

SOUTHERN WORKFORCE BOARD

MEETING MINUTES

October 28, 2020

**Kiamichi Technology Center
810 Waldron Drive, Durant, OK
10:00 a.m.**

Item 1. Call to Order

Melisse Prentice called the meeting to order at 10:06 am at Kiamichi Technology Center, 810 Waldron Drive, Durant, OK

A quorum was present.

Those members present were:

Ginger Crawford	Justin Roberts	Melisse Prentice
Kay Watson	Joe Sebourn	

Those members present on Zoom were: <https://us02web.zoom.us/j/84643275187>

Ken Gould	Tonya Scott	Vanessa Cummings
Glen Glass	Annette Cusher	Rebecca
Robert Holliday, Jr	Shelley Free	Chris Perry
Roy Gordon	Robert Maybray	Lori McMillin
Alisha Proctor	Chyrel Fortner	

Those members absent were:

Les Brown	Cody Cox	Terry Martin
Heather Eddy	Clint Hardison	Kevin Wood
Arlinda Darst		

Item 2. Welcome / Introduction of Guests and New Members

Melisse Prentice welcomed all members and guests. Guest were: Sherry Beadle, Brenda Seay, Odle, and Toni Smith, Tom Summar, Amanda Hartman, DWFS, Jay McAdams, Regina Carr Atoka Schools, Lane Jackson, KTC, Board Staff in attendance was Kerry Manning, Karen Davidson, Gail Armstrong, Kayla Martinez, Sherry Moretti, Aubre McMicheal and Beth Parker. On the Zoom was Connie Frazier, DWFS, Andrea Anderson, Ardmore Development Authority, Tracy Elston, DRS, Lisa Taylor Durant Economic Development, and Charlie Weeks, ABE.

Kerry explained the presenter for today had asked if he could go ahead of his scheduled time on the agenda. A motion to move Item 7 was made by Vanessa Cummings and seconded by Kay Watson. The motion passed unanimously by roll call vote.

Item 3. Consent Agenda/Discussion/Action – Melisse Prentice

The "Consent Agenda" package was emailed out to Board members for preview before the full Board meeting in order for action to be taken promptly. Any item of business may be voted upon by a single vote of the Board without discussion, unless and except for any item which anyone of the Board members desire to have discussion about at the meeting, in which case, each item so noted will be withdrawn from the consent docket and handled individually in order immediately following the completion of the Consent Agenda:

- a. Approval of August 26, 2020 Minutes
- b. Board Monitoring Report
- c. Demand Occupation List
- d. Adult & DLW Policy #109

A motion to accept the consent agenda was made by Kay Watson and Joe Sebourn seconded the motion. The motion passed unanimously by roll call vote.

Item 4. Discussion/Action on Financials.

- a. PY 20 Budget Mod
The budget increased from 4.865 million to 5.5 million due to Dynamic Workforce Solutions additional upcoming budget, Business Services Manager salary and expenses. No questions followed. A motion to approve the Budget modification was made by Robert Maybray and Roy Gordon seconded the motion. The motion passed by roll call vote.
- b. PY 20 Financials as of 9/30/2020
Gail Armstrong went over the financial report that was mailed out to each member. She reported we are 25% of the time frame and have only spent 19%. We have spent 46% of the required 40% so we are well above the minimum requirement. 88% of Out of School youth which is above the 75% requirement. There were no questions. A motion to accept the financials as presented was made by Lori McMillin and Kay Watson seconded the motion. The motion passed by roll call vote.
- c. PY 19 Audit for YE 6/30/2020
Gail Armstrong presented the draft 6/30/2020 Audit report. She explained there were no findings. Kerry Manning thanked Gail Armstrong for all of her hard work. A motion to accept the Audit report as presented was made by Joe Sebourn and Kay Watson seconded the motion. The motion passed by roll call vote.
- d. 2019 Form 990 at 6/30/2020
Gail Armstrong presented a copy of the 2019 990 report that is due to IRS. This report is compiled from the Audit information. In most cases the auditors will complete this report when they do the Audit because she has had past experience with this type of report is does it and save SWB money. A motion to accept the 2019 990 Report was made by Roy Gordon and Justin Roberts seconded the motion. The motion passed by roll call vote.

Item 5. Discussion/Action on Committee Reports/Recommendations

- a. Workforce System Improvement Committee M. Prentice
Brenda Seay reported they met on 10/14/2020. They discussed Accessibility issues. The biggest issue is the parking lots.
- b. Future Workforce Committee J. Sebourn

- No meeting was held.
- c. Administrative Committee M. Prentice
Met on 10/14/2020 to prepare the agenda and budget.
- d. Business Service Report A. McMichael
Aubre McMichael reported the last meeting was on 8/6/2020 and another one was scheduled for today.
- e. One-Stop Operator Report B. Seay
Brenda Seay presented her report.

Item 6. Discussion/Action on 2021 SWB Meeting Schedule

Kerry Manning explained the dates are following the schedule from 2020. Beth Parker said the locations had not been confirmed at the present time. Before we adjourned the meeting, Shelley Free had called each location and had them confirmed. A motion to accept the proposed schedule was made by Shelley Free and Robert Holliday seconded the motion. The motion passed by roll call vote.

Item 7. Presentation: "ICAP Update and Best Practices" Jay McAdams, Atoka Superintendent, Chelsea Hunt, Exec Director of Work-Based Learning, OK Dept of Ed, Marissa Lightsey, Exec. Director of College & Career Readiness

Jay McAdams and Regina Carr from Atoka Public Schools presented information to the group about the ICAP, updates and best practices. It was very informative.

Item 8. Update on Regional Activities from SWB Members

Kerry Manning announced the upcoming Virtual Job Fair to everyone. Please share the info.

Everyone was encouraged to attend the Business Services meeting that starts at 1:30 p.m.

Item 9. New Business

None

Item 10. Old Business

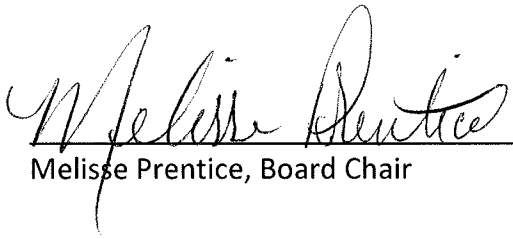
None

Item 11. Working Lunch

Item 12. Adjournment

A motion was made to adjourn the meeting by Joe Sebourn at 12:20 p.m. Kay Watson seconded the motion.

Approved this 27th day of January, 2021.



Melisse Prentice, Board Chair

The Board's Vision: *"The Southern Workforce Board envisions a high performance workforce in which partnerships proactively identify workforce needs and facilitate solutions."*

The Board's Mission: "We implement the strategic process that aligns workforce with economic development in partnership with the community to maximize opportunities and address needs."

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