



February 9, 2017 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 – Secretary/Treasurer Mitzi Dain called the meeting to order at 10:10 AM. The Woodward site experienced technical difficulties with video conferencing equipment/connection. Dain welcomed everyone and asked Miller to take roll call. A quorum was called according to bylaws.
PRESENT: Ali Bolz, Steve Crank, Alex Mantz, Mike Ruby, Titus Jacobs (delayed arrival), Mitzi Dain, Katie Blake, Kat Long, Melinda Brock, Taylor Burnett
ABSENT: Rick Boardman, Edana Koehler, Lila Logan, Dennis Luckinbill, Toni Pickle, Scott haggard, Shelia Haley, Benjamin Williams, Lonnie Childress, Judy Zollinger, Rita Gravel, Micheal Leonard, Sheri Snyder
GUESTS: Charlotte Hadwiger, Peggy Shouse, Sherrain Steele, Barbara Schmidt, Diedra Williamson, Amanda Wills, Stan Ralstin, Dee Ann Grey, Justin Carnagey, Christi Porter, Jennifer Miller
There were technical difficulties with the Woodward site.
2. Discussion and possible action regarding October 13, 2016 special meeting minutes - Mantz made a motion to approve the minutes as presented, Long seconded the motion. Hearing no other discussion Dain called for a roll call vote with all present voting yes, zero no, zero abstain. Motion passed.
3. Discussion and possible action regarding giving authority to an ad hoc committee to review contract extension requirements of CDSA and either (1) rebid the contract or (2) advise the Fiscal Agent to start negotiating and renewing the contract for another year – Dain explained the process in years past. Long made a motion to give authority to an ad hoc committee to review the CDSA contract extension requirements and allow that committee to rebid the area or advise Fiscal Agent to start negotiating new contract year whichever is needed. Bolz seconded the motion. Hearing no other discussion Dain called for a roll call vote with all present voting yes, zero no, zero abstain. Motion passed. Miller will ask for ad hoc committee members. Jacobs was recognized as present. Woodward site was working properly.
4. Discussion and possible action to approve expenditure plan for incentive funds – Dain stated the NOWB received \$12,810.93 incentive grant because the area met or exceeded all the federal performance measures for PY15. Discussion took place regarding the available funds and the requirements by the state for expending such funds as well as some potential options. An ad hoc committee would be consulted to ensure the funds are expended properly. Mantz made a motion to accept the plan to spend the \$12,810.93 and have a committee work on the project, Jacobs seconded the motion. Hearing no other discussion Dain called for a roll call vote with all present voting yes, zero no, zero abstain. Motion passed. Miller would ask for volunteers for the committee.
5. Workforce Area Designation and Western Planning Region discussion – Miller provided an update regarding milestones and status. She also shared information about the SW area not being designated an area as of June 30, 2017 and those counties would need to be connected to either Northwestern or South Central. She said when a new area sought designation from the Governor, it was led by the Local Elected Officials and the new process the Oklahoma Office of Workforce Development (the state) had just issued would cause major changes to the workforce board, fiscal agent and staff depending upon what the LEOs decided. She said the Western Planning Region was on track to meet milestone #3 due February 28, 2017 and milestone #4 due March 1, 2017. Discussion took place regarding the current Northwestern area and the process for Southwest to consolidate with another area. Miller would get unemployment rates for NW and SW as well as Title I funding for each area.
6. Fiscal Agent Report and discussion – Grey provided explanation for the Fiscal Agent Report including a new summary page.
7. Discussion and possible action to approve budgets for Fiscal Agent, Board, Service Provider, and System – Dain explained the Board was already functioning under the approved budget that was proposed but needed to go on record as having approved line items. Discussion took place regarding the amounts of training funds available and reasons Adult training amounts still had 73% left to spend for the program year. Long made a motion to

approve the budgets as presented, Jacobs seconded the motion. Miller stated the Finance Committee would need to meet before the next NOWB meeting to discuss next year's budgets and line items. Hearing no other discussion Dain called for a roll call vote with all present voting yes, zero no, Crank abstained. Motion passed.

8. Discussion and possible action regarding annual dues
 - a. \$300 for PY 16 for the Oklahoma Association of Workforce Development Boards (OAWDB)
 - b. \$1000 for National Association of Workforce Boards (NAWB)

Miller provide a brief synopsis of each association and activities including what dues helped pay for. She said it was not required to be members of either organization and membership was not dependent upon funding or information. Long made a motion to table action for OAWDB dues and to pay the NAWB dues, Crank seconded the motion. Hearing no other discussion Dain called for a roll call vote with all present voting yes, zero no, zero abstain. Motion passed.
9. Unfinished Business – Discussion and possible action regarding items from 10/13/16 special meeting:
 - Potential leasing agreements
 - One Stop rent for contracted staff

Dain stated this item was tabled from the previous meeting and the Board could discuss and take possible action on the items individually. Carnagey provided an update regarding lease agreements with OESC for the 5 Oklahoma Works Offices in Northwestern Oklahoma. Discussion took place regarding potential location changes, options for reducing rent, current rent due, current contracts, contracts that had not been signed, requirements of co-location, temporary options for Title I staff, internet, fair and equitable formula to share costs. Carnagey said the NOWB had budgeted for approximately \$20,000 per year for rent as a system costs but the rent contracts OESC had issued are for more than \$48,000 per year. The language in the WIOA about co-locating partners was an expectation and a hope that all partners would co-locate. Miller stated the Board could decide where the Workforce Offices were located since the Board was responsible for the system. Long made a motion to indefinitely table action on both items of unfinished business and have a Board committee look into alternate leasing options for needed offices, Jacobs seconded the motion. Hearing no other discussion Dain called for a roll call vote with all present voting yes, zero no, Crank abstained. Burnett was not present during voting. Motion passed. Miller would ask for volunteers for the committee.
1. Project Updates, Business and Community Engagement discussion – Long stated Smith Bits was closing in Ponca City to permanently move Houston with less than 10% of the workers moving; Pioneer Technology Center was working closely with Smith Bits and PCDA to get certifications and training for the workers to transition into new jobs; closing doors by end of 2017. Long stated Continental Carbon was moving forward with construction and would be hiring 30 employees. Mantz stated a new truck stop was being built in Alva; downtown was flourishing with new businesses. Ralstin stated a company in Medford that produced waste water was going to start a new project next week to evaporate that water and sell the salt that remained. Ralstin said he was working with one existing industry that was looking to expand a new product design and would possibly bring approximate 200 manufacturing jobs to the area; lots of investments going on that were not connected to oil and gas. Williamson stated the partnerships within the Oklahoma Works Offices with all the staff to help understand federal performance as well as the online data system was going well and that not all areas were coordinating such a partnership; Steve Crank was thanked for his decision to create the technical assistance and Christi Porter was thanked for her hard work in helping not only the local workers but also the state staff.
2. Public participation - none
3. Adjourn – next regular meeting scheduled for April 20, 2017 at 10:00 AM – Dain stated the next meeting was scheduled for 4/20/17 and please RSVP Miller so the NOWB can be compliant with Oklahoma Open Meetings. Mantz made a motion to adjourn, Jacobs seconded. Dain adjourned the meeting.

Signature

Date