



Governor's Council for Workforce and Economic Development Executive Committee

Meeting Minutes

Date: July 14, 2023
Time: 1:00 P.M.
Place: Oklahoma Department of Commerce, 900 N. Stiles Ave., Oklahoma City, OK
Attendees: Chuck Gray-chair, Teresa Huggins, Jenna Morey, Michelle Choquette and Steven Shepelwich
Staff: Susannah Gravley and Linda Emrich

Call to Order/Welcome

Chuck Gray, chair, called the Executive Committee to order and a quorum was announced.

Approval of July 19, 2022 and April 17, 2023 Minutes

A motion was made by Teresa Huggins to approve the July 19, 2022 and the April 17, 2023 minutes. Michelle Choquette seconded the motion. No further discussion. The motion carried unanimously.

2024 Calendar of Meetings for Governor's Council

A motion was made by Jenna Morey to approve the 2024 Calendar of Meetings for the Governor's Council. Steve Shepelwich seconded the motion. No further discussion. The motion carried unanimously.

Nondiscrimination Plan

The Nondiscrimination Plan modification for the Civil Rights Center is due August 31, 2023. The Executive Committee reviewed the minor changes made to the plan since the last modification. A summary of the changes made included:

- Updated Equal Opportunity officers and pertinent personnel for Local and State offices
- Updated the EO posters for personnel changes and the State logo
- Made minor edits in wording

A motion was made by Jenna Morey to approve the Nondiscrimination Plan modifications. Teresa Huggins seconded the motion. No further discussion. The motion carried unanimously.

Strategic Planning

Susannah Gravley discussed the need for the Council to develop a strategic plan that can tie into the WIOA State Plan. She would like to do it a little differently this time by having a 1 and 1/2 day convening of the Council with an outside consultant/facilitator with WIOA, board, strategic planning and facilitation experience. We would like to use the date of the October Council meeting and also the day before, October 26-27, 2023 and have it at the Embassy Suites, Downtown/OU Medical Center location. Linda has been working with them to secure the facility. Susannah has been talking with a number of consultants and is hoping to use AIR (American Institute for Research) formerly Maher and Maher. They helped us with the Covid Response Plan that we did in early 2020 so they are familiar with Oklahoma and there are also several OOWD staff that work for them now. The Executive Committee feels a

strategic planning convening would be good for the Council and it would help it become more invested. If AIR is selected, AIR would like a phone call or a Zoom meeting with the Executive Committee ahead of time. Once we get the scope of work back and a contract signed, we'll get those scheduled. They want to hear what your priorities are for the Council and the workforce system and get your feedback. Susannah wants the strategic plan to feed into the WIOA State Plan that is due sometime in Spring 2024. She estimates that the budget may be around \$50,000 for the consultants with includes pre- and post-work on the strategic plan and travel. Susannah would like to send out to the Council some pre-strategic planning materials to include basic information but also go into some detail about initiatives that we've done or that we could do and maybe mapping what the system should do, in order to help Council members understand it more thoroughly. She will run the proposal and contract by Maddy for her to review. The strategic plan will focus on WIOA only.

Workforce Transformation Taskforce Update

Chuck Gray commented that he has not heard any updates on the taskforce other than SB621. Susannah Gravley said that she hasn't received any updates either. Chuck asked if there were any updates on the Department of Commerce and Susannah said that it was business as usual, no changes for now.

Oklahoma Works Personnel Stability

Susannah said that morale is better, but OOWD has lost 2 FTEs recently. The two employees left due to accepting positions elsewhere with higher salaries. She is looking into the possibility of a cost-of-living adjustment for employees.

Review of Organizations on the Council

Chuck Gray said that he made a review of all of the organizations represented on the Governor's Council and it looks like there is a good variety of organizations represented. He said that due to the Workforce Transformation Taskforce, the Governor's office has put a hold on appointments and reappointments for now. He also looked at the committees and their makeup and thinks the committees are in pretty good shape. He asked the Executive Committee to look over the list and let him know if there are any questions.

Update on New Information/Data System

Susannah reported that testing of the new data system will begin next week but not all of the functions will be tested at this time. There is a test group comprised of OOWD, OESC, frontline staff, administrative staff, middle management, etc. They are very excited to get started on the testing phase.

Summary of Performance Metrics being Collected – What is Trending?

Susannah said the Core Performance metrics that they track are whether or not participants are employed six months after they exit a program, and whether or not they are employed one year after they exit a program. Also tracked are the wages that are earned, and while they are in the program, measurable skills are tracked which is a documentable skills improvement with an award of some type and then there are certificates of completion which is a certification or a diploma from a tech school or other training facility. We just ended PY22 on June 30 and are looking at numbers for that. Susannah said that we are starting to look at numbers associated with service delivery and programs and are looking at populations that we are serving, how many people we are serving, but we've not had the chance to get that analysis done or get any tangible data from it. We are doing a 5-year analysis and that is something that we will take to the Council for them to look at and discuss. This will help us to determine if there are any significant changes, what caused them, if there was a policy change that

raised a number or lowered a number, is it a programmatic or service delivery issue, or other such as Covid, which impacted the state. We also have Employer and Customer Satisfaction Surveys that we track, and they are published in the narrative portion of the Annual Performance Report that is submitted to the Department of Labor each year and posted on our website.

Old Business

None.

New Business

None.

Adjournment

The meeting adjourned at approximately 2:26 p.m.

*Respectfully submitted,
Linda Emrich*