



October 13, 2016 special meeting minutes

The agenda for this meeting was posted at the principle office of the Workforce Board at least 24 hours prior to the meeting date and time.

MINUTES

1. Welcome, Call to Order, Roll Call – Chair Luckinbill called the meeting to order at 10:12 AM and welcomed everyone. He lead a discussion regarding the need for more business members since many had either left their workplace or had not been participating. Each site shared ideas. Luckinbill requested all sites introduce the attendees present and for Miller to take roll call. A quorum was declared.
Present: Melinda Brock, Taylor Burnett, Pam Bridwell, Titus Jacobs (delayed arrival), Lila Logan-Jansonius, Dennis Luckinbill, Sheri Snyder, Brian Wilson, Rita Gravel, Kat Long
Absent: Lonnie Childress, Mitzi Dain, Michael Davis, Judy Zollinger, Scott Haggard, Sheila Halley, Benjamin Williams, Rick Boardman, Ali Bolz, Edana Koehler, Alex Mantz, Toni Pickle, Michael Leonard
Guests: Barbara Schmidt, Sherrain Steele, Steve Crank, Diedra Williamson, Melanie Milacek, Amanda Wills, Stan Ralstin, Melinda Freundt, Mark Kinnison, Diana Ball, Justin Carnagey, Dee Ann Grey, Katie Blake, Liz Pershing, Mike Boon, Christi Porter, Jennifer Miller
2. Board Development –
 - a) Work Group/Committee needs – Miller provided a review of committee needs
 - b) Katie Blake, HR Director at Supported Community Lifestyles, Inc. (SCL) – Miller introduced Ms. Blake who was selected as the 2016 Business Leader for the Northwestern Oklahoma Workforce Board. Ms. Blake shared about Supported Community Lifestyles, Inc.
 - c) Melanie Milacek, Youth Build Program Coordinator for Community Development Support Association – Miller introduced Ms. Milacek who then provided an explanation of the Youth Build Program and discussed Registered Apprenticeships. Discussion took place regarding Registered Apprenticeships and Miller would work with State and Federal RA contact to develop a webinar for businesses to be delivered within the next month or two. Titus Jacobs was recognized as present. Luckinbill asked Jacobs to briefly explain his program.
 - d) Western Oklahoma Regional Planning – an update regarding the milestone #1 and #2 was provided. A meeting has been scheduled for November 1 with Commissioner Bingham from the Southwest Area leading.
3. Discussion and possible action regarding July 14, 2016 special meeting minutes – Luckinbill entertained a motion to approve the minutes as presented since there were no amendments requested. Long made a motion to approve the minutes as presented, Logan-Jansonius seconded the motion. Hearing no other discussion, Luckinbill asked for a roll call vote. All present voted yes, zero no, zero abstain. Motion passed.
4. Discussion of Fiscal Agent Report – Grey and Carnagey provided explanation of the written Fiscal Agent Reports from June 2016 and August 2016. Grey stated that even though there would be more carry-over this year than last the budgets were tight.
5. Discussion and possible action regarding budgets – Grey explained the presented budget and the decrease in staff levels for Board Staffing down to two staff from three. Discussion took place regarding other costs and budgets the NOWB was connected to. Luckinbill entertained a motion to approve the budget as presented. Jacobs made a motion to approve the budget, Long seconded the motion. Hearing no other discussion, Luckinbill asked for a roll call vote. All present voted yes, zero no, zero abstain. Motion passed.
6. Discussion and take possible action regarding:
 - a) Designation of at least one comprehensive One Stop in the NOWB Area – discussion took place regarding the designation of a comprehensive One Stop and the options available to the NOWB. Miller provided a brief explanation of the Enid office move. Logan-Jansonius made a motion to designate the office in Enid as the one comprehensive One Stop in the Northwestern Oklahoma Area, Jacobs seconded the motion. Hearing no other discussion, Luckinbill asked for a roll call vote. All present voted yes, zero no, zero abstain. Brock was not present during the voting. Motion passed.
 - b) Potential leasing agreements – discussion took place regarding the role of the Fiscal Agent and leasing agreements on behalf of the NOWB. Miller provided an explanation of the 5 Oklahoma Works Offices in the NOWB area and the spring 2016 RFP language to have all WIOA Title I staff co-located with the Title III staff

in the Oklahoma Works Offices. Carnagey was asked to provide an accounting of activity to-date which included the elimination of over \$700 rent in Woodward, Fiscal Agent cost cut by almost half, loss of 6 programs FTEs, previous leasing agreements and contracts presented by OESC. He stated the NOWB had budgeted about \$24,000 for this system cost but what OESC was presenting was over \$40,000. Discussion took place regarding the availability of space, needed technology, potential partners, co-location options, moving staff, carry over funds. Luckinbill asked the Board to table any further discussion and possible action on this item and the next item on the agenda until a committee could review.

c) One Stop rent for contracted staff

7. Discussion and possible action regarding 2017 NOWB regular meetings dates, times, and locations – discussion took place regarding the options presented to the NOWB members. Long made a motion to approve the 2017 NOWB regular meeting schedule as January 19, April 20, July 20, and October 20 to start at 10:00 AM at sites secured by Staff via video conference as applicable and needed; Wilson seconded the motion. Hearing no other discussion, Luckinbill asked for a roll call vote. All present voted yes, zero no, zero abstain. Brock and Synder were not present during the voting. Motion passed.
8. Discussion and possible action regarding nomination and election of one business representative and non-business representative to serve on the Executive Committee – discussion took place regarding the NOWB membership. Bridwell nominated Kat Long and Brian Wilson to serve as non-business rep and business rep respectively, Jacobs seconded the motion. Hearing no other discussion, Luckinbill asked for a roll call vote. All present voted yes, zero no, zero abstain. Brock and Synder were not present during the voting. Motion passed.
9. Business and Community Engagement – Business hiring needs? Talen recruitment best practices? New & Expanding Businesses? – Long provided a report for the Ponca City area regarding PoncaWorks, the closings of Smith Tools and a ground breaking at Continental Carbon, and the engagement activities for Cook Shack employees.
10. Reports - Discussion regarding NOWB committees, task forces, projects, and partner program reports – Miller briefly talked about the Board Staff report and the newsletter, stated the One Stop Operator reports were emailed with the meeting packet as well as a CDSA report regarding training, and the Community Resource Summit November 7, 2016 in Woodward.
11. The meeting was adjourned at 11:50 AM. Next meeting scheduled for January 19, 2017 at 10 AM via video conference.

Signature

Date