



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

Regular Meeting Minutes

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

Minutes

1. Welcome: Dennis Luckinbill, Board Chair, called the meeting to order at 11:07 a.m. Mike Brown, Mayor of Weatherford, welcomed group to Weatherford and SWOSU; he stressed that workforce very important to their community. Mike thanked group for being in Weatherford.
2. Dennis thanked Board Member, Jim Curry, AFL-CIO for providing the meal; and introduced guests Sophia Williams, new board member, Missy Corn, Don Morris, Director of OOWD, Susannah Gravley, Deputy Director, Emit Grayson, Director of Programs; Connie Littleton, Director of Fiscal Compliance; County Commissioners Bart Gossen from Washita County and Bruce Walker from Custer County. From DWFS, Dennis welcomed Terri Leisten, President, and Melissa Frederick, Interim Operations Manager.
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. Dennis Luckinbill declared quorum and compliance with OMA.
5. Roll Call: Christi Porter, WOWDB Executive Director
 - a. Present: Dennis Luckinbill, Allison Seigars, Missy Corn, Steve Crank, Michael Leonard, Sophia Williams, Jim Curry, Yolanda Creswell, Mike Hixson, Ed Phillips
 - b. Absent: Ali Bolz, Cinthia Gomez, Shilah Jerkins, Debra Brzozowski, Dale Latham, Rachel Ramirez, Alex Mantz, Haley Adams, Misty Carter, Steve Meyers, Mitzi Dain, Katie Blake, Mollie Godwin, Glen Kierstead, Josh Howard
 - c. Guests Present: Frank Boswell, Terri Leisten, Susannah Gravley, Connie Littleton, Emmit Grayson, Bart Gossen, Bruce Walker, Christi Porter, Venita McGuire, Rebecca Shuyler, Mandy Cox, Kelsey Kornele, Donna Hunter, Laura Hammontree, Heather Shryock, Stephen Gable, Melissa Frederick, Don Morris, Rosaland Rathbun, Ashley Sellers, Mike Brown, Barbara Schmidt
6. Discussion and Possible Action: 04/21/2022 Meeting Minutes - Attachment A; Ed Phillips made a motion to approve the minutes, Michael Leonard seconded the motion; motion passed unanimously.
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)

Ed Phillips made a motion to approve the Consent Agenda, Mike Hixson seconded; motion passed unanimously.

8. Discussion and Possible Action: Financial Report - Ashley Sellers, Executive Director, COWIB - Attachment C

Ashley Sellers presented the June 2022 financial report; reviewed budget and expense columns. Brief overview of the financial report for group; \$79k left in Youth; no money is being sent back. OJT expenditures way below budget; described what OJT is in the program. Supportive Services, Occupational Skills Training; described these items and highlighted budgets and expenditures. Described 20% rule for Youth Work Related, and 40% for Adult and DLW. Briefly reviewed the 9130 as an overview of all grants being spent at any one time; WOWDB is on track to meet the 20% and 40% requirements but must keep momentum. 75% of Youth budget must be spent on OSY. Steve Crank made a motion to approve the June financials; Ed Phillips seconded; motion passed unanimously.

9. Discussion and Possible Action: Update on Workforce- Don Morris, Executive Director, Oklahoma Office of Workforce Development (OOWD) – Don Morris introduced Emmitt Grayson, Connie Littleton, and Susannah Gravley as the leadership team for OOWD. Don highlighted the size of Western’s area and the difficulty of finding participants with 13 of WOWDB counties being in lowest point of Oklahoma’s unemployment (1.5%). Unemployment is extremely low. The four lowest counties are in Westerns area. Western is also the highest in labor participation rate; this statistic is considering age 16 and up. Mobile workforce units would be helpful to cover this area, and are still on list of possibilities; he has talked to legislators. Too much distance between centers; serving WOWDB requires traveling large distances. David Crow has been visiting areas with mobile units to study what other areas are doing successfully. Partnership grants-working with governor, Business Services expenditures for Boards, other projects to help advance workforce and do more. Working with Justice involved; refugees, Marshallese; efforts include growing our own talent aside from population growth strategy. Commerce has created 100k more jobs since the pandemic. It is very important to keep people working in our state, counties, and areas.

Dennis highlighted importance of making Workforce dollars available to justice involved; giving people another chance to work at jobs and enter society. Justice Involved are ready to work but have barriers gaining skills and finding employment.

Broke for Lunch at 11:45-12:15

10. Discussion and Possible Action: Board Staff Report, Christi Porter, Executive Director

- a. New Business Service Representatives: Donna Hunter and Kelsey Kornele introduced
- b. New One-Stop Operator: Mandy Cox introduced to the group
- c. New Operations Manager for DWFS Melissa Frederick, announced today

- d. PY22 Budget, received the funding amounts from Fiscal gent on 7/20 and Christi reviewed the summary of the PY22 budget. Christi explained how funding flows through all of the open grants and still meets 20 and 40% requirements.
Allison Seigars made a motion to approve the PY22 Budget. Jim Curry seconded; motion passed unanimously
- e. Impact Partnership Grants (IPG) awarded by Governor's Council; the grants will be announced shortly.
- f. PY20 Performance met, received \$25,000.00
- g. WOWDB federal performance negotiations; Christi Porter is working with OOWD
- h. Updating contracts for Service Provider and One-Stop Operator with budget approval
- i. Altus and Woodward AJC Moves to be 100% ADA Compliant; Altus search for location has been delayed due to DRS deciding to stay in current location; WOWDB continues to work with OESC Area Director to locate new space and possibly initiate a lease.
- j. Mobile Workforce Unit, OOWD asking for ARPA funding; wanting to get a mobile unit.
- 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 4th floor Rotunda
 - vi. Annual Workforce Board Member/LEO Training provided by OOWD; date tba
 - 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; no issues were found WOWDB is committed to policy and program monitoring. Our Youth policy for incentives is considered a best practice and is on the national workforce website.
Heather is wrapping up 4th quarter monitoring, then she will start PY22 monitoring process.
- b. Local Monitoring PY21 results; Heather reviewed briefly.

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

- a. Laura Hammontree Attachment
 - i. BSR Performance Measure results PY21See handout. Lura reviewed negotiated performance measures and their actual results,
 - ii. Sector Strategies
 - iii. Events/Working on
- b. Donna Hunter Attachment
 - i. Sector Strategies
 - ii. Events/Working on

- c. Kelsey Kornele Attachment
 - 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

Have had very good meetings the past year; virtual meetings that are blended; can be on Zoom or in person; had 36 in attendance of the February Zoom only; May, had a blended meeting. Focus is recurring; where do they find youth; they have upped the social media and flyer presence. She has noticed that the online applications reference printed material that we have created and posted around the community.

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 11th Street, Incubator Room, Alva

14. Discussion and Possible Action: One Stop Operator Report: Southern Workforce Board- Mandy Cox – See Attachment E; introduced self and history. Christi reported that she is attending BSR activities and is working on newsletter; success stories and survey improvement. Focus is on performance measures.

- a. Newsletter (contact OSO@wowdb.org)
- b. Success Stories from all partners (send to 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- see presentation deck

- a. PY 21 Adult/DLW/Youth Enrolled; 292 enrolled; 73% received OST.
- b. Direct Client Dollars spent- higher percentage of enrollments resulted in OST despite lower volume from previous year.
- c. Score Card for contract measures PY21Terri reviewed the contract measure scorecard;
- d. Strategies for PY22; new local leadership is in place; focusing on recruitment, follow up of enrollees, and refocusing to accommodate population post-pandemic.

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; Susanna Gravely stated that some costs regarding EO /ADA requirements can be covered by funds from OOWD; they can also support some costs for the upcoming Technical Assistance. Mid-spring training will be announced.

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, adjourned the meeting at 1:08 p.m.