



## WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

### Regular Meeting Agenda

Southwestern Oklahoma State University,  
Timothy T. Day Business Enterprise Center, Redbud Room  
1121 N. 7<sup>th</sup> Street, Weatherford, OK 73096  
07/21/2022 at 11:00 a.m.

### Agenda

1. Welcome: Dennis Luckinbill, Board Chair, and Mike Brown, Mayor
2. Lunch Provided by Board Member, Jim Curry, AFL-CIO
3. Call Meeting to Order & Introductions: Dennis Luckinbill, Board Chair
  - a. New Board Member—Sofia Williams with Garaga, Ponca City. (Replaced Rita Gravel)
4. 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.
5. Roll Call: Christi Porter, WOWDB Executive Director
6. Discussion and Possible Action: 04/21/2022 Meeting Minutes - Attachment A
7. Discussion and Possible Action: Consent Agenda - Attachment B
  - a. Ratify Actions of Executive Committee June 15, 2022:
    - i. April 2022 Financials
    - ii. As needed, authority granted for WOWDB Executive Director to lease space for AJCs out of compliance with ADA criteria (Woodward and Altus)
    - iii. OSO Contract Extension (October 01-2022 to September 30, 2023)
8. Discussion and Possible Action: Financial Report - Ashley Sellers, Executive Director, COWIB - Attachment C
9. Discussion and Possible Action: Update on Workforce- Don Morris, Executive Director, Oklahoma Office of Workforce Development (OOWD)
10. Discussion and Possible Action: Board Staff Report, Christi Porter, Executive Director
  - a. New Business Service Representatives: Donna Hunter and Kelsey Kornele
  - b. New One-Stop Operator: Mandy Cox
  - c. New Operations Manager for DWFS
  - d. PY22 Budget, waiting on carry over amounts from fiscal agent.
  - e. Impact Partnership Grants (IPG) awarded by Governor's Council

- f. PY20 Performance met, received \$25,000.00
- g. WOWDB federal performance negotiations
- h. Updating contracts for Service Provider and One-Stop Operator
- i. Altus and Woodward AJC Moves to be 100% ADA Compliant
- j. Mobile Workforce Unit, OOWD asking for ARPA funding
- k. Upcoming Events:
  - i. Technical Assistance with Service Provider Staff
  - ii. 07/29/2022 9:00 am Governor's Council for Workforce and Economic Development Meeting; OSU-OKC, 900 N. Portland Ave., Oklahoma City, OK - Student Center, 3rd Floor, North & South Conference Rooms
  - iii. 08/09/2022 1:30 pm Oklahoma Association of Workforce Boards (OAWB) location to be announced.
  - iv. 09/28/2022 (1pm) through 9/30/2022 Partners Conference
  - v. 11/17/2022 1:00 pm, Alumni Celebration, The House Chambers at the Oklahoma State Capitol, 2300 N. Lincoln Blvd., OKC, OK; Reception will follow on 4<sup>th</sup> floor Rotunda
  - vi. Annual Workforce Board Member/LEO Training provided by OOWD
  - vii. 10/27/2022 3:00pm to 5:00pm LEO Consortium Meeting, Norman, OK Embassy Suites, Rm University C

11. Discussion and Possible Action: Monitoring Report, Heather Shryock, Monitor

- a. PY20 monitoring by OOWD January 24 - 29, 2022; initial report received May 13, 2022, sent response to initial report May 26, 2022
- b. Local Monitoring PY21 results
- c. PY22 Monitoring

12. Discussion and Possible Action: Business Services Performance Measures and Report: WOWDB Business Service Representatives - Attachment D

- a. Laura Hammontree
  - i. BSR Performance Measure results PY21
  - ii. Sector Strategies
  - iii. Events/Working on
- b. Donna Hunter
  - i. Sector Strategies
  - ii. Events/Working on
- c. Kelsey Kornele
  - i. Sector Strategies
  - ii. Events/Working on

13. 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 August 1 at 10:00 a.m. at the Garfield County OSU Extension, 316 E. Oxford Ave., Enid

Save the Date: November 7 at Northwest Technology Center, 1801 11<sup>th</sup> Street, Incubator Room, Alva

14. Discussion and Possible Action: One Stop Operator Report: Southern Workforce Board- Mandy Cox – See Attachment E
  - a. Newsletter (contact [OSO@wowdb.org](mailto:OSO@wowdb.org))
  - b. Success Stories from all partners (send to [OSO@wowdb.org](mailto:OSO@wowdb.org))
  - c. New Survey for PY22
  
15. Discussion and possible action: Service Provider Report, Dynamic Workforce Solutions (DWFS)-Terri Leisten, President and Tom Summar, Regional Director
  - a. PY 21 Adult/DLW/Youth Enrolled
  - b. Direct Client Dollars spent
  - c. Score Card for contract measures PY21
  - d. Strategies for PY22
  
16. Discussion and Possible Action: Equal Opportunity (EO) Officer Report, Rebecca Shuyler, EO Officer
  - a. Center Certification and Stars Accessibility – pending updated policy from State; Center Certification will be due May 2023
  - b. Equal Opportunity Complaints – none received this quarter
  - c. Report on EEAAP for each office:
    - i. Stillwater: 100% compliant
    - ii. Weatherford: 100% Compliant
    - iii. Enid: Meets all the required compliance on the EEAAP, some changes were cost prohibitive and some issues were with the City of Enid.
    - iv. Guymon: Satisfactory workarounds in place; some changes will need to be made to avoid relocation
    - v. Ponca City: Had conversations on the issues, will have to move if more progress is not made
    - vi. Altus—Relocation Recommended
    - vii. Woodward-Relocation Recommended
  
17. Comments from the Public (No discussion or possible action) – 5 minute maximum per person or as time allows
  
18. Discussion and Possible Action: New Business that could not have been foreseen prior to the posting of this agenda
  
19. Discussion and Possible Action: WOWDB 2022 Meeting Schedule – Next Regular Board Meeting Date: 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\*\*\***

20. Discussion and Possible Action: Next Executive Committee Meeting: September 21, 11:00 a.m., at Weatherford City Hall, Wilkinson Room, 522 Rainey Ave., Weatherford, OK 73096.

21. 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
22. Discussion and Possible Action: Governor's Council for Workforce and Economic Development Meeting, 07/29/2022 and 10/28/2022, 9:00 a.m. at Oklahoma State University-Oklahoma City, 900 N. Portland Ave., Oklahoma City – Student Center, 3rd Floor, North & South Conference Rooms
23. Adjournment: Dennis Luckinbill, Board Chair