Office of Workforce Development (OOWD) and approved. It was approved by the Workforce System Oversight Committee (WSOC) and will be approved by the Governor’s Council next.
 - f. Regional and Local Plans: Regional Plan is approved by OOWD and the Local Plan is in progress. The Local Plan will need to be approved at the August Special Meeting as well.
 - g. Board Certification - completed and approved by OOWD –to Governors Council for final approval.
 - h. Upcoming Events:

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- i. Oklahoma Association of Workforce Development Boards Meeting July 29 (for LEOs and Board Members) at COWIB at 1:30 p.m. Christi stated to let the Board staff know if anyone wants to attend so that we can ensure all arrangements are made.
- ii. Governor's Council July 30 at Oklahoma State University Student Center, 3rd Floor, North & South Conference Room, 900 N. Portland Ave., Oklahoma City, OK 73107 at 9:00 a.m.
- iii. Governor's Council October 29 at Oklahoma State University, Student Center, 3rd Floor, North & South Conference Room, 900 N. Portland Ave., Oklahoma City, OK 73107 at 9:00 a.m.
- iv. Partners Conference November 3-5 at Embassy Suites in Oklahoma City
- v. Alumni Celebration November 2 (location to be announced)
- vi. Board Member / LEO Reception November 2 (more information to come)

9. Discussion and Possible Action: Monitoring Report, Heather Shryock, Monitor - See Attachment F

- a. OOWD monitoring- Final Report
- b. Close out PY20 monitoring (Odle)
- c. PY21 Schedule for monitoring

September 2, 2020 through September 4, 2020 – Heather conducted random Monitoring of Trade and Economic Transition (TET) Dislocated Worker Grant: Reviewed Dislocated Worker Grant participants that were enrolled by OESC for the TET grant prior to the grant being turned over to Local Workforce Boards. Results: Of the 14 participants reviewed, 10 were not served by OESC through the TET DWG Grant, but were served by WOWDB DLW program. 4 participants were NOT enrolled in DLW TET by OESC and exited without being served.

2nd Quarter Monitoring is completed.

3rd Quarter Monitoring is completed.

Review of Individual Training Accounts/Enrollments: May 3, 2021 through May 11, 2021. She monitored Individual Training Account documents for all participants enrolled January 1, 2021 through April 30, 2021. There were 25 Individual Training Account documents reviewed where the participant was sent to training prior to the ITA voucher approval of the fiscal specialist. There were 3 participants that did not have documentation uploaded for Program eligibility. There were 4 participants enrolled in the Adult program that did not meet the Priority 1, Priority 2 or Priority 3 Adult requirements. There were 4 participants that had a 1 day enrollment and 1 participant that had a 2 day enrollment.

4th Quarter Monitoring is completed.

Review of PY 20 3rd Quarter 40% Tracker is completed.

Review of PY 20 4th Quarter 40% Tracker is in progress.

All Quarters of PY 20 Monitoring is completed. The following Disallowed Costs for 3rd and 4th Quarters are: PID 2451000 – Enrolled as a Priority 5 Adult 1/13/2021. E-mail sent out 11/6/2020 with directive to STOP enrolling Adult participants due to critically low funding. Only Low Income Adults (Priority 1 and 2) enrollments were allowed at this time. Disallowed \$3,999.00

PID 1896962 – Participant was NOT enrolled in a WIOA Program during training time-frame of 1-11/2021 through 4-30-2021. Participant's file closed 12/9/2020 and was NOT re-enrolled until 5/17/2021. Disallowed \$1,607.50

PID 2442877 - Enrolled as a Priority 5 Adult 1/14/2021. E-mail sent out 11/6/2020 with directive to STOP enrolling Adult participants due to critically low funding. Only Low Income Adults (Priority 1 and 2) enrollments were allowed at this time. Disallowed \$3,549.03

PID 2394252 - Enrolled as a Priority 5 Adult 3/16/2021. E-mail sent out 11/6/2020 with directive to STOP enrolling Adult participants due to critically low funding. Only Low Income Adults (Priority 1 and 2) enrollments were allowed at this time. Disallowed \$3,900.00

PID 2455849 - Enrolled as a Priority 5 Adult 2/5/2021. E-mail sent out 11/6/2020 with directive to STOP enrolling Adult participants due to critically low funding. Only Low Income Adults (Priority 1 and 2) enrollments were allowed at this time. Disallowed \$975.00

PID 2379500– WEX participant paid 64 hours but time sheet reflects 56 hours for time period 3/21/21 to 4/3/21. Disallowed \$576.00

PID 1956792– Enrolled as Priority 3 Adult (Spouse of Veteran) – Does not meet Eligibility requirements for Priority 3 per 38 U.S. Code section 4215 (a)(B). Disallowed \$3,999.00

PID 2442878 - Enrolled as a Priority 5 Adult 1/14/2021. E-mail sent out 11/6/2020 with directive to STOP enrolling Adult participants due to critically low funding. Only Low Income Adults (Priority 1 and 2) enrollments were allowed at this time. Disallowed \$5,203.00

Christi Porter explained further that the disallowed costs will be taken out of the final Odle invoice, and that those numbers do affect the carryover amounts we discussed earlier.

10. Discussion and Possible Action: Youth Committee Update: Venita McGuire, Programs and Performance Coordinator; Christi Porter introduced Venita McGuire to the Board. She will be the new Programs and Performance Coordinator as well as head the Youth Committee.

- a. Mike Hixson is Youth Committee Chair
- b. Next meeting August 2 - location will be at Northwestern in Enid.

Meetings are held on the first Monday of the second month each quarter.

11. Discussion and Possible Action: Business Services report, Laura Hammontree and Tylar Thompson, Business Services Representatives – See Attachments G

- a. Laura Hammontree
 - i. Skillful Talent Series Training: Laura reported that the Skillful Talent training is going very well. They have one this month and one in August. Skillful Talent trains employers and businesses to craft their job descriptions and hiring practices based on skills and not just degrees and credentials. They conduct these trainings monthly.
 - ii. WEX: The Business Services Representatives meet monthly with the Career Navigators to let them know where the Worksite Agreements are and what opportunities exist for placement of WEX participants. They also often follow up with the Job Centers closest to the WEX Worksite Agreements.
 - iii. Apprenticeships: Business Services is helping to increase awareness of Apprenticeships; these are being promoted with On the Job Training (OJT) opportunities.
- b. Tylar Thompson
 - i. Negotiated Performance levels: Tylar presented the metrics that have been negotiated for performance for WOWDB:

Performance Measure	Negotiated
Customer Satisfaction Survey Results (out of 5)	3.5
Number of Employer Focused Events per Quarter	3

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Number of Sector Partnerships Per Year	1
Number of Registered Apprenticeship Presentations/Program Development per Quarter	2
Number of Business Core Program Services per Quarter (OWDI #06-2018-Attachment 1)	30

- ii. Rapid Response: in PY 20, they conducted 8 Rapid Responses. At Langston University, WOWDB Collaborated with South Central Workforce board since the affected employees may reside in both areas.
- iii. William S. Key in Ft. Supply: Rapid Response was conducted for the day shift but not the night shift. They are working on getting this scheduled.
- iv. Job Fair Presentation: They are increasing WOWDB presence at Job Fairs, and including packets of information that have all partner contact information, job openings, etc., as well as Title I information.
- v. Tylar showed the Board the map that shows what towns are in each rep’s areas in the State.
- vi. BSR’s new Employer Survey: this is their own separate survey for Businesses to complete, which will help them find ways to improve the services they provide.

12. Discussion and Possible Action: One Stop Operator Report: Willie Tiller, One Stop Operator, Odle Management – Attachment H

- a. Traffic Counts by location PY20: Willie Tiller, Jr. reviewed the traffic counts for PY 20
- b. Survey Numbers – Number completed by location and results PY20: Willie stated he has not received the 4th quarter numbers from OOWD as of this date.
- c. Business Contacts – Total PY20: Willie stated they have not had as many business contacts this quarter because the focus has been on Center Certification, Star Accessibility and remaining prepared for COVID response.
- d. System Issues and Resolutions: Willie referred to the reports in the packet.

13. Discussion and Possible Action: Equal Opportunity (EO) Officer Report, Rebecca Shuyler, EO Officer

- a. Star Access and Center Certification – these reviews are completed; the teams conducted all reviews and these were reported to the OSO. All issues are either resolved or there is a corrective action plan and/or EEAAP in response. The Chair and CLEO have signed the OSOS’s recommendation, but Board will need to vote for approval - See Attachment I
- b. Equal Opportunity (EO) Complaints: 5 complaints were received and none were found to be discrimination in nature; Human Resources issues were resolved by appropriate leadership per existing personnel policies.

Allison Seigars made the motion to approve the Center Certification and Star Accessibility for all Centers, Mike Hixson seconded. 12 voted yes, 0 voted no, and Dennis Luckinbill abstained. The motion passed unanimously.

14. Discussion and Possible Action: Service Provider report, Moriah Johnson, Operations Manager, Dynamic Workforce Solutions

- a. Introduction of staff and corporate management: Moriah Johnson introduced herself as well as the Corporate Staff and Career Navigators:
 - i. Tom Summar

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- ii. Terri Leisten-President
- iii. Melik Curtis-Corporate Trainer
- iv. Samantha Allison, Lead Career Navigator
- v. Steve Harding and Steve Ramsey, Career Navigators in Enid
- vi. Kim Jordan, QA, works remotely
- vii. Sara Hayes, Career Navigator in Guymon
- viii. Laura Brown, Career Navigator in Altus
- ix. Mei Louis, Career Navigator in Weatherford
- x. Shayna Hamilton, Career Navigator in Woodward

15. Discussion and Possible Action: WOWDB Chair Report, Dennis Luckinbill

- a. Board Attendance: Dennis stressed the importance of attendance and participation as a board member. Dennis asked each Board member to stand and introduce themselves.
- b. Christi and Dennis reminded the group of the option of Alternative Designee
- c. Executive Committee Member (Business): WOWDB will still need to replace Toni Pickle's position on the Executive Committee. This member must be a Business board member.
- d. Copy of Bylaws – See Attachment J – these are included in your packet for review. Please contact Board Staff if you have questions or need assistance.

16. Comments from the Public (No discussion or possible action) – 5 minute maximum per person or as time allows. Alex Mantz announced that there will be a Careers in Energy Expo October 18-22nd. More details will be made available as the date gets closer.

17. Discussion and Possible Action: New Business that could not have been foreseen prior to the posting of this agenda

June financials were not available at the time the Board packets were distributed. June is the end of the program year and the board was updated by Ashley Sellers of the financial status of the WOWDB as of June 30, 2021. Approval of June financial reports required; Jim Curry made a motion to approve the June 2021 Financial Report. Mike Hixson seconded. 13 voted yes, 0 voted no, none abstained. Motion passed unanimously.

18. Discussion and Possible Action: WOWDB 2021 Meeting Schedules – Special Meeting will be held August 17, 2021; next Regular Board Meeting Date: October 14 at 11:00 a.m., at regular videoconference locations

19. Discussion and Possible Action: Next Executive Committee Meeting: 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: 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 1:08 p.m.