

MINUTES OF SCOWB FULL BOARD MEETING
3:30 P.M. September 9, 2021
Red River Technology Center – Business and Industry Building

*Notice of the meeting was given by letter to the Comanche County Clerk December 2020.
Notice of this meeting was also made by filing with the Oklahoma Secretary of State, and by posting of the Agenda at 7:00 a.m. September 8, 2021 at the board office 1711 SW 11th Street, Lawton, OK 73501*

IN ATTENDANCE

Debra Leffler	Cliff Stewart
Lourie Bleem	Mitch Williams
Shawn Freie	Lyle Roggow
Kenneth Gould	Susan Stoll
Chad Jackson	Jerry Kennedy
Tim Garrett	Shane Bowers
Tim Hushbeck	

STAFF

Jana Farmer
Kelly Davis
Trina Southard

MEMBERS ABSENT

Brian Holmes	Lisa Williams
Cortni Wright	James Clouse
Robert Caddy	Melanie Wilkins
Angela Lamebull	Scott Smith

GUESTS

Ralph Beard, CLEO
Ashley Sellers, Fiscal Agent, COWIB
Cherisa Price Wells, Equus
Lisa Boyd, Equus

- I. **Call to Order and Welcome** – Shawn Freie called the meeting to order at 3:33PM and a quorum was established. Freie welcomed everyone to the meeting and welcomed guests. Freie recognized Shane Bowers for his service as board chair and Southard presented him with a gavel.
- II. **Review, Consider and Act on Consent Agenda** – Freie asked the group if anyone wanted anything pulled from the consent agenda. With no requests, Hushbeck made the motion to approve the consent agenda. Roggow seconded the motion. Those voting “aye” were M. Williams, Hushbeck, Leffler, Gould, Bowers, Freie, Jackson, Stewart, Bleem, Garrett, Kennedy, Stoll and Roggow. With no opposition, the motion carried.
- III. **Review, Consider and Act on Meeting dates for 2022** – Southard shared the meeting dates for 2022. She stated that the meetings have to be filed by December and this is

our last meeting of the year. She stated that we couldn't move our executive committee meetings back to Great Plains Technology Center, so meetings will continue to be at the Lawton Workforce Center. Bowers made the motion to approve the meeting dates as presented. Gould seconded the motion. Those voting "aye" were M. Williams, Hushbeck, Leffler, Gould, Bowers, Freie, Jackson, Stewart, Bleem, Garrett, Kennedy, Stoll and Roggow. With no opposition, the motion carried.

- IV. **Review, Consider and Act on Demand Occupation List** – Southard presented the demand occupation list and said that there were no occupations removed from the list. Several occupations were added. Kennedy made the motion to approve the 2021 Demand Occupation list. Bleem seconded the motion. Those voting "aye" were M. Williams, Hushbeck, Leffler, Gould, Bowers, Freie, Jackson, Stewart, Bleem, Garrett, Kennedy, Stoll and Roggow. With no opposition, the motion carried.

- V. **Review, Consider and Act on the On the Job Training Policy** – Southard stated that the OJT policy was an existing policy that has not been updated in many years. The OJT policy was updated to align with WIOA guidelines. Gould made the motion to approve the OJT Policy. Bowers seconded the motion. Those voting "aye" were M. Williams, Hushbeck, Leffler, Gould, Bowers, Freie, Jackson, Stewart, Bleem, Garrett, Kennedy, Stoll and Roggow. With no opposition, the motion carried.

- VI. **Review, Consider and Act on Priority of Service Policy** – Southard stated that this is an existing policy that has been updated to include a list of barriers. By adding the list of barriers to the policy, it will make it easier for the service provider to follow. Stoll made the motion to approve the policy. Garrett seconded the motion. Those voting "aye" were M. Williams, Hushbeck, Leffler, Gould, Bowers, Freie, Jackson, Stewart, Bleem, Garrett, Kennedy, Stoll and Roggow. With no opposition, the motion carried.

- VII. **Review, Consider and Act on the SCOWB and LEO Agreement** – Southard stated that the existing One Stop Operator contract is with Odle Management. Odle recently sold out to Eckerd. Eckerd did not retain the same staff and will not continue to operate under the same FEIN after September 30th. The Executive Committee approved the board to hire an agency to procure a new One Stop Operator. Southard stated that by hiring an outside agency to run the procurement process, this would allow the board to bid on the One Stop Operator Contract. Hunnicutt Enterprises was hired to run the RFP. The RFP only resulted in one bid that was submitted by the board. Hushbeck asked what the cost savings would be for the board to be their own One Stop Operator. Southard stated that according to the cost estimates provided by Hunnicutt Enterprises, the cost savings would be between \$5,000 and \$10,000. Hushbeck asked what was the time period for the Contract. Southard stated that the contract would be a one-year contract with up to (2) one-year extensions. She further stated that to prevent any conflict, the One Stop Operator would report to the Partner's Improvement Committee. Kennedy made the motion to approve the board to act as the One Stop Operator and to approve

the SCOWB and LEO agreement that prevents any conflict of Interest. Leffler seconded the motion. Those voting "aye" were M. Williams, Hushbeck, Leffler, Gould, Bowers, Freie, Jackson, Stewart, Bleem, Garrett, Kennedy, Stoll and Roggow. With no opposition, the motion carried.

- VIII. **Treasurer's Report** – Sellers updated the board on the current expenditures. She mentioned the TET grant and stated that we still have a lot to spend and it currently expires September 30th. She stated that this is not one of our regular grants and that this grant was transferred from OESC. She stated that an extension has been requested, but to date nothing has been received. Sellers also mentioned the incentives for the youth workshop are currently being held until we receive further guidance from OOWD. Southard stated that the same incentives were paid individually with no issues, but when they were requested together in a one-day workshop, that it is being questioned.
- IX. **One Stop Operator Update to the Board** - Southard stated that Lafonda Colbert was unable to attend the meeting but provided a report for the board. Southard reviewed the update.
- X. **EO Officer update to the Board**– Farmer, EO Officer, stated that there have been no EO complaints since the last board meeting.
- XI. **On-the-Job Training Presentation** – Southard stated that Jessica Forbes was supposed to present on one of the success stories for our area. Forbes was in quarantine and was unable to attend the meeting. Southard stated that stories like this are the reason we all do our job. Southard was contacted in July by Robert Brown Insurance Agency. Brown stated that he was having trouble finding employees. Southard connected him with Forbes and she helped find and place a participant with the insurance agency. The participant was placed in an OJT and completed successfully. The participant stayed on with the insurance company and was currently working to complete all the requirements to become a licensed agent. Unfortunately, when Forbes contacted the participant to come speak at the board meeting about his story, she learned he recently passed away with COVID.
- XII. **Staff Updates**
- Southard announced that there have been new staff additions to the board. Kelly Davis was introduced to the board as a new business services coordinator and Southard stated that they also hired Erin Glass to act as a business services coordinator, but she was currently home with COVID.
 - Southard stated that the PY19 monitoring was completed and all issues have been cleared

- Southard Stated that the Alumni Celebration would be held at the Embassy Suites in Oklahoma City on November 2nd. Southard stated that any board members interested in attending, please let her know and she would get them registered

IX. **New Business** – There was no new business.

Next board meeting January 13, 2022 @ 3:30

IX. **Adjourn** - With no further business, the meeting was adjourned at 4:15 P.M.



Lisa Williams
Secretary



Trina Southard
Executive Director

