



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

Consortium Meeting Agenda

11/03/22 at 3:00 PM, Embassy Suites Hotel & Conference Center, Rooms Boomer A & B
2501 Conference Drive, Norman, OK

1. Call Meeting to Order – CJ Rose, CLEO or Dennis Luckinbill, WOWDB Chair
2. Compliance with Open Meetings Act: Declaration of quorum – CJ Rose, CLEO or Dennis Luckinbill, WOWDB Chair

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.

3. Roll Call – Venita McGuire, WOWDB Interim Executive Director
4. Discussion and possible action: Minutes from LEO Consortium Meeting March 24, 2022 -Attachment A
5. Discussion and possible action: Financial Report, Rosaland Rathbun, Controller, COWIB – Attachments B
6. Discussion and possible action: WOWDB Bylaws - See Attachment C
 - a. Established a quorum requirement
7. Discussion and possible action: Board Staff Report, Venita McGuire, Interim Executive Director
 - a. Vacancies: Monitor and Business Service Representative
 - b. Website - <https://WOWDB.org>
 - i. Online Application <https://wowdb.org/apply-for-services/>
 - c. PY21 Performance – See Attachment D
 - d. PY22 Budget, Modification 3 (approved by WOWDB 10-20-22)- See Attachment E
 - e. LEO Consortium Agreement – will continue to maintain signatures as Commissioners change
 - f. Impact Partnership Grant-\$50,000 awarded to WOWDB (formerly Sector Strategy)
 - i. Focuses on Healthcare and Manufacturing
 - ii. Signage for Job Fairs – 5 double sided feather signs for events
 - iii. Upskilling Incumbent Workers
8. Business Services Team – Donna Hunter and Kelsey Kornele, Business Service Representatives
 - i. BSR Update
 1. Impact Partnership Grant (IPGs)
 2. Performance
 3. Employer Surveys
 4. Social Media Accounts – Instagram, Facebook, Twitter, TikTok
9. Monitoring Updates – Venita McGuire, Interim Executive Director
 - i. Local Monitoring-up to date through September
 - ii. OOWD Monitoring – December 2022
 - iii. USDOL Monitoring-Spring 2023
10. Youth Committee – Venita McGuire, Programs and Policy Coordinator
 - i. 2023 Meeting Dates February 6, May 8, August 7, November 6

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- ii. Success Stories and Alumni Celebration November 17th
 - iii. Social Media Accounts – Instagram, Facebook
 - iv. Youth Flyer-See Attachment F
11. Discussion and possible action: EO Report- Rebecca Shuyler, EO Officer
- a. Center Certification and Accessibility Assessments May 2023
 - b. Equally Effective Alternate Access Plans (EEAAPs) in place for all centers except Enid and Weatherford (100% compliant)
 - c. Relocating Altus AJC to 201 S. Main, Altus, due to unresolved ADA compliance issues
 - d. Woodward AJC to be relocated next
 - e. No program EO complaints received
12. Discussion and possible action: One Stop Operator Report: Mandy Cox, One Stop Operator, Southern Workforce Board - See Attachment G
- a. Traffic Counts and Survey Numbers
 - b. System Issues and Resolutions
 - c. Performance (Contract Extension Measures)
 - d. Newsletter
13. Discussion and possible action: Service Provider Report, Melissa Frederick, Operations Manager, Dynamic Workforce Services- See Attachment H
- a. Adult/DLW/Youth Enrolled, Direct Client Dollars spent
 - b. Contract Extension Performance Measures
14. Discussion and possible action: Chairman’s Report, Dennis Luckinbill
- a. WOWDB LEO Consortium Meetings
 - i. 2023 Meetings April 6, November 2 at 3:00 p.m. at Embassy Suites Hotel & Conference Center, Room University C, 2501 Conference Drive, Norman, OK
 - ii. See agendas and approved minutes at <https://wowdb.org/meetings/local-elected-official-leo-consortium/>
 - b. WOWDB Meetings
 - i. 2023 Regular Meetings January 19, April 20, July 20 (Face to Face, see below), and October 19 at regular videoconference locations unless otherwise indicated
 - ii. Face to face WOWDB board meeting July 20, 2023 at 11:00 a.m. at Timothy T. Day Business Enterprise Center, SWOSU, 1121 N 7th Street, Weatherford, OK 73096
 - iii. See agendas and approved minutes at <https://wowdb.org/meetings/board-meetings/>
 - c. WOWDB Executive Committee Meetings
 - i. 2023 Meetings: March 15, June 21, September 20, and November 15
 - ii. See agendas and minutes at <https://wowdb.org/meetings/executive-committee-meetings/>
15. No Action Required: Board Retreat and Training- November 16-17 (in conjunction with Alumni Celebration) Please let Venita McGuire know if you plan to attend-See Attachment I
16. Discussion and possible action: New Business that could not have been foreseen prior to the posting of this agenda
17. Adjournment

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