



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

Meeting Agenda

04/21/2022 at 11:00 a.m.

Video Conference Meeting Locations

Main Site:

Enid - Garfield County OSU Extension, 316 E. Oxford Ave., Conference Room, 580-237-1228

Attendees: Ali Bolz, Cinthia Gomez, Shilah Jenkins, Dennis Luckinbill, Allison Seigars

Connecting Sites:

Altus - Southwest Technology Center, 711 W. Tamarack Rd., Room 109A&B, 580-477-2250

Attendees: Debra Brzozowski, 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, Steve Myers

Guymon - Public Library & Arts Center, 1718 N. Oklahoma St., Conference Room, 580-338-7330

Attendees: Mitzi Dain, CJ Rose- CLEO;

Ponca City - Pioneer Technology Center, 2101 N. Ash, Seminar Center, North quarter East side, 580-762-8336

Attendees: Katie Blake, Missy Corn, Steve Crank, Rita Gravel, Michael Leonard;

Stillwater - Oklahoma Works American Job Center, 3006 E. 6th Street (Hwy 51), 405-624-1450

Attendees: Jim Curry, Mollie Godwin, Glen Kierstead

Weatherford - 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: Josh Howard

Agenda

1. Call Meeting to Order & Introductions: Dennis Luckinbill, Board Chair
2. 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.

In order to be in compliance with the Open Meetings Act for video conference 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.

Reminder: please make sure all attendees at all locations have signed the sign-in sheet

3. Roll Call: Christi Porter, WOWDB Executive Director
4. Discussion and Possible Action: 08/17/2021 Special Meeting Minutes - Attachment A
5. Discussion and Possible Action: Consent Agenda: Consent Agenda (See Attachments B.a.i-B.b.ii.3):
 - a. Ratify Actions of Executive Committee September 15, 2021, November 10, 2021 and March 16, 2022 –

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- i. September 15, 2021:
 - 1. July 2021 Financials
 - 2. Budget Modification
 - ii. November 10, 2021:
 - 1. September 2021 Financials
 - 2. Demand Occupations Policy
 - iii. March 16, 2022:
 - 1. Center Certification Policy
 - 2. January 2022 Financials and change Self Sufficient wage from \$18 to \$20
 - 3. Transfer DLW Funds to Adult and Related Budget Modification
 - 4. Dynamic Contract One Year Extension
 - b. New Consent Agenda Items:
 - i. Adult Basic Education (ABE) (Recommendation to OK Career Tech to consider funding for ABE Applications)
 - 1. Chisholm Trail Technology Center (AEFL)
 - 2. Enid Public Schools (AEFL)
 - 3. Meridian Technology Center (AEFL)
 - 4. Pioneer Technology Center (AEFL)
 - 5. Southwest Technology Center (AEFL)
 - 6. Western Technology Regional Adult Learning Center (AEFL)
 - 7. Woodward Public Schools/Woodward Adult Education (AEFL)
 - 8. Pioneer Technology Center/Ponca City Adult Learning Center (C/I)
 - ii. Policy and Procedure Updates:
 - 1. Demand Occupation Policy
 - 2. **Self Sufficiency Policy (changed wage from \$18 hourly to \$20 hourly)**
 - 3. **Priority of Service (changed Priority 4)**
 - 4. **Attachment ZZ-Vital Service and Information Notice**
6. Discussion and Possible Action: Financial Report - Ashley Sellers, Executive Director, COWIB -See Attachment C
7. Discussion and Possible Action: Monitoring Report, Heather Shryock, Monitor
8. Discussion and Possible Action: Board Staff Report, Christi Porter, Executive Director
- a. OOWD PY20 Monitoring – Review completed January 28, initial report pending
 - b. Sector Strategy – OOWD will be taking applications to award 5 grants at \$175,000 each, with a focus on Healthcare and Manufacturing; due May 1, 2022
 - c. PY20 Performance Incentive Funds \$25,000; all Performance met
 - d. Moved DLW to Adult funds (approved by the State):
 - i. **UP TO 50%** PY21 5210-00163 (WO DLW 070121-063023 AA36340-21-55-55-A-40 17.258) **PY21**
Current balance = \$58,777.84
 - ii. **UP TO 45%** FY21 5208-00113 (WO DLW 100120-063022/123122 AA34788-20-55-A-40) **FY21**
current balance = \$341,008.27
 - iii. **UP TO 59%** PY22 5211-00180 (WO DLW 100121-063023 AA36340-21-55-55-A-40 17.258) **PY22**
current balance = \$448,858.47
 - e. LEO Consortium was held March 24 at Northwestern Electric in Woodward
 - f. Altus office move
 - g. Woodward office move
 - h. Additional Business Service Representative (BSR) funding from State

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9. Discussion and Possible Action: Youth Committee Report: Venita McGuire, Programs and Performance Coordinator

2022 WOWDB Youth Committee Meetings

Meetings held on the first Monday of the second month each quarter. Next meeting May 2 at the Weatherford City Hall, 522 W. Rainey Ave., Wilkinson Room, Weatherford.

Save the Dates: August 1 at the Garfield County OSU Extension, 316 E. Oxford Ave., Enid; and November 7 at Northwest Technology Center, 1801 11th Street, Incubator Room, Alva.

10. Discussion and Possible Action: One Stop Operator Report: Jeremy Zeller, One Stop Operator – See Attachment D
- a. Traffic Counts by Location
 - b. Survey Numbers
 - c. Business Contacts
 - d. System Issues and Resolutions
11. Discussion and Possible Action: Business Services Performance Measures and Report: Laura Hammontree, Business Service Representative
12. Discussion and possible action: Service Provider Report, Moriah Johnson, Operations Manager, Dynamic Workforce Services
- a. Adult/DLW/Youth Enrolled, Direct Client Dollars spent
 - b. Contract Extension Performance Measures
 - c. 40% and 20% Requirements
13. Discussion and Possible Action: Equal Opportunity (EO) Officer Report, Rebecca Shuyler, EO Officer
- a. Center Certification and Stars Accessibility – pending updated policy from State
 - b. Equal Opportunity Complaints – none received this quarter
14. Comments from the Public (No discussion or possible action) – 5 minute maximum per person or as time allows
15. Discussion and Possible Action: New Business that could not have been foreseen prior to the posting of this agenda
16. Discussion and Possible Action: WOWDB 2022 Meeting Schedule – Next Regular Board Meeting Date: July 21 (Face to Face) Stafford Air & Space Museum, Explorers Room, 3000 Logan Road, Weatherford and October 20 (regular video conference 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*****

17. Discussion and Possible Action: Next Executive Committee Meeting: June 15, Weatherford City Hall, Wilkinson Room, 522 Rainey Ave., Weatherford, OK 73096.
18. Discussion and Possible Action: Next LEO Consortium Meeting: October 27 at 3:00 p.m. at Embassy Suites Hotel & Conference Center, Room University C, 2501 Conference Drive, Norman, OK
19. Adjournment: Dennis Luckinbill, Board Chair

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