



## WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

### Meeting Agenda

04-20-2023 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 01-19-23 Minutes - Attachment A
5. Discussion and Possible Action: Consent Agenda-Attachments B.1-B.5
  - a. Ratify Actions of Executive Committee March 22, 2023
    - i. January 2023 Financial Report – Attachment B.1
    - ii. Policy Updates:
      1. Adult/Dislocated Worker – Attachment B.2

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## 2. STEM Policy – Attachment B.3

- b. Policy Updates:
  - i. Demand Occupation List – Attachment B.4 -adding Graphic Design
  - ii. On the Job Training (OJT) Policy– Attachment B.5-significant changes
- 6. Discussion and Possible Action: March 2023 Financial Report - Ashley Sellers, Executive Director, COWIB - Attachment C
- 7. Discussion and Possible Action: Board Staff Report, Rebecca Shuyler, Executive Director
  - a. Alternative Designee Reminder
  - b. Performance Report-Attachment D
  - c. OOWD PY21 Monitoring: Scheduled for February 27; Exit Meeting was held March 7-Board Staff and Service Provider have responded to all requests- awaiting report from OOWD
  - d. Request for Funds Transfer- State allows 100% transfer from DLW funds to Adult-request has been approved by OOWD
  - e. Impact Partnership Grants- \$50,000 awarded to WOWDB, with a focus on Healthcare and Manufacturing; extended dates for this grant, and awaiting additional state guidance
  - f. Altus Move Underway – delayed
  - g. Woodward AJC temporarily relocated to 1222 10<sup>th</sup> Street, Ste. 109, Woodward, pending permanent location
  - h. LEO Meeting was held April 6<sup>th</sup> in Norman
  - i. Governor’s Executive Order - Workforce Transformation Task Force Update
  - j. July Face to Face Board Meeting- Meal sponsored by OG&E
  - k. Local Plan – 2 Year Update Draft – Attachment E
- 8. Discussion and Possible Action: Service Provider Report: Melissa Frederick, Operations Manager, Dynamic Workforce Solutions – Attachment F
- 9. Discussion and Possible Action: Youth Committee Report: Venita McGuire, Programs and Performance Coordinator – Attachment G
  - a. 2023 WOWDB Youth Committee Meetings held on the first Monday of the second month each quarter
  - b. Next meeting at 10:00 a.m. on May 8, 2023 at Autry Technology Center in Enid. Topic: High School Dropouts
  - c. Future Youth Meetings: August 7, 2023 at Stafford Air & Space Museum, face to face meeting only. Topic: Aerospace Early Education; November 6, 2023 at Northwest Technology Center in Alva. Topic: Apprenticeships
- 10. Discussion and Possible Action: One Stop Operator Report: Mandy Cox, One Stop Operator – Attachment H
  - 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, Lead Business Service Representative– Attachment I
  - a. Impact Partnership Grant (IPG) Projects
  - b. Performance-BSR Reports
- 12. Discussion and Possible Action: Equal Opportunity (EO) Officer Report, Venita McGuire, EO Officer
  - a. Center Certification and Stars Accessibility – OOWD will assist

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



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: WOWDB 2023 Meeting Schedule – Next Regular Board Meeting Dates: July 20 (face to face) Timothy T. Day Business Enterprise Center, Redbud Room, 1121 N. 7<sup>th</sup> Street, Weatherford, OK; October 19 at 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\*\*\***

16. Discussion and Possible Action: 2023 Executive Committee Meeting Schedule: 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 Meetings:

- a. 2023 Meetings November 2, Embassy Suites Hotel & Conference Center, Room University C, 2501 Conference Drive, Norman, OK

18. Adjournment: Dennis Luckinbill, Board Chair

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