



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

LEO Consortium Meeting Agenda

11/02/23 at 8:00 AM, Embassy Suites Hotel & Conference Center,
2501 Conference Drive, University C, Norman, OK

1. Call Meeting to Order – CJ Rose, CLEO or Mike Hixson, WOWDB Executive Committee Member
2. Compliance with Open Meetings Act: Declaration of quorum – CJ Rose, CLEO or Mike Hixson, WOWDB Executive Committee Member

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.
3. Roll Call – Rebecca Shuyler, WOWDB Executive Director
4. Discussion and Possible Action: Minutes from LEO Consortium Meeting April 6, 2023 -Attachment A
5. Discussion and Possible Action: Financial Report, Ashley Sellers, COWIB, Fiscal Agent – Attachment B
6. Discussion and Possible Action: Board Staff Report, Rebecca Shuyler, Executive Director
 - a. Commissioner Updates and LEO Consortium Agreement
 - b. Workforce Transformation Update
 - c. **Board and LEO Retreat and Training- January 11, 2024 (Tentative Location Grand Casino, Shawnee); please RSVP to rsuyler@wowdb.org or tmeritt@wowdb.org if you plan to attend**
 - d. PY23 Budget Discussion – Attachment C
 - e. Performance Report-Attachments D & E
 - f. 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
 - g. Request for Funds Transfer- State allows 100% transfer from DLW funds to Adult-Submitted 10-02-23 for PY23 and FY24. Received approval from OOWD on 10-09-23
 - h. Impact Partnership Grants- \$50,000 awarded to WOWDB, implementing Bridges Out of Poverty and Stabilizing the Workplace
 - i. Altus AJC Move Underway
 - j. Woodward AJC Move Underway
 - k. Local and Regional Plans available at: <https://wowdb.org/about-us/regional-and-local-plans/>
7. Discussion and Possible Action: Business Services Team – Donna Hunter, Lead Business Service Representative
 - a. BSR Performance Report - Attachment F
8. Discussion and Possible Action: Monitoring Updates – Venita McGuire, Programs and Policy Coordinator
 - a. Local Monitoring- Update of Procedures
9. Discussion and Possible Action: Youth Committee – Venita McGuire, Programs and Policy Coordinator
 - a. WOWDB Youth Committee Meetings held on the first Monday of the second month each quarter

- b. Mark Your Calendar for Youth Meetings: November 6, 2023 at Northwest Technology Center in Alva. Topic: Apprenticeships, February 5, 2024 in Weatherford, May 6, 2024 at Autry in Enid, August 5, 2024 in Woodward, November 4, 2024 at NW Tech in Alva
10. Discussion and Possible Action: EO Report- Venita McGuire, EO Officer
 - a. Center Certification and Accessibility Assessments-Preparation underway, pending moves
 - b. Equally Effective Alternate Access Plans (EEAAPs) in place for Ponca City, Guymon, and Stillwater. All other centers are or will be ADA compliant upon move-in.
 - c. No EO complaints received 1Q
11. Discussion and Possible Action: One Stop Operator Report: Mandy Cox, One Stop Operator, Southern Workforce Board - See Attachment G
 - a. Traffic Counts and Survey Numbers
 - b. System Issues and Resolutions
 - c. Performance (Contract Extension Measures)
12. Discussion and Possible Action: Service Provider Report, Melissa Frederick, Operations Manager, Dynamic Workforce Services - See Attachment H
13. Discussion and Possible Action: New Business that could not have been foreseen prior to the posting of this agenda
14. Discussion and Possible Action: WOWDB Meetings, 11:00 a.m.
 - a. January 18, 2024 (Regular Videoconference Locations),
 - b. April 18, 2024 (Regular Videoconference Locations),
 - c. July 18, 2024 (Face-to-Face at Timothy T. Day Business Enterprise Center, SWOSU, 1121 N 7th Street, Weatherford, OK 73096;
 - d. October 17, 2024 (Regular Videoconference Locations, **BURNS FLAT LOCATION WILL NEED TO REPORT TO WEATHERFORD FOR THIS DATE ONLY**)
 - e. See agendas and minutes at <https://wowdb.org/meetings/board-meetings/>
15. Discussion and Possible Action: WOWDB Executive Committee Meetings, all at 11:00 a.m. at Weatherford City Hall, Wilkinson Room, 522 Rainey Ave., Weatherford, OK 73096.
 - a. March 13, 2024
 - b. June 19, 2024
 - c. September 18, 2024
 - d. November 13, 2024
 - e. See agendas and minutes at <https://wowdb.org/meetings/executive-committee-meetings/>
16. Discussion and possible action: LEO Consortium Meetings
 - a. March 21, 2024 at Northwestern Electric, 2925 Williams Avenue, Woodward, OK, Medallion Room
 - b. November 14, 2024 ACCO Fall Conference-Embassy Suites Hotel and Conference Center, 2501 Conference Drive, Norman, OK, Room University C
17. Adjournment