

**Governor's Council for Workforce and Economic Development  
Executive Committee**

**Meeting Minutes**

**Date:** May 7, 2021  
**Time:** 4:00 P.M.  
**Place:** Virtual Zoom Meeting  
**Attendees:** Chuck Gray-chair, Teresa Huggins, and Steven Shepelwich  
**Absent:** Michelle Choquette  
**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.

**Incumbent Worker Training Grant Application(s)**

- Special Parts Manufacturing, Inc., Oklahoma City, submitted an application through the Central Oklahoma Workforce Innovation Board (COWIB) for Incumbent Worker Training grant funds requesting \$8,260 in training funds to put 3 employees through specialized training to acquire Solidworks and Mastercam software concepts and applications. Solidworks and Mastercam are common design software used by engineering and manufacturing. Upon completion, employees will receive certification in Solidworks and Mastercam which is known throughout the manufacturing, design and engineering industries worldwide. Special Parts Manufacturing is working with the local workforce development board, COWIB, on this project.

Chair Gray said that he is familiar with the Solidworks software and that his company uses it, it is a core engineering tool and very worthwhile training. After discussion, Steve Shepelwich made a motion to approve the Special Parts Manufacturing, Inc. application for incumbent worker training funds. Teresa Huggins seconded the motion. With no further discussion, a roll call vote was taken. The motion carried unanimously.

**Other**

- Chair Gray asked what were the steps moving forward in regards to the Incentive Policy that was pulled from the Governor's Council's April Consent Agenda? Sarah said that it was put on the Consent Agenda due to time constraints because it needs to go into effect by July 1. It was a very general policy simply stating that the Oklahoma Office of Workforce Development would be offering incentive awards for annual program performance achievements. The funds are intended to assist in the improvement and development of the local areas in accordance with the WIOA with greater flexibility than funds distributed by formula. After discussion, the Executive Committee decided to send the policy to the Workforce System Oversight Committee (WSOC) who reviews and approves policy. There will be a May meeting of the WSOC, so if approved, the Incentive Award policy can be in place by July 1 because the WSOC has the authority to approve policy for the Council because the Council only meets four times a year. All policies approved by either the WSOC or the Executive Committee become effective

immediately but are added to a Consent Agenda for ratification at the next scheduled Governor's Council meeting.

- As a follow-up on the Strategic Plan, Chair Gray asked for a reminder to be sent out to the full Governor's Council to review the Strategic Plan and to submit any changes, additions, comments, recommendations, etc. within 10 business days as discussed at the April 30, 2021 Governor's Council meeting. Linda Emrich will send out the reminder.

**Old Business**

None.

**New Business**

None.

**Adjournment**

The meeting adjourned at approximately 4:53 p.m.

*Respectfully submitted,  
Linda Emrich*