



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

Executive Committee Meeting

09/21/2022 at 11:00 a.m., Weatherford City Hall, Wilkinson Room,
522 West Rainey Avenue, Weatherford, OK 73096

Members: Mollie Godwin, Mike Hixson, Dennis Luckinbill, Ed Phillips

Minutes

1. Call Meeting to Order: Dennis Luckinbill, Board Chair, called the meeting to order at 11:00 a.m.
2. Roll Call: Christi Porter, WOWDB Executive Director
 - a. Present: Mollie Godwin, Mike Hixson, Dennis Luckinbill, Ed Phillips
 - b. Absent: None
 - c. Guests Present: Bart Gossen, Washita County Commissioner; Ashley Sellers, Executive Director, COWIB; Rosaland Rathbun, Controller, COWIB, Venita McGuire, Rebecca Shuyler
3. Discussion and Possible Action: Executive Session: Personnel Issues; Resignation of Christi Porter as Executive Director was announced. Ed Phillips made a motion to adjourn to go into Executive Session at 11:01 a.m. Mike Hixson seconded. Motion passed unanimously.

Motion to return to Executive Committee from Executive Session at 11:27 made by Mike Hixson, Ed Phillips seconded. Motion passed unanimously.

Mollie Godwin made a recommendation on behalf of the Executive Committee to appoint Venita McGuire as Interim Executive Director until position is filled.

4. Discussion and Possible Action: Minutes from Executive Committee Meeting, June 15, 2022 - Attachment A; Ed Phillips made a motion to approve the Minutes from June 15, 2022; Mollie Godwin seconded; motion passed unanimously.
5. Discussion and Possible Action: Board Attendance Report – Attachment B; group reviewed attendance. No recommendations at this time.
6. Discussion and Possible Action: Financial Report, Fiscal Agent COWIB, Ashley Sellers – Attachment C
 - a. Budget: Ashley Sellers briefly reviewed the Budget Modification 1
 - b. Transfer allowance increased to 100% DLW; new policy states that up to 100% of Dislocated Worker funds can be transferred to Adult. As the Service Provider spends Adult funds, Rosaland is moving DLW funds to cover.
 - c. Impact Partnership Grant (IPG); WOWDB received \$50,000. In the past WOWDB hired a consultant to determine needs for focus sectors, healthcare and manufacturing. Businesses have given feedback that they still have the same issues they had previously. Christi Porter has submitted a budget for these funds that includes signage for job fairs, and training to be used for upskilling existing employees. Examples of this would be LPNs to RN; Christi also wants to open priority 5, which will enable more participants to be eligible for WIOA.

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- d. Ashley sellers presented the August 2022 financials and new budget, modification 2 Ashley explained the expenditures as they relate to the 40% and 20% requirements. New OOWD ADLW policy came out that allows board to ask for up to 100% DLW to Adult funds transfer. DLW is one of the hardest categories to find participants that qualify. Christi asked for motion to transfer up to 100% from DLW to Adult; Christi described process for which Rosaland takes what funds that can be transferred (as it is invoiced/spent).

Christi reiterated that there are many services offered under WIOA; the goal is to get them a job; not just training but everything that goes into upskilling preparing participants for the workforce.

Mollie Godwin made a motion to approve the financials, enable transfer of up to 100% of DLW to Adult, and budget modification 2 as it stands; Mike Hixson seconded. Motion passed unanimously.

7. Discussion and Possible Action: Incumbent Worker Training (IWT) Policy-Attachments D; Ed Phillips made a motion to approve the IWT Policy, Mike Hixson seconded. Motion passed unanimously.
8. Discussion and Possible Action: Board Staff Report, Christi Porter, Executive Director
- a. How it Works: Enrolling a Participant from Start to Finish; Christi Porter described the entire process for enrolling participants and the timeline. The participant enrolls online, and an email is generated to the Director and Service Provider (SP) Staff. SP Staff contacts the applicant and sets up a time to determine eligibility. Christi Porter briefly described how someone would apply for services online; Service Provider gets an email immediately and is to follow up within 72 hours. They are responsible for calling the applicants and setting up appointment. At the appointment the applicant is assessed; using career cluster, the Career Navigator (CN) helps them direct their career path based on interest and ability. They then transfer that information and determine barriers, low income, and basic skills deficient. The CN makes individualized service strategy (ISS), which determines the fastest route a job we can prepare them for. Sometimes, that includes training, determine needs, housing, daycare, makes referrals. If they are going to training they get an ITA. That paperwork is filled out through the school, it goes to Venita. Venita determines whether the provider is approved to receive WIOA funds. Michelle Baird (Project Accountant) looks at the budget and ensures that she has money in the budget to obligate the funds. One error that the Board has noticed is that ITA date is after student started school. This has resulted in disallowed costs, and therefore, budget overages in the past. Supportive Services are offered to participant at this point. Books, tuition, tires, scrubs uniform, clothing, etc., to assist participants in the completion of their training and/or employment. The Service Provider is supposed to check in with the school and the participant periodically in order to make sure they are doing what they are supposed to do: attendance, performance, etc. are reviewed. Once participant begins training they are in WOWDB performance. If they don't meet criteria, they can hit negative on our performance.

Venita McGuire will begin sending daily enrollment report to Executive Committee members.

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9. Discussion and Possible Action: EEO report, Rebecca Shuyler, EO Officer
 - a. One complaint received, not EO-related; complainant did not respond to communication from Executive Director

10. New Business: No new business was presented.

11. No action required: Upcoming Meetings:
 - a. Partner Conference, Embassy Suites, Northwest Expressway, September 28-30
 - b. Regular Board Meetings –October 20 (Regular Videoconference Locations)
 - c. Executive Committee Meetings – 11:00 a.m. at 522 West Rainey Ave., Weatherford, OK, November 16
 - d. OOWD Board Training, Evening of the November 16th and Morning of 17th, 9 a.m. to 12 p.m. at TBA
 - e. Alumni Celebration Evening of November 17 from 1 – 4 p.m. at Oklahoma State Capital
 - f. LEO Consortium Meeting – **Has changed to November 3rd** ~~October 27~~ at 3:00 p.m. at Embassy Suites Hotel and Conference Center, 2501 Conference Drive, Room University C, Norman, OK

12. Adjournment; Dennis Luckinbill adjourned the meeting at 12:04 p.m.

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