



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

Meeting Agenda

10/20/2022 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 Jerkins, 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: Missy Corn, Steve Crank, Amber Douglas, Michael Leonard, Sofia Williams

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

Attendees: Jim Curry, 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
 - a. New appointment and introduction of board member Amber Douglas (replaces Katie Blake)
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: Christi Porter, WOWDB Executive Director
4. Discussion and Possible Action: Approval of 07-21-22 Minutes - Attachment A
5. Discussion and Possible Action: Consent Agenda: Ratify Actions of Executive Committee September 21, 2022 – See Attachment B:

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.



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



- a. August 2022 Financials, enable transfer of up to 100% of DLW funds to Adult, and Budget_Modification 2.
 - b. Incumbent Worker Training (IWT) Policy
6. Discussion and Possible Action: Financial Report - Ashley Sellers, Executive Director, COWIB -August Financials Ratified (See #5 Consent Agenda)
7. Discussion and Possible Action: Board Staff Report, Christi Porter, Executive Director
 - a. Executive Committee appointment of Venita McGuire as WOWDB Interim Executive Director
 - i. Open positions- Monitor and Business Service Representative
 - b. Impact Partnership Grants- \$50,000 awarded to WOWDB, with a focus on Healthcare and Manufacturing
 - c. Open Meetings Act- Quorum requirements and location- Video Conference locations or roving locations
 - i. Regular Meetings
 - ii. Executive Committee
 - iii. LEO Consortium
 - d. Alternative Designee Reminder
 - e. Altus Move Update
 - f. Performance
 - g. Budget modification request from Service Provider – See Attachment C
8. Discussion and Possible Action: Service Provider Report: Melissa Frederick, Operations Manager, Dynamic Workforce Solutions
9. Discussion and Possible Action: Youth Committee Report: Venita McGuire, Programs and Performance Coordinator
 - a. 2022 WOWDB Youth Committee Meetings held on the first Monday of the second month each quarter. Next meeting November 7, 10:00 a.m. at the Northwest Tech, Incubator Room
 - b. 2023 Youth Meetings: February 6, May 8, August 7, November 6
10. Discussion and Possible Action: One Stop Operator Report: Mandy Cox, One Stop Operator – See Attachment D
 - a. Traffic Counts by location
 - b. Survey Numbers
 - c. Business Contacts
 - d. System Issues and Resolutions
11. Discussion and Possible Action: Business Services Report: Donna Hunter and Kelsey Kornele, Business Service Representatives –
 - a. Donna Hunter
 - i. Impact Partnership Grant (IPG) Projects
 - ii. Performance-BSR Report
 - b. Kelsey Kornele
 - i. Impact Partnership Grant (IPG) Projects
 - ii. Performance Report
12. Discussion and Possible Action: Equal Opportunity (EO) Officer Report, Rebecca Shuyler, EO Officer
 - a. Center Certification and Stars Accessibility - working with OSO to prepare centers for May 2023

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b. Equal Opportunity Complaints-none for quarter

13. Comments from the Public (No discussion or possible action) – 5 minute maximum per person or as time allows
14. Discussion and Possible Action: New Business that could not have been foreseen prior to the posting of this agenda
15. Discussion and Possible Action: PROPOSED WOWDB 2023 Meeting Schedule – Next Regular Board Meeting Dates: January 19, April 20, July 20 (face to face), October 19; discuss locations – See Attachment E

*****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*****

16. Discussion and Possible Action: PROPOSED 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.
17. No Action Required: Next LEO Consortium Meeting: November 2 at 3:00 p.m. at Embassy Suites Hotel & Conference Center, Room University C, 2501 Conference Drive, Norman, OK.
 - a. 2023 Meetings April 6, November 2, Embassy Suites Hotel & Conference Center, Room University C, 2501 Conference Drive, Norman, OK
18. 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 F
19. Adjournment: Dennis Luckinbill, Board Chair

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