



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

Minutes

1. Call Meeting to Order - Dennis Luckinbill, Board Chair, called the meeting to order at 11:10 a.m.
2. Roll Call - Christi Porter, WOWDB Executive Director
 - a. Present: Mike Hixson, Dennis Luckinbill, Ed Phillips
3. Discussion and Possible Action: Minutes from Executive Committee Meeting, March 17, 2021 - Attachment A. Ed Phillips made a motion to approve the Executive Committee Meeting minutes from March 17, 2021. Mike Hixson seconded. Motion passed unanimously.
4. Discussion and possible action: Board Attendance Report and new Board members – Attachment B; group reviewed attendance report. Discussion of replacement of Executive Committee member vacant due to retirement; Chair will call board members with attendance issues.
5. Discussion and possible action: Financial report, Fiscal agent COWIB, Rosaland Rathbun – Attachment C; Rosaland Rathbun reviewed financials and grant balances. One month remains for program year and we will be receiving the final invoice in July. Discussed budget overages and deficiencies. Budget overages will be disallowed costs on the final invoice. Mike Hixson made a motion to approve the May 2021 financials; Ed Phillips seconded. Motion passed unanimously.
 - a. Fiscal monitoring for Odle Management: Odle Management has responded to monitoring request and monitoring is underway.
6. Discussion and Possible Action: Board Staff report, Christi Porter, Executive Director
 - a. Board Staff Changes
 - i. Programs and Performance Coordinator resigned in May. Interviews have been conducted and Christi Porter is prepared to make an offer.
 - ii. Business Services Rep Lead; Tylar Thompson was promoted to BSR Lead.
 - iii. Business Services group is performing very well; they have been providing Skillful Talent training to business groups, which helps employers learn to craft job descriptions and hiring processes that focus on skillset and not solely formal degrees, etc. They negotiated their performance standards with the state and will have no problem meeting the performance measures.
 - b. Budget:
 - i. Carryover balances Adult \$0; DLW \$0; and Youth \$26,241.29 as of April 30, 2021; looks like the carryover will be spent before end of program year.

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. Budget Modification completed for Odle; Odle overspent youth training funds. Notice was given to Odle any more overspent budget line items will be at Odle's expense. Discussed the timeline and facts; budget overages will be deducted from Odle's final invoice.
 - iii. New Budget for PY 21; group reviewed. Christi Porter reiterated that this may change as the final numbers come in; this was calculated using planning numbers from the State. Christi went through each tab with the group, explaining what items the funds in each category are to be spent. Carryover is estimated based on information from the accountant, and may be adjusted as well after the final invoice/expenditures are finalized. Dislocated Worker money now has to be separated from Adult money, due to TET grant and focus by state to serve the increased number of dislocated workers. Ed Phillips made a motion to approve the PY21 budget, Mike Hixson seconded. Motion passed unanimously.
 - iv. Christi also described what monitoring issues will be anticipated as the new Service Provider begins serving the participants who are enrolled presently.
- c. Invoices:
- i. OSO
 - 1. February- OSO day sheets are still not complete
 - 2. March- OSO day sheets are still not complete
 - 3. April- OSO day sheets are still not complete
 - 4. May- OSO day sheets are still not complete

OSO has new leadership and they will work together to resolve these issues. Christi explained the role of the One Stop Operator to the group; that the OSO's focus should be to convene the partners, assist in system issues, and be aware of duplication of services and other best practices for efficiently serving all clients.
 - 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

Christi briefly described these results. No questions or discussion.
- 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; some TET funds will be carried over to new Service Provider July 1, 2021.
- e. Stars Access/Center Certification Update
- i. Star Access and Center Certification visit/reviews are complete
 - ii. OSO working on responses
 - iii. Surveys, numbers are very low; this will be addressed as part of the Center Certification response.
 - iv. EEAAP, recommended some centers move due to not being ADA compliant and no progress towards becoming ADA compliant.
 - v. Final report to Board in July
- f. Transition of Service Provider from Odle Management to Dynamic Workforce Solutions –DWFS begins as Service Provider on July 1, 2021. They have almost all positions filled and will be onboarding and training employees over the next few months.
- g. OSO contract, Director had a conversation with Eckerd on May 27th, 2021- Attachment D
- i. Continue with Odle (if they still want it) or

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.

- ii. Offer another bidder or
 - iii. Re-RFP;
 - Odle chose to not accept the One Stop Operator Contract for WOWDB. WOWDB has put the contract back out for RFP on the website now. Advised group that we will need to reconvene the Grading Committee and schedule a Special Board Meeting in August in order to accept the bid recommendation from the Grading Committee.
 - h. Board Certification and Regional Plan approved by OOWD. Board Certification is completed. WOWDB will need to appoint new member of the Executive Committee and that individual must be a business member. Some possibilities discussed; will address the WOWDB members at the July regular meeting. The Local Plan is currently underway.
 - i. Monitoring:
 - i. OOWD monitoring PY20, WOWDB responded to the initial report and is waiting on the final report from OOWD. WOWDB Director received the response 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 is underway, will be posted to website for 30 day comment period
 - ii. LEO Consortium agreements, updating by laws if necessary and setting meetings; Bylaw update is not necessary
 - iii. MOU/IFA-This is completed
 - iv. Contract for additional space in Enid AJC; Title 1 is moving to a new space and will be a direct linkage for the Center. This will allow more space for the Title 1 staff and costs less than the IFA amount from the existing location.
7. Discussion and possible action: EEO report, Rebecca Shuyler; some complaints surrounding employment issues during contract change; all issues resolved appropriately. No complaints were found to be discrimination-based.
8. Discussion and possible action: Executive Session; no Executive Session needed at this time.
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; Dennis Luckinbill adjourned the meeting at 12:48 p.m.