



## WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

### Meeting Minutes

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 11<sup>th</sup> 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. 6<sup>th</sup> 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 10<sup>th</sup> Street, Suite 109, 580-256-8553 #3

Attendees: Josh Howard

#### Minutes

1. Call Meeting to Order & Introductions: Dennis Luckinbill, Board Chair 11:01 called to order
  - a. Introduced new 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.
3. Roll Call: Christi Porter, WOWDB Executive Director took roll:
  - a. Present: Ali Bolz, Dennis Luckinbill, Allison Seigars, Dale Latham, Haley Adams, Steve Meyers, Mitzi Dain, Amber Douglas, Michael Leonard, Jim Curry, Mike Hixson, Ed Phillips, Josh Howard
  - b. Absent: Cinthia Gomez, Shilah Jerkins, Debra Brzozowski, Rachel Ramirez, Alex Mantz, Misty Carter, Missy Corn, Steve Crank, Sofia Williams, Mollie Godwin, Glen Kierstead, Yolanda Creswell
  - c. Guests: Melissa Frederick, Tom Summar, Kelsey Kornele, Donna Hunter, Mandy Cox, Venita McGuire, Samantha Allison, Rebecca Shuyler
4. Discussion and Possible Action: Approval of 07-21-22 Minutes - Attachment A: Ed Phillips made a motion to approve the 07-21-22 Regular Meeting Minutes; Ali Bolz seconded. 13 voted yes, 0 voted no, none abstained. Motion passed unanimously.

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



5. Discussion and Possible Action: Consent Agenda: Ratify Actions of Executive Committee September 21, 2022 – See Attachment B:
  - 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

Chairman Luckinbill discussed item 7a., the appointment of Venita McGuire for Interim Executive Director, announced Christi Porter's resignation as Executive Director. Christi has accepted a parallel position with Green Country Workforce Board. These items were recommended by the Executive Committee following an Executive Session on September 21, 2022.

The Board Chair appointed Executive Committee to select and recommend a full replacement for Executive Director position.

Ed Phillips made a motion to approve the Consent Agenda; Dale Latham seconded. 13 voted yes, 0 voted no, none abstained. Motion passed unanimously.

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; 8 applications have been received and will be considered by the board. The board also has two other open positions- Monitor and Business Service Representative.
  - b. Impact Partnership Grants- \$50,000 awarded to WOWDB, with a focus on Healthcare and Manufacturing. State gave all workforce boards \$50k for Impact Partnership Grants (IPG). This money can be used to upskill incumbent workers so that employers can keep and promote existing employees, and enable them to more easily fill entry level positions. Travel and staff time is included in this project. This is one-time funding; the grant will also be used to purchase signage for Job Fairs. Each Business Service Representative will get one. The grant needs to be spent by June 30; Venita McGuire and BSR's are working hard on this.
  - c. Open Meetings Act- Quorum requirements and location- Video Conference locations or roving locations
    - i. Regular Meetings
    - ii. Executive Committee
    - iii. LEO Consortium

New Open meetings training discussed quorum requirements; WOWDB bylaws say number of board members presently is the quorum. The Open Meetings Act states that main location must have a number; the following is suggested to the Board: 4 members present for regular board meetings at the main location in Enid. 2 members present for Executive Committee, and 4 present for LEO meetings.

Everyone will need to RSVP yes or no for attendance of all meetings. Board Staff will need to know beforehand to ensure quorum requirements are met. The Bylaws will be updated accordingly.

Allison Seigars made a motion to approve proposed quorum changes; Ed Phillips seconded. 13 voted yes, 0 voted no, none abstained. Motion passed unanimously.

- d. Alternative Designee Reminder; reminded everyone to assign a designee; everyone attending at Enid should all have an alternative designee to ensure quorum.

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.

- e. Altus Move Update - Charley Watts visited and surveyed, submitted ADA report; findings included stall in bathroom needs to be moved 3" toward toilet away from sink. All partners concurred, repair will be made and in approximately 30-60 days, the lease and move should be ready to commence.
  - f. Performance: of 15 federal performance measures WOWDB exceed all except one and that one is 98.7%. If WOWDB had exceeded all, we would have been the only board that did that. No other board in Oklahoma exceeded that many measures. Business Service Performance will be negotiated soon.
  - g. Budget modification request from Service Provider – See Attachment C – We moved \$40k from Supportive Services to WEX. We also moved \$25k from Supportive Services to OJT per DWFS request
    - i. Christi Porter reviewed 20% and 40% requirements with Board. 40% for ADLW and is a State requirement, 20% for Youth is a Federal requirement for the grant. State for PY20 and 21, only met 2 - 13% for the whole state. This is federal law for state to meet. Western was first in the state's workforce boards at 24%, COWIB was at 21%; the other boards were under 20%. Ed Phillips made a motion to approve the budget modification 3; Ali Bolz seconded. 13 voted yes, 0 voted no, none abstained. Motion passed unanimously.
8. Discussion and Possible Action: Service Provider Report: Melissa Frederick, Operations Manager, Dynamic Workforce Solutions: Melissa Frederick and Tom Summar presented their status for expenditures and obligated funds; Melissa reviewed the PY22 1Q Performance and Contract Measures, and reviewed dollars for each service expended and obligated. All contract measures are met except for Measurable Skills Gain. Dynamic believes this will increase after 1Q.
9. Discussion and Possible Action: Youth Committee Report: Venita McGuire, Programs and Performance Coordinator reviewed upcoming meetings:
- 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: Enid 950, Stillwater 997, Altus 1049, Ponca City 824, Woodward 448, Weatherford 208, and Guymon 301.
  - b. Survey Numbers- the OSO will be working with all centers to increase the survey numbers; the survey link changed 7-1-22 and they believe some surveys may have been taken using the old link.
  - c. Business Contacts
  - d. System Issues and Resolutions
- Mandy has met or exceeded all contract measures and is on track to continue to meet or exceed for PY22.
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  
Donna reported that 224 services and 180 contacts were provided in Laura's area. Donna working on job postings, employer focused events and apprenticeship presentations. She is working with Chambers, providing information about impact partnership in Ponca City. They will be providing Skillful Training for new businesses. WEX and OJT evaluations are underway Perry and Granite.
  - b. Kelsey Kornele:
    - i. Impact Partnership Grant (IPG) Projects

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.



ii. Performance Report

1Q Kelsey made 112 contacts, provided 41 services and 6 Employee-Focused events. She is working with Buffalo and Woodward Public Schools for WEX and OJT. She presented to Northwest Treatment Center. She presented about Apprenticeships to Advanced Four Solutions. This is a new company that will be located in Woodward that recycles windmill blades.

12. Discussion and Possible Action: Equal Opportunity (EO) Officer Report, Rebecca Shuyler, EO Officer
- Center Certification and Stars Accessibility - working with OSO to prepare centers for May 2023. By that time the new Altus location should be operational and they will be compliant upon move.
  - Equal Opportunity Complaints-none received for 1Q.
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: Christi Porter presented the September Financials and the updated 9130 for PY22 Q1. Christi reviewed the Client expenditures and discussed the budget modification as well as recent disallowed costs for Youth and Adult Training and Youth WEX. Those dollars will go back into the budget.

Mike Hixson made a motion to approve the financials and 9130; Ali Bolz seconded. 13 voted yes, 0 voted no, none abstained. Motion passed unanimously.

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 Move Alva to Enid to ensure quorum; proposed dates were accepted, and one face to face meeting per year will continue.

**\*\*\*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. No objections to these dates time and location. Schedule accepted as it stands.
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 Anyone may attend LEO meeting;
- 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: November 16 is board member and LEO CLEO training (rights and responsibilities under WIOA) on November 17, a speaker will discuss how to engage with manufacturing and healthcare. The evening of the 16th is most important; WOWDB will reimburse hotel and travel. Alumni celebration follows at the capital. An RSVP will be sent shortly.
19. Adjournment: Dennis Luckinbill, Board Chair, adjourned the meeting at 12:28 pm

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

