

# SOUTHERN WORKFORCE BOARD

## MEETING MINUTES

June 28, 2023

Kiamichi Technology Center

810 Waldron Dr., Durant, OK

10:00 a.m.

### Item 1. Call to Order

Melisse Prentice called the meeting to order at 10:14 am at Kiamichi Technology Center, 810 Waldron Dr., Durant, OK. A quorum was present.

#### Those members present were:

Melisse Prentice	Sue Young	Elizabeth Wakefield
Kay Watson	Sarah Wesley	Crystal Irwin
Joe Clark	Robert Holliday, Jr	Tammy Randazzo
Roy Gordon	Les Brown	Ginger Crawford
Annette Cusher	Glen Glass	Maci Hanson
Lori McMillin	Paulette Kendrick	Tracy Beaver

#### Those members absent were:

Arlinda Darst	Kevin Wood	Ryan Davis
Clint Hardison	Chris Duroy	Lucy Muller
Stephanie Weathers	Shelley Free	

### Item 2. Welcome / Introduction of Guests and New Members

Melisse Prentice welcomed everyone. Guest were; Toni Smith, Tom Summar & Terri Leisten, Dynamic staff, Connie Lynch with ABE, Dianna Broackman, & Juanette Smith with Southern Tech, Crystal Haught with Ardmore Family Literacy. Board Staff in attendance was Kerry Manning, Karen Davidson, Woody Reding, Amanda Hartman, Gail Armstrong, and Beth Parker.

### 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anyone of the Board members desire to have discussion about at the meeting, in which case, each item so noted will be withdrawn from the consent docket and handled individually in order immediately following the completion of the Consent Agenda: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 March 22, 2023 Minutes
- b. Board Monitoring Report
- c. SWB-#106 ETPL Policy
- d. SWB-#109 Adult & DLW Policy

A motion to accept the consent agenda as presented was made by Roy Gordon and Joe Clark seconded the motion. The motion passed unanimously.

**Item 4. Discussion/Action on PY 22 Financials as of 5/31/23**

Gail Armstrong went over the summary page of the financial report that was emailed out to each member. She explained the requirements we must meet for the State. There being no questions, a motion to accept the financials as presented was made by Roy Gordon and Robert Holliday, Jr. seconded the motion. The motion passed unanimously.

**Item 5. Discussion/Action on PY23 Budget**

Gail Armstrong explained this was a proposed and not a final budget because we have not got our final numbers from the State. We do expect a cut in our funds. Will have a modified budget at the August Board meeting. We are required to have a budget to the State by June 30, 2023, so that's why we need the proposed one approved. A motion to accept the Proposed PY 23 Budget was made by Lori McMillian and Sue Young seconded the motion. There being no further discussion the motion passed unanimously.

**Item 6. Discussion/Action on 403(b) Thrift Plan 2022 Form 5500-SF**

Gail Armstrong explained this was an Informational return for the IRS. A motion to approve the 403(b) Thrift Plan 2022 Form 5500-SF was made by Annette Cusher and Robert Holliday Jr., seconded the motion. The motion passed unanimously.

**Item 7. Discussion/Action on Audit Letter**

Gail Armstrong explained that the letter was emailed to everyone. Our Audit is due to the State by the end of March. The auditor has experienced staffing issues in his office and is behind on getting our audit completed. Hoping to have a draft in August. Gail Armstrong explained that the letter was emailed to everyone. Our Audit is due to the State by the end of March. The auditor has experienced staffing issues in his office due to COVID-19, Auditor passing away, and Auditor having surgery and is behind on getting our audit completed due to no fault of SWB staff. Hoping to have a draft in August. Even though Saunders and Associates are working on the previous year audit, the Fiscal Officer is recommending retaining them for a 3rd year to do PY22 audit. A motion to retain Saunders and Associates for PY22 audit was made by Roy Gordon and seconded by Paulette Bushers. The motion passed unanimously.

**Item 8. Discussion/Action on Western Oklahoma Workforce Development Board (WOWDB) One Stop Operator Contract Renewal**

Kerry Manning said since we had not received our allocation from the State this was preliminary budget. A motion was made by Roy Gordon and seconded by Lori McMillin to approve the One Stop Operator Budget and Contract Renewal for Western Oklahoma Workforce Development Board. The motion passed unanimously.

**9. Discussion/Action on Southern Workforce Board's One Stop Operator Agreement & Budget**

Karen Davidson said the projected budget was changed to reflect the need from last year to this year. The largest increase was in the travel line because she had spent all of it and need more for the upcoming year. Performance measures were renegotiated for the new year as well. Some of the changes were in the added cross training of staff in each office and the total required number of survey's were increased. A motion to approve the Southern Workforce Board One Stop Operator

Agreement and Budget was made by Robert Holliday, Jr., and Tammy Randazzo seconded the motion. The motion passed unanimously.

#### **10. Discuss/Action on Dynamic Service Provider Contract Modification**

Kerry explained that she had ask DWFS to review their budget vs expenditure to see if they had any extra funds that weren't going to be obligated or expended. Tom Summar, Dynamic Service Provider, stated that they had reviewed the budget and will have almost \$110,000 that they would not be spending for this contract period. A motion to accept the Dynamic Service Provider Contract Modification was made by Roy Gordon and Les Brown seconded the motion. The motion passed unanimously.

#### **11. Discussion/Action on STEM proposal and additional funds by OOWD**

Karen Davidson reported the Youth committee had decided to have a Drone STEM Academy this summer. The State has also given us a \$100,000 grant to sponsor the academy. A RFP we released and Murray State College was the only entity that submitted a proposal in the amount of \$59,326. Each participant will receive their own drone they will be able to take home. They will also learn about STEM occupations and how to drive the drone. Kerry Manning explained this is a reimbursement contract. A motion to approve the recommendation of the Youth Committee to contract with Murray State College was made by Robert Holliday, Jr., and Roy Gordon seconded the motion. The motion passed unanimously.

#### **12. Discussion/Action on MOU/IFA Agreement**

Kerry Manning explained that the MOU/IFA Agreement is with the required partners who help to fund the McAlester office since it's a comprehensive location. The only changes had been to realign some of the expenses and for expenses that have increased. A motion was made by Lori McMillin to accept the MOU/IFA agreement as presented with the exception Gail look at DHS for a .01 cent error. The motion was seconded by Paulette Bushers. The motion was passed unanimously.

#### **13. Discussion/Action on Committee Reports/Recommendations**

##### **a. Workforce System Improvement Committee**

Amanda Hartman reported on the system Improvement Comm. She said the OESC has hosted 39 hiring events since 1/1/23. Over 500 have been assisted by OESC with their new program where they go out into the community's that don't have an office.

##### **b. Future Workforce Committee**

In Arlinda Darst's absence Karen Davidson reported that the committee met on 5/3/23. The committee went over the goals and objectives and made a few changes for the upcoming year.

##### **c. Administrative Committee**

No meeting. Melisse Prentice asked for volunteers to be on this committee. Kay Watson and Lori McMillin volunteered.

**d. Healthcare Report** – In the absence of Robin Coppedge Kerry Manning gave the report. Externship attendance wasn't what we had planned for. May have been due to the dates. Lori McMillin said it was very good for those that did attend. Presentations were given from the hospital and behavioral health. Good relationships.

##### **e. Business Service Report**

Woody Reding gave an update on the report that had been submitted in the packets. Hot Jobs is still going strong. Attended several speaking events, ribbon cuttings and trainings.

f. One-Stop Operator Report

Amanda Hartman reviewed the One-Stop report with the board.

**Item 14. Presentation: Board Training**

Board Orientation Manuals were distributed to those that had not gotten one and the updated pages were given to the other members. Kerry Manning reviewed the different sections in the orientation.

**Item 15. Update on Regional Activities from SWB Members**

Regional activities were reported by SWB members

DHS- Paulette reported they had a new Fatherhood initiative that would be piloting in 10 sites.

Kibois – Tammy Randazzo reported DOL is opening Veterans reintegration program. Subsidizing veterans housing up to 2 years at 50% of the rent.

Choctaw Nation – Ginger Crawford reported they are expanding their services to go year-round for the 18-21 year olds.

ABE – Sue Young announced ABE is off during the month of July.

**Item 16. New Business**

State Monitoring had been completed and the exit conference had been held on Tuesday, June 27, 2023 with the OOWD State staff. Also attending were board staff, Melisse Prentice, Tony Simmons CLEO, and Toni Smith Dynamic. There were no finds or questioned cost. Will be getting a written report soon.

**Item 17. Old Business**

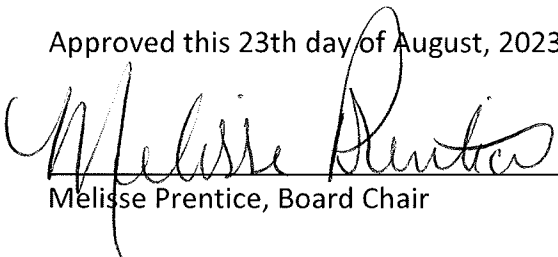
None

**Item 18. Lunch-Provided Valero Ardmore Refinery Thanks Chris & Team**

**Item 19. Adjournment**

A motion was made to adjourn the meeting by Robert Holliday, Jr., and Ginger Crawford seconded the motion.

Approved this 23th day of August, 2023.



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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