



Governor's Council for Workforce and Economic Development Executive Committee

Meeting Minutes

Date: April 14, 2021
Time: 1:00 P.M.
Place: Virtual Zoom Meeting
Attendees: Chuck Gray-chair, Michelle Choquette, and Steven Shepelwich
Absent: Teresa Huggins
Staff: Don Morris, Sarah Ashmore, and Linda Emrich

Call to Order/Welcome and Introductions

Chuck Gray, chair, called the Executive Committee to order. A roll call for attendance was taken. Due to Steven Shepelwich having to leave the meeting early, some items for a vote on the agenda will be moved up to accommodate his schedule.

Approval of Minutes of 2/19/2021

A motion was made by Chuck Gray to approve the minutes of February 19, 2021. A second was made by Steven Shepelwich. No further discussion. A roll call vote was taken, the motion carried unanimously.

Incumbent Worker Training Grant Application(s)

- Kize Concepts, Inc., Oklahoma City, submitted an application through the Central Oklahoma Workforce Innovation Board (COWIB) for Incumbent Worker Training grant funds requesting \$2,479 in training funds to put 6 employees through specialized training to acquire Safe Quality Food certification through the HACCP Alliance. Upon completion, the HACCP certificate is recognized domestically and internationally for inspectors and auditors of food safety. Training is virtual and takes approximately 20 hours to complete. They are working with the local workforce development board, COWIB, on this project.

After discussion, Chuck Gray made a motion to approve the Kize Concepts, Inc. application for incumbent worker training funds. Michelle Choquette seconded the motion. With no further discussion, a roll call vote was taken. The motion carried unanimously.

Strategic Plan Revision

Sarah Ashmore said that she received comments and input from several members of the Governor's Council when the Strategic Plan was sent out to the Council to review in March. She incorporated those comments with track changes into the current revision of the Strategic Plan. Chuck Gray said that he would like to see some tangible results but it also seems like some of the goals are things that the Council doesn't really have any control over or can influence. The committee members went through the Strategic Plan to review the changes and discussed the issue of getting the right data and working with the Core Partners. The Office of Workforce Development is in the process of hiring two research analysts which will help with data collection and to support the local workforce boards. Another issue brought up was communication and branding with a consistent message. The Council may want to form an ad hoc committee for messaging, communication and branding.

Sarah added that Tony Hutchison was going to send her some higher education information and strategies to add to the plan but she hasn't heard back from him yet. Sarah will make the revisions recommended by the Executive Committee and the Strategic Plan can go to the full Governor's Council for their review and possible vote at their next meeting in April.

Other

Sarah Ashmore said that at one of the committee meetings, someone recommended having a Board Engagement Committee and she wanted to touch base with the Executive Committee because we're coming up on a joint conference with the local boards this fall and some of it will be on professional development for frontline staff but they're also hoping to have a one day session for state and local board member development. We would like for members of the Board Engagement Committee to help us develop the content for the meeting and then we also would have some needs longer term to develop some common onboarding curriculum or materials for both state and local board members to help us manage that process and also some of the day to day engagement of members about the work we are doing and how they can connect because it can be really complicated. Sarah asked the Executive Committee if they knew of some Council members who might be good for this type of committee that we could reach out to, maybe just 4 or 5. Chuck and Steve both recommended that a Local WDB director also be added to the committee. Sarah said that if they thought of some people to add to let Linda know.

Old Business

None.

New Business

None.

Adjournment

The meeting adjourned at approximately 2:20 p.m.

*Respectfully submitted,
Linda Emrich*