

**Draft** **WORKFORCE INVESTMENT BOARD MEETING MINUTES**  
**Western Oklahoma State College**  
**2801 North Main Room H-12**  
**Altus, OK**  
**January 27, 2010**  
**9:00 a.m.**

*Notice of this meeting was made to the Washita County Clerk by annual posting, and this Agenda visibly displayed on the front door of the WIB office at 420 Sooner Drive, Burns Flat, OK on January 26, 2010 at 8:00 a.m.*

**MEMBERS PRESENT**

Tia Baker	Sharon Cornelius	Dean Derieg	Stephanie Downs
Cheri Lou Gastineau	Bill Barrett	Vicky Downey	Vicki Hinkle
Tammie Jones	Bill Weldon	Brenda Andrew	Tiffini Lyda
Alfred Miller	Jim Norris	Ed Phillips	Janis Raab
Michael Ryburn	Tom Talley	James Trusley	Larry Wheatley
Paul Walenciak			

**MEMBERS NOT PRESENT**

Nicky Boone	Randy Cumby	DeRoy Elledge	Nina Green
Jerry Hawkins	Jon Merrifield	Brian Mooney	Steve Musick
Rick Crouch			

**GUESTS**

Deidre Myers	Billy Murphy	Stephen Gable	Eileen Mullins
Marsha Shelton			

**WIB STAFF**

Kathie Price

**CALL TO ORDER**

The meeting was called to order by Vicki Hinkle, Chair.

**ROLL CALL**

Kathie Price called the roll and recognized new members present. A quorum was established.

**MINUTES**

Minutes from the September 16, 2009 WIB meeting were presented. Michael Ryburn made a motion to accept the minutes. The motion was seconded by Janis Raab.

Those voting yes: Tia Baker, Sharon Cornelius, Dean Derieg, Stephanie Downs, Cheri Lou Gastineau, Bill Barrett, Vicky Downey, Vicki Hinkle, Tammie Jones, Bill Weldon, Brenda Andrew, Alfred Miller, Jim Norris, Ed Phillips, Janis Raab, Michael Ryburn, Tom Talley, James Trusley, Larry Wheatley, Paul Walenciak.

Those voting no: None

Those abstaining: None

***The Minutes from September 16, 2009 stand approved.***

## **BUDGET ITEMS**

### WIB Budget Revision:

Marsha Shelton presented the WIB budget with revisions that were required as a result of recent OESC monitoring. Marsha explained the rationale for the changes. There being no questions, Tom Talley made a motion to approve the revised budget, and that motion was seconded by Dean Derieg.

Those voting yes: Tia Baker, Sharon Cornelius, Dean Derieg, Stephanie Downs, Cheri Lou Gastineau, Bill Barrett, Vicky Downey, Vicki Hinkle, Tammie Jones, Bill Weldon, Brenda Andrew, Alfred Miller, Jim Norris, Ed Phillips, Janis Raab, Tom Talley, James Trusley, Larry Wheatley, Paul Walenciak.

Those voting no: None

Those abstaining: Michael Ryburn.

***The 2009-2010 Budget stands approved as revised.***

### WIB Budget Expenditures:

Marsha Shelton presented the WIB budget expenditures report through December 30, 2009.

A motion to approve the budget expenditures was made by Cheri Lou Gastineau, second by Tom Talley.

Those voting yes: Tia Baker, Sharon Cornelius, Dean Derieg, Stephanie Downs, Cheri Lou Gastineau, Bill Barrett, Vicky Downey, Vicki Hinkle, Tammie Jones, Bill Weldon, Brenda Andrew, Alfred Miller, Jim Norris, Ed Phillips, Janis Raab, Tom Talley, James Trusley, Larry Wheatley, Paul Walenciak.

Those voting no: None

Those abstaining: Michael Ryburn.

***The WIB budget expenditures report stands approved.***

## Grants Budget Report

Marsha Shelton gave the grants budget report. She answered questions concerning the acronyms listed on the grant numbers and explained that the last four grants on the sheet were ARRA (recovery act) grants.

*(Tifini Lyda enters the meeting at this point.)*

## **PROVIDER REPORTS**

Cheri Lou Gastineau, Vice-Chair of the Youth Council, reported that the Youth Council met earlier in the month and discussed plans for the summer employment element (SEO) that is expected for the upcoming summer. The Council felt that allowing the fiscal agent to decide whether how best to utilize total grant funds for a summer element was most appropriate. The Youth Council therefore recommends to the WIB that the WIB defer SEO funding decisions to the Fiscal Agent/Service Provider, SWODA.

Ed Phillips made the motion to accept the recommendation of the Youth Council, and Janis Raab seconded the motion.

Those voting yes: Tia Baker, Sharon Cornelius, Dean Derieg, Stephanie Downs, Cheri Lou Gastineau, Bill Barrett, Vicky Downey, Vicki Hinkle, Tammie Jones, Bill Weldon, Brenda Andrew, Alfred Miller, Jim Norris, Ed Phillips, Tifini Lyda, Janis Raab, Tom Talley, James Trusley, Larry Wheatley, Paul Walenciak.

Those voting no: None

Those abstaining: Michael Ryburn.

***The recommendation of the Youth Council to defer Youth SEO funding decisions to the Fiscal Agent/Service Provider stands approved.***

Eileen Mullins, WIA Title 1 Adult/Dislocated Worker service provider, reported to the WIB that there were a number of people on the waiting list for training. She reported the different trainings that currently have enrolled participants.

Stephen Gable, Altus Workforce Center Manager, reported that unemployment claims were leveling and there were some positive signs from Unemployment Insurance in the Centers. He said that staff was doing specific job search with some clients through the ARRA (recovery act) funds and stressed the high demand for training and the importance of the training that was provided through the WIB funding at this point.

## **REVIEW OF SOUTHWEST OKLAHOMA ECONOMIC PROFILE**

Deidre Myers with the Oklahoma Department of Commerce presented a newly released profile of the area that had been specially prepared for the SW WIB. She mentioned that this was only the second area profile that had been completed, and that there were some

errors that would be corrected. She went over the population data and spent time dealing with economic sector information, occupational employment, highest paying occupations, fastest growing occupations and commuting patterns in the area. Deidre answered questions from the group, and expressed that she hoped this information would be helpful as the WIB went through their upcoming strategic planning process. Vicki Hinkle, Chair, thanked Deidre for the work that ODOC has done on behalf of our WIB.

Kathie Price informed the Board that the report was posted on the WIB website ([www.swokwib.org](http://www.swokwib.org)) and the revised version would be there as soon as it was received from Commerce.

## **REPROCUREMENT OF ADULT/DLW SERVICE PROVIDER**

Vicki Hinkle explained to the Board that OESC monitoring had required that the WIB redo the procurement process for the Adult/DLW service provider through the hands of a “third party” procurement official for services from March 1, 2010 through June 30, 2011. Ray Friedl, from South Central WIB, had been chosen to handle the procurement. She told the Board that because of the tight time frame required, she was asking the WIB to direct the Executive Committee to review any proposals that had been received and recommend a service provider. She asked also that the WIB direct the Executive Committee to execute a contract on behalf of the WIB, and then all decisions of the Executive Committee would be ratified at the next WIB meeting on March 24. As the Executive Committee meeting is posted to immediately follow today’s WIB meeting, she reminded members that any Board member or interested party was invited to attend the Executive Committee meeting which would immediately follow.

Tom Talley made a motion, seconded by James Trusley, to direct the WIB Executive Committee to review any proposals received and recommend a service provider under the reprocurement process.

Those voting yes: Tia Baker, Sharon Cornelius, Dean Derieg, Stephanie Downs, Cheri Lou Gastineau, Bill Barrett, Vicky Downey, Vicki Hinkle, Tammie Jones, Bill Weldon, Brenda Andrew, Alfred Miller, Jim Norris, Ed Phillips, Tiffini Lyda, Janis Raab, Tom Talley, James Trusley, Larry Wheatley, Paul Walenciak.

Those voting no: None

Those abstaining: Michael Ryburn.

***The Executive Committee is hereby empowered to review proposals and recommend an Adult/DLW service provider for March 1, 2010 through June 30, 2011.***

Tom Talley then made a motion, seconded by Stephanie Downs, to direct the WIB Executive Committee to execute a contract on behalf of the WIB, said contract to be ratified by the full WIB at the March, 2010 meeting.

Those voting yes: Tia Baker, Sharon Cornelius, Dean Derieg, Stephanie Downs, Cheri Lou Gastineau, Bill Barrett, Vicky Downey, Vicki Hinkle, Tammie Jones, Bill Weldon, Brenda

Andrew, Alfred Miller, Jim Norris, Ed Phillips, Tiffini Lyda, Janis Raab, Tom Talley, James Trusley, Larry Wheatley, Paul Walenciak.

Those voting no: None

Those abstaining: Michael Ryburn.

***The Executive Committee is hereby directed to execute a contract for WIA Adult/DLW service provision on behalf of the WIB, with that contract to be ratified by the full WIB at the March, 2010 meeting.***

## **POLICY REVISIONS**

WIB Director Kathie Price informed the group that OESC had required that each WIB develop a new On the Job Training (OJT) policy. WIB staff across the state participated in a large workgroup to develop a policy that met all requirements. The WIB policy committee had been furnished copies of the proposed policy and had no problems with adopting the state template.

A motion was made by Tom Talley and seconded by Cheri Lou Gastineau to adopt the proposed OJT policy.

Those voting yes: Tia Baker, Sharon Cornelius, Dean Derieg, Stephanie Downs, Cheri Lou Gastineau, Bill Barrett, Vicky Downey, Vicki Hinkle, Tammie Jones, Bill Weldon, Brenda Andrew, Alfred Miller, Jim Norris, Ed Phillips, Tiffini Lyda, Michael Ryburn, Janis Raab, Tom Talley, James Trusley, Larry Wheatley, Paul Walenciak.

Those voting no: None

Those abstaining: None.

***A new OJT policy is adopted as provided.***

Kathie Price proposed to the WIB that because of all the recent changes in the local economy, the WIB Demand Occupations Committee should be called into session to seriously discuss the information in the SW Profile and to request information from area employers concerning any needs to change the current demand occupations list. She asked for new volunteers for this committee from WIB members that were interested.

The agenda proposed action on the WIB's definition of self-sufficient wage. After discussion, information from WIB members, and presentation of new data concerning a self-sufficiency standard for the state, a motion was made by Larry Wheatley and seconded by Stephanie Downs that the WIB table any action for today and suggest that the demand occupations committee also consider all new information and come to the WIB in March with a proposal for self-sufficient wage.

Those voting yes: Tia Baker, Sharon Cornelius, Dean Derieg, Stephanie Downs, Cheri Lou Gastineau, Bill Barrett, Vicky Downey, Vicki Hinkle, Tammie Jones, Bill Weldon, Brenda

Andrew, Alfred Miller, Jim Norris, Ed Phillips, Tiffini Lyda, Michael Ryburn, Janis Raab, Tom Talley, James Trusley, Larry Wheatley, Paul Walenciak.

Those voting no: None

Those abstaining: None.

***An action item will be placed on the March WIB Agenda concerning self-sufficient wage.***

## **ELECTION OF OFFICERS FOR 2010**

After a discussion of willingness to serve, a motion was made by Cheri Lou Gastineau and seconded by James Trusley, nominating Vicki Hinkle to serve as Chair and Ed Phillips to serve as Vice-Chair for the upcoming year. The Chair asked if there were nominations from the floor, and Tom Talley moved that nomination cease. Bill Barrett seconded the motion and the vote was called.

Those voting yes: Tia Baker, Sharon Cornelius, Dean Derieg, Stephanie Downs, Cheri Lou Gastineau, Bill Barrett, Vicky Downey, Vicki Hinkle, Tammie Jones, Bill Weldon, Brenda Andrew, Alfred Miller, Jim Norris, Ed Phillips, Tiffini Lyda, Michael Ryburn, Janis Raab, Tom Talley, James Trusley, Larry Wheatley, Paul Walenciak.

Those voting no: None

Those abstaining: None.

***Vicki Hinkle will serve as SW WIB Chair for 2010 and Ed Phillips will serve as Vice Chair for that period. Jim Norris agreed to continue to serve as the third member of the Executive Committee.***

## **INFORMATIONAL ITEMS**

Kathie Price made brief statements concerning the upcoming NAWB Conference, and referred members to an available document showing the results and responses to OESC monitoring. She thanked WIB members for their input and involvement in the SOIC initiative in our WIA and urged members to attend the Health Care Symposium sponsored by the WIB that was scheduled in the upcoming month. Kathie brought the WIB up to date on the WIB certification process and reminded them that a new strategic planning committee would be utilized in the upcoming months.

## **ADJOURN**

There being no further action required by the Board, Vicki Hinkle declared the meeting adjourned.

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VICKI HINKLE, Chair

Date

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ATTEST

Date

**SOUTHWEST WORKFORCE INVESTMENT BOARD  
EXECUTIVE COMMITTEE MEETING MINUTES  
Wednesday, January 27, 2010  
10:00 a.m.  
WOSC, Room H-12  
Altus, OK**

*Notice of this meeting was made to the Washita County Clerk by annual posting, and the Agenda visibly displayed on the front door of the WIB office at 420 Sooner Drive, Burns Flat, OK on January 26, 2010 at 8:00 a.m.*

**EXECUTIVE COMMITTEE MEMBERS PRESENT:**

Vicki Hinkle, Ed Phillips, Jim Norris

**EXECUTIVE COMMITTEE MEMBERS ABSENT:**

None

**STAFF PRESENT:**

Kathie Price

**PROCUREMENT AGENT PRESENT:**

Ray Friedl

**CALL TO ORDER**

Vicki Hinkle, Chair, called the meeting to order, and noted that any voted items on this agenda by the Executive Committee would be ratified by the WIB at the next regularly scheduled meeting.

**ROLL CALL**

Kathie Price called the roll and all members were present.

**RE-PROCUREMENT OF WIA ADULT/DLW SERVICE PROVIDER FOR THE PERIOD OF MARCH 1, 2010 THROUGH JUNE 30, 2011**

Vicki Hinkle welcomed Ray Friedl, who was procured to handle this WIA Adult/DLW re-procurement. Mr. Friedl explained the procurement procedure to the Executive Committee, and handed out the documents that he had prepared for the committee's use in reviewing and rating the proposal he had received for Adult and DLW services. (Documents attached to these minutes). He explained that only one proposal had been received and that it was received in accordance with the terms of the RFP. The Committee members then proceeded with the process of review and rating.

After all Committee members had completed their review and the review documents, Mr. Friedl compiled the scores and announced that the single proposal received was eligible, by the total number of points received, to receive funding under the terms of the RFP.

**SERVICE PROVIDER SELECTION - ACTION ITEM #1**

Ed Phillips made a motion to recommend SWODA Employment and Training as the Adult and Dislocated Worker service provider for the period of March 1, 2010 through June 30, 2011, and that a contract be awarded to them for that period of time to be signed by the WIB Chair on behalf of the WIB. The motion was seconded by Jim Norris, and all members voted aye.

***SWODA Employment and Training will be awarded a contract to provide Adult and Dislocated Worker services in the Southwest WIA for the period of March 1, 2010 through June 30, 2011, said contract to be signed by the WIB Chair on behalf of the WIB.***

There being no further comments from the Executive Committee, Ms. Hinkle thanked Mr. Friedl for his service and adjourned the meeting.

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CHAIR Date

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ATTEST Date

*Draft*