



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

Meeting Minutes

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

Minutes

1. Call Meeting to Order & Introductions: Dennis Luckinbill, Board Chair; called the meeting to order at 11:04 a.m. Dennis introduced and welcomed two new board members: Missy Corn with Oklahoma Department of Education and Josh Howard with the Bank of Western Oklahoma.
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.

3. Roll Call: Christi Porter, WOWDB Executive Director
Present: Steve Crank, Yolanda Creswell, Mollie Godwin, Rita Gravel, Josh Howard, Dennis Luckinbill, Shilah Jenkins, Glen Kierstead, Dale Latham, Michael Leonard, Alex Mantz

Absent: Ali Bolz, Haley Adams, Katie Blake, Debra Brzozowski, Misty Carter, Missy Corn, Jimmy Curry, Mitzi Dain, Cinthia Gomez, Mike Hixson, Rachel Ramirez, Allison Seigars, Steve Myers, Ed Phillips

4.



Guests Present: Laura Hammontree, Moriah Johnson, Rosaland Rathbun, Ashley Sellers, Heather Shryock, Rebecca Shuyler, Sherraine Steele, Tom Summar, Moriah Johnson, Venita McGuire, Jeremy Zeller

5. Discussion and Possible Action: 08/17/2021 Special Meeting Minutes - Attachment A - Shilah Jerkins made a motion to approve the minutes; Michael Leonard seconded. Roll Call Vote- 11 voted yes, 0 voted no, 0 abstained. Motion passed unanimously
6. 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 –
 - 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

Josh Howard made a motion to approve the consent agenda, Dale Latham seconded; 11 voted yes, 0 voted no, 0 abstained. Motion passed unanimously.

7. Discussion and Possible Action: Financial Report - Ashley Sellers, Executive Director, COWIB -See Attachment C Ashley Sellers presented the financial reports for February 2022. Focus was given to the work experience (WEX) expenditures, only 10% of budgeted amount spent for this point in the fiscal year. Explained that grants have a two-year life cycle each, and they roll off after 2 years. At this point there have not been enough WEX dollars have not been spent to track with the fiscal year ending June 30, 2022. Christi Porter explained that she and the Operations Manager (OM) have a corrective action plan to get the money spent and sufficient enrollments; for on-the-job training (OJT), no money has been spent as of the February financials. Moriah Johnson, OM, reported that they have four OJT contracts executed, just not invoiced yet, so they are not reflected on financial reports. Ashley then described supportive services (SS); WOWDB still has some funds left for DLW;

Adult and Youth SS dollars are spent. Since the WOWDB is moving DLW funds to Adult, WOWDB can use those dollars for Adult or DLW. Any Youth SS counts toward the 20% work-related requirement.

Ashley explained that Occupational Skills Training (OST) involves traditional training; she reviewed budget and expenditures. Again, some money will be transferred from DLW to Adult, and that will be reflected on April's financial report. Incumbent worker can be used to upskill existing employees, no money has been reported as spent there as well. Youth Work related, this is for time spent working on WEX or OJT for youth only. Budget line items for Service Provider and Board Staff. This also counts toward the 20% work related requirement. System cost are costs to keep board business going, insurance, it is behind the budgeted amount only because IFA items have not been charged. Christi Porter, Executive Director, is awaiting the report from the state accountant so that the IFA will be reconciled and updated.

Ashley briefly described TET grant and expenditures; this grant ended September 30, 2022.

Ashley reminded the group that \$98,000 needs to be spent in Youth WEX before June 30, 2022, or WOWDB will have to send that money back to be redistributed.

Shilah Jerkins made a motion to approve the February financials, Josh Howard seconded the motion. 11 voted yes, 0 voted no, 0 abstained; motion passed unanimously.

8. Discussion and Possible Action: Monitoring Report, Heather Shryock, Monitor - Heather reported \$9,515 disallowed costs found in 2nd quarter; even though they are disallowed cost, will apply to positive performance with the state for the enrollment.

Venita is helping her monitor 100% of all enrollments for basic eligibility. Reviewed OOWD PY20 monitoring, should receive final report. Closing call indicated no concerns or findings by OOWD.

9. Discussion and Possible Action: Board Staff Report, Christi Porter, Executive Director
 - a. OOWD PY20 Monitoring – Review completed January 28, initial report pending, due any day. No findings indicated in the exit call. Christi also indicated that she will be presenting on behalf of WOWDB to the governor's council quarterly; the second presentation is coming up
 - 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. CYP described grant availability and what sector strategy is. Each workforce board gets \$50,000, and applications for the \$175,000 each need to be submitted – we're hopeful to get recipients in WOWDA.
 - c. PY20 Performance Incentive Funds \$25,000; all Performance met; this was used for equipment, docking stations, tablets, and wi-fi service for office; in addition to the docking stations, Adobe Pro software was also purchased so that Career Navigators organize and combine documents better, use electronic signatures, which will reduce paper and make their processes more efficient. This also makes everyone more mobile, helps to cover 27,000 miles more effectively.
 - d. Moved DLW to Adult funds (approved by the State)-Christi reviewed the amounts that were moved from DLW to Adult:
 - 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; New LEO Consortium Agreement, a Vice-CLEO was appointed; Clint White was elected to Vice CLEO. What this role means is if LEO is incapacitated Clint can assist with business for the Board.
 - f. Altus office move Steve Crank, Cody Cox looking at two different properties and negotiating for which will be leased.

- g. Woodward office move; been contacting any partners who might want to be located in new location. this will happen after altus move. Other possible moves could be Ponca City, Guymon. CDSA, Weatherford and Stillwater are 100% ADA compliant.
- h. Additional Business Service Representative (BSR) funding from State. On March 9, WOWDB received \$38,237.26 and \$42,485.84 additional funding for Business Services. New Business Service Representative will start April 25. She has extensive experience, and will be at next meeting.

10. 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.

Next meeting is May 2. Mike Hixson will be reporting on Step Up program; reviewed future meetings and Focusing on getting the word out; locating more youth.

11. Discussion and Possible Action: One Stop Operator Report: Jeremy Zeller, One Stop Operator – See Attachment D

- a. Traffic Counts by Location; see report
- b. Survey Numbers
- c. Business Contacts
- d. System Issues and Resolutions

January – March information in packet; reviewed all traffic count per office; these counts are traffic only; phone calls not included.

Survey numbers: have generally have had issues of getting people to complete the customer satisfaction surveys. Great improvement has been seen since we began using the tablets to fill out survey on the tablet, with some help from staff. The goal set for numbers was at least 200 per quarter, January through March, they had 451, which exceeded the goal by more than double. The overall results on surveys were 96% excellent or great overall rating. Business contacts; the OSO is interacting with BSR's, did business and community-based organization presentations; what we offer and what services we have. Lots of attendance, two per day, one at noon and another presentation at 5:30 in Altus and Ponca City. These presentations were for businesses who wanted to learn more and offer opportunities for job seekers. Enid has had Tyson, on average they bring 50 jobseekers. The OSO attended a Reentry Fair in Helena; he gave morning and afternoon presentations and visited with inmates with release dates, there was much interest in WOWDB services; 28 outreach; some Facebook material. OSO is distributing the tablets and expects another increase in the survey numbers; Partner Meetings are in the middle month of each quarter; this also ties into that the newsletter schedule.

Office locations; DRS and ORO are interested in co locating in the Woodward office; OSO is looking for space to house new AJC location. The Altus move is also underway, reviewing lease options.

12. Discussion and Possible Action: Business Services Performance Measures and Report: Laura Hammontree, Business Service Representative - Laura reported on customer satisfaction survey; these up to 49, up from 5 last quarter. Negotiated measure is 3.5 and we're at 4.7; events per quarter, negotiated three, we had 13, 8, and 7. Sector partnerships per year; 1 per year. We have 3, 4, and 5 for third quarter; getting information out for sector partnership grants, hoping to get some grants in our area. They are working on one for manufacturing; Blackwell industrial foundation wants her to do presentation about our programs; this is scheduled in May.

Registered Apprenticeship; we had 3, 2 and 2 (quarterly) presentations; went over events; job fairs, presentations; had 5 job fairs in 6 weeks in second quarter. Business contacts; 1Q 106, 2Q 578, 3Q 272, total 956 businesses they have visited.

Business Services has 51 signed work site agreements. 18 OJT contracts that are available for participants. Several reentry job fairs; Mikel, Laura, case managers and inmates visited at James Crabtree. Participants were excited to hear of our services; these all have a release date; our brochures are now in case manager bag that is given to the inmates that are scheduled for release. Senior showcase, internship fair got great feedback and BSRs have contacted ASCO in Stillwater regarding grant availability; next business services meeting is May 23rd at 9 a.m.

Dennis Luckinbill stated that ECCC has let him know that their awareness of our services, and the information available is better than ever before; they appreciate the relationship with workforce.

Christi reminded the group that Sector partnership grants; make sure that CYP is contacted for a reference letter from WOWDB.

13. 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

127 enrolled adult 59 DLW/TET, and through the end of March 56 Youth. 80 of participants have a disability; 15 veterans; 44 Youth are under 21 Adults, 33 are over the age of 55, and 88 are justice-involved; extensive work on repair relationship with ECCC; operations manager and career navigators regularly attend their orientations, offer WIOA services, as soon as they have release date we have them apply for enrollment. Multiple events they have attended with BSRs and OSO; consortium of juvenile affairs in Weatherford, Panhandle Juvenile Affairs and Probation department; they are including WIOA participation in their plans. Parents are also involved so this may help with adult or DLW enrollments; supportive service organizations for displaced homemakers; Facebook program for military bases and women's organizations, churches, etc. They are taking a unique approach in the community physically and digitally. In March service provider launched 6 WEXs in Altus alone. For April they are partnering with YouthBuild in Enid; participants have started getting high school diplomas; following their completion of program there, WOWDB can place them in WEX. 7 clients have gone to Bison Driving School to overcome the transportation barrier. This will help increase Youth expenditures.

14. 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

15. Comments from the Public (No discussion or possible action) – 5 minute maximum per person or as time allows-no Public Comments were presented.

16. Discussion and Possible Action: New Business that could not have been foreseen prior to the posting of this agenda was presented. No New Business was Presented.

17. 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). Be sure you rsvp and make plans to present the July meeting, face to face

and lunch will be served. Christi reminded the group to please RSVP so we can accordingly for the July face to face meeting.

*****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*****

18. Discussion and Possible Action: Next Executive Committee Meeting: June 15, Weatherford City Hall, Wilkinson Room, 522 Rainey Ave., Weatherford, OK 73096.
19. 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
20. Adjournment: Dennis Luckinbill, Board Chair at 12:48 pm.