



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

Meeting Agenda

01-19-2023 at 11:00 a.m.

Video Conference Meeting Locations

Main Site:

Enid - Autry Technology Center, 1201 W Willow Rd, Room 110, (580) 242-2750

Attendees: Ali Bolz, Cinthia Gomez, Shilah Jerkins, Dennis Luckinbill, Allison Seigars, Alex Mantz, Jim Curry

Connecting Sites:

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

Attendees: Debra Brzozowski, Dale Latham, Rachel Ramirez

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, Room B-120, North quarter East side, (580) 762-8336

Attendees: Amber Douglas, Steve Crank, Sofia Williams, Michael Leonard, Missy Corn

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

Attendees: Mollie Godwin, Glen Kierstead

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 virtual 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 have signed the sign-in sheet

3. Roll Call: Rebecca Shuyler, WOWDB Executive Director
4. Discussion and Possible Action: Approval of 10-20-22 Minutes - Attachment A
5. Discussion and Possible Action: Consent Agenda-Attachment B
 - a. Policy Updates:
 - i. Conflict of Interest – Attachment B.1
 - ii. Programmatic Grievances – Attachment B.2
 - iii. Request for Records – Attachment B.3

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iv. EO Tagline Policy – Attachment B.4

6. Discussion and Possible Action: Financial Report - Ashley Sellers, Executive Director, COWIB -November 2022 Financials – Attachment C
7. Discussion and Possible Action: WOWDB Bylaws – updated quorum requirements as per October 20, 2022 WOWDB discussion; accepted and approved by LEO Consortium on November 3, 2022 – Attachment D
8. Discussion and Possible Action: Board Staff Report, Rebecca Shuyler, Executive Director
 - a. Alternative Designee Reminder
 - b. Staffing Changes: Donna Hunter promoted to Lead Business Services Representative; Venita McGuire appointed EO Officer
 - c. Two open positions- Monitor and Executive Assistant; third Business Services Representative may be added at a later date
 - d. OOWD PY21 Monitoring: Scheduled for February 27; Exit Meeting will be held March 7-Board Staff will be focused on preparation
 - e. Request for Funds Transfer- State allows 100% transfer from DLW funds to Adult -request has been submitted to OOWD
 - f. Impact Partnership Grants- \$50,000 awarded to WOWDB, with a focus on Healthcare and Manufacturing
 - g. Altus Move Underway – pending contract
 - h. Board and LEO Training Retreat was held November 16th in Oklahoma City; 5 board members attended
 - i. Alumni Celebration was held November 17th at the Oklahoma State Capitol; two participants were honored and one business (CDLU)
 - j. July Face to Face Board Meeting- Call for food sponsor
9. Discussion and Possible Action: Service Provider Report: Melissa Frederick, Operations Manager, Dynamic Workforce Solutions – Attachment E
10. Discussion and Possible Action: Youth Committee Report: Venita McGuire, Programs and Performance Coordinator
 - a. 2023 WOWDB Youth Committee Meetings held on the first Monday of the second month each quarter. Next meeting February 6, 10:00 a.m. at the High Plains Technology Center
 - b. Future Youth Meetings: May 8 at Autry Technology Center (Enid), August 7 at Weatherford City Hall, and November 6 (location to be announced)
11. Discussion and Possible Action: One Stop Operator Report: Mandy Cox, One Stop Operator – Attachment F
 - a. Traffic Counts by location
 - b. Survey Numbers
 - c. Business Contacts
 - d. System Issues and Resolutions
12. Discussion and Possible Action: Business Services Report: Donna Hunter, Lead Business Service Representative–
 - a. Impact Partnership Grant (IPG) Projects
 - b. Performance-BSR Reports
13. Discussion and Possible Action: Equal Opportunity (EO) Officer Report, Venita McGuire, EO Officer
 - a. Center Certification and Stars Accessibility - working with OSO to prepare centers for May 2023
 - b. Equal Opportunity Complaints-none for quarter

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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 2023 Meeting Schedule – Next Regular Board Meeting Dates: April 20, July 20 (face to face), October 19

*****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: 2023 Executive Committee Meeting Schedule: March 15, June 21, September 20, November 15; at Weatherford City Hall, Wilkinson Room, 522 Rainey Ave., Weatherford, OK 73096.
18. No Action Required: Next LEO Consortium Meetings:
 - a. 2023 Meetings April 6, November 2, Embassy Suites Hotel & Conference Center, Room University C, 2501 Conference Drive, Norman, OK
19. Adjournment: Dennis Luckinbill, Board Chair

DRAFT

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Equal Opportunity Employers/Program. Auxiliary aids and services are available upon request for individuals with disabilities

