



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

LEO Consortium Meeting Minutes

04/06/23 at 8:00 AM, Embassy Suites Hotel & Conference Center,
2501 Conference Drive, Rooms Boomer A & B, Norman, OK

1. Call Meeting to Order – CJ Rose, CLEO, called meeting to order at 8:03 a.m.
2. Compliance with Open Meetings Act: Declaration of quorum – CJ Rose, CLEO

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

Commissioners Present: Roy Fleming, C.J. Rose, Mike Allen, Gary Nielsen, Travis Darr, Clint White

Guests Present: Dennis Luckinbill, Ashley Sellers, Rebecca Shuyler, Kelsey Kornele, Donna Hunter, Mandy Cox, Venita McGuire, Melissa Fredrick, Tom Summar, Tanya Meritt

Travis Darr entered at 8:18 a.m.

4. Discussion and possible action: Minutes from LEO Consortium Meeting November 3, 2022 -Attachment A
Roy Fleming made a motion to approve the minutes from November 3rd, 2022, Travis Darr seconded; motion passed unanimously.
5. Discussion and possible action: Financial Report, Ashley Sellers, COWIB, Fiscal Agent – Attachment B.
Ashley Sellers reviewed the financial reports with the group, explaining how the grant funding flows and what each expenditure line means. She reviewed 20% and 40% requirements for Youth and Adult/DLW funds. Ashley noted that our expenses are low and appeared to be appropriate for this time of year. OOWD approved Western's request for 100% transfer of funds from DLW to Adult for PY22 and it is being transferred as needed for training.
6. Discussion and possible action: Board Staff Report, Rebecca Shuyler, Executive Director
 - a. PY21 OOWD Monitoring: February 27-March 3; awaiting initial report; will pass along results as soon as they are received.
 - b. American Job Center Updates:
 - i. Woodward office update; Woodward's AJC is temporarily housed with Board Staff at 1222 10th Street, Suite 109, until a permanent location can be secured.
 - ii. Altus relocation update; Still underway, some issues with ownership and leasing with OMES.
 - c. PY22, Q2 Performance – Attachment C; Rebecca shared the 2nd quarter performance report all measures met except one, on track to meet before end of year. Rebecca reviewed comparison of report from previous year and all performance measures are higher than PY 21.
 - d. LEO Consortium Agreement – will continue to maintain signatures as Commissioners change
 - e. Impact Partnership Grant-\$50,000 awarded to WOWDB: IPG is focused on Healthcare and Manufacturing sector strategy industries. Business Services is forming IPG groups and identifying needs that can be addressed with this money; Rebecca and Business Services are working with OOWD for guidance as well.
 - f. Local Plan update underway- Due June 1st; will be posted to website for 30-day comment period prior to final approval.

- g. Governor's Executive Order – overview and update; all local board directors have come together and formulated a formal response. They have met with Senator Pugh and others involved with the task force. Awaiting the task force's formal response due April 15th.
7. Business Services Team – Donna Hunter, Lead Business Service Representative
 - a. BSR Update - Attachment D-Donna updated the group on Business Services activities as detailed in packet attachment.
 - i. Impact Partnership Grant (IPGs)
 - ii. Performance
 - iii. Employer Surveys
 - iv. Social Media Accounts – Instagram, Facebook, LinkedIn
 8. Monitoring Updates – Venita McGuire, Programs and Policy Coordinator
 - a. Local Monitoring- Update of Procedures; Venita described the current monitoring process. Board Staff are streamlining monitoring procedures and updating policies as needed. Venita has obtained new monitoring tools from the state which ensure costs are correct and maintains accuracy in client files.
 9. Youth Committee – Venita McGuire, Programs and Policy Coordinator
 - a. 2023 Meeting Dates May 8, August 7, November 6
 - b. Social Media Accounts – Instagram, Facebook
 - c. Youth Flyer-See Attachment E
 10. Discussion and possible action: EO Report- Venita McGuire, EO Officer
 - a. Center Certification is awaiting State policy guidance
 - b. No program EO complaints received

Mike Allen left on a phone call 8:54 a.m.

11. Discussion and possible action: One Stop Operator Report: Mandy Cox, One Stop Operator, Southern Workforce Board - See Attachment F
 - a. Traffic Counts and Survey Numbers
 - b. System Issues and Resolutions
 - c. Performance (Contract Extension Measures) Overall great feedback and comments.
 - d. Newsletter and highlights.
12. Discussion and possible action: Service Provider Report, Melissa Fredrick, Operations Manager, Dynamic Workforce Services- See Attachment G
 - a. Adult/DLW/Youth Enrolled, Direct Client Dollars spent
 - b. Contract Extension Performance Measures
 - c. 84% of our Youth are receiving employment as well as staying employed. Customer satisfaction is 99%.

Mike Allen returned 9:01 a.m.

13. Discussion and possible action: Chairman's Report, Dennis Luckinbill
 - a. WOWDB LEO Consortium Meetings
 - i. 2023 Meetings November 2 at 8:00 a.m. at Embassy Suites Hotel & Conference Center, Room University C, 2501 Conference Drive, Norman, OK

- ii. See agendas and approved minutes at <https://wowdb.org/meetings/local-elected-official-leo-consortium/>
 - b. WOWDB Meetings
 - i. 2023 Regular Meetings April 20, July 20 (Face to Face, see below), and October 19 at regular videoconference locations unless otherwise indicated
 - ii. Face to face WOWDB board meeting July 20, 2023 at 11:00 a.m. at Timothy T. Day Business Enterprise Center, SWOSU, 1121 N 7th Street, Weatherford, OK 73096
 - iii. See agendas and approved minutes at <https://wowdb.org/meetings/board-meetings/>
 - c. WOWDB Executive Committee Meetings
 - i. 2023 Meetings: June 21, September 20, and November 15
 - ii. See agendas and minutes at <https://wowdb.org/meetings/executive-committee-meetings/>
- 14. Discussion and possible action: New Business that could not have been foreseen prior to the posting of this agenda
 - a. Dennis introduced Rebecca Shuyler to the group as the WOWDB Executive Director.
 - b. Dennis suggests to the group to possibly send out meeting notices to all commissioners for our regular meetings to try to get more involvement.
- 15. Adjournment CJ Rose adjourned the meeting at 9:25 a.m.