



Governor's Council for Workforce and Economic Development

MEETING MINUTES

Date: October 25, 2019

Time: 9:00 A.M.

Place: Oklahoma State University-Oklahoma City, 900 N. Portland Ave., Oklahoma City, OK

Welcome/Call to Order

Nathaniel Harding, chair, opened the meeting and reviewed the agenda. A brief video was shown to highlight Oklahoma Works participants who had successfully gone through the workforce system and also an apprenticeship program at Pelco.

Approval of Meeting Minutes

Marcie Mack made a motion to approve the July 26, 2019 meeting minutes and Chuck Gray seconded the motion. No further discussion. The motion carried unanimously.

Consent Agenda

For approval/ratification. A motion was made by Chuck Gray to approve the consent agenda, seconded by Shelly Dunham. No further discussion. The motion carried unanimously.

OOWD Executive Director's Report

Don Morris reported on the following items: (Reports can be found on the Oklahoma Works website at <https://oklahomaworks.gov/governors-council-for-workforce-and-economic-development-gcwed/governors-council-quarterly-meetings/>)

- PY19 State Budget
- PY17 Local Expenditures
- PY18 Annual Performance Report
- Annual Narrative Report – Due December 1, 2019
- State Plan Update – Due March 2020
- GCWED Related Policy
 - Interim study took place on healthcare workplace safety as a result of the Council's Healthcare Workforce Committee recommendations
 - Interim study on apprenticeship tax credits
 - Interim study on consolidation of workforce boards
 - Potential legislation this coming session to create an apprenticeship tax credit

Policy OWDI #08-2019 Adult and Dislocated Worker 40% Minimum Training Expenditure Rate – For Discussion and Possible Vote

This is a new policy reinforcing the state requirement for all local workforce development areas to expend a minimum of 40% of formula-allocated Adult and Dislocated Worker funding in a program year on allowable training costs. The policy provides guidance on the allowable costs and calculations for meeting the 40% minimum rate and expands the definition of Other Costs Directly Related to Training to include additional supportive services. The policy removes the requirement to deduct the cost of incomplete training that has already been paid for. Rescinds [OWDI #12-2017, Change 1](#).

A motion was made by Katie Altshuler to approve OWDI #08-2019, Chuck Gray seconded the motion. No further discussion. The motion carried unanimously.

Policy OWDI #09-2019 Incumbent Worker Training Services – For Discussion and Possible Vote

Governor's Council for Workforce and Economic Development, 900 N. Portland Ave., Oklahoma City, OK 73107

*The Oklahoma Office of Workforce Development/Oklahoma Works is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.*

This is a new policy that describes eligibility criteria for incumbent workers and employers and provides guidance on development of local incumbent worker training strategies including funding guidance. The policy offers guidance on the procurement process and contract requirements for incumbent worker training as well as performance indicator reporting requirements.

A motion was made by Katie Altshuler to approve OWDI #09-2019, and was seconded by Dee Hays. No further discussion. The motion carried unanimously.

Local Workforce Development Area Center Certification Recommendations

Local workforce boards are responsible for certifying their American Job Centers every two years and have submitted documentation of their compliance in accordance with OWDI #01-2019. The certification of workforce centers ensures that centers are high-quality, business driven, customer-centered, integrated, and tailored to meet the needs of regional economies.

A motion was made by Marcie Mack to approve the recommendations, seconded by Melinda Freundt. No further discussion. The motion carried unanimously.

Tulsa Workforce Development Board Certification

The Governor's Council (state workforce board) is required to certify local workforce development boards every two years. The Tulsa workforce area was granted provisional certification at the July Governor's Council meeting due to board member composition ratios being out of compliance with [OWDI #05-2017, Change 1](#). The Tulsa board is in compliance now and ready to receive full certification.

A motion was made by Marcie Mack to approve Board Certification for the Tulsa Workforce Development Board. The motion was seconded by Chuck Gray. No further discussion, the motion carried unanimously.

Workforce Development Task Force Update

Scott Fry, MAIP, gave an update on the task force's activities. He explained that the task force was formed in January 2019 and consists of stakeholders, a WDB Director, and agency and education partners. The task force recommendations are:

1. Further leverage the new Individual Career Academic Plan (ICAP) and OK EDGE programs by supporting new and innovative career awareness, character education and college preparation initiatives. Chaired by Joy Hofmeister.
2. Provide centralized support to assist economic development groups to establish local workforce advisory teams across the state through a consortium of local and state level stakeholders. Chaired by Brent Kisling.
3. Provide ongoing and unified professional development training to local and state workforce boards, economic developer's and local workforce advisory groups. Chaired by Eddie Foreman.
4. Establish a single point of contact in each identified workforce area that serves existing and prospective employers workforce needs by coordinating resources and services. Chaired by David Stewart.
5. Broaden the definition and expand eligibility of concurrent enrollment to include college-readiness courses, industry certifications and micro-credentials. Chaired by Tony Hutchison.
6. Increase education/training participation rates of underserved and disengaged populations by supporting and leveraging programming for at-risk populations and the formerly incarcerated. Chaired by Melinda Freundt.

Scott said the initial draft of the Regional Planning Guide was presented at the Governor's Summit and it is to assist with community planning and engagement at the local level and to bring together resources by utilizing advisory committees. They are also looking at existing work groups and their initiatives and bringing them into this work as well.

Scott added that another piece that they've had a lot of questions about is the Centers of Excellence. An application guide has been developed by Dr. Mack and her team that will help communities step through the process of applying to become a Workforce Center of Excellence.

The timeline for completion of the workforce plan was reviewed.

- Next steps – This initial report represents the first set of strategies and recommendations to move the workforce system to top 10 status. The committee will continue its mission in the following areas:
 - Continue to seek consensus, inform and get feedback from stakeholders across the state
 - Amend and improve existing recommendations as needed
 - Develop new recommendations and strategies
 - Support implementation at the local level
 - Monitor performance and provide guidance

Don Morris stated, as a point of clarification, that Dave Stewart's task force will be added as an ad hoc task force to the Governor's Council.

Committee Reports:

- **Youth Programs** – Co-chair, Steve Shepelwich, reported that they were in lockstep in supporting the governor's plan. The Youth Committee's overall purpose is to develop strategies that connect youth to workforce development opportunities in different ways, and within that we have an opportunity here in the Governor's Workforce Development Framework Scott Fry referenced, pages 16-24, that are unconnected from education as well as from the workforce. We see that as really contributing both to helping workforce boards meeting their regular quarterly requirements as well as meeting our state goals around increasing labor force participation. The sub-committees are looking at resources across the state and outreach opportunities related to youth. We recognize that there is a gap in understanding what all is going on and there are so many things happening.

The Career Ready sub-committee is looking at how to recognize schools that are doing a good job of preparing their students for the workforce. It ties directly in with reinforcing the work of the ICAP and making those connections. They've had some great conversations with the State Dept. of Education about ways we can highlight those schools.

The next meeting of the Youth Programs Committee is December 6 and they will be hosting the meeting at the Federal Reserve Bank from 10am – 12noon. A large part of the meeting will be looking back on work to date and looking forward to the coming year, then wrap up with lunch. Steve said the Council members and partners are welcome to attend.

Steve said that one of the opportunities that they miss when talking about youth who are unconnected is how to move them into the workforce and where do they go. If it's not college, what are the options? The Federal Reserve has done a lot of work recently on a national initiative working out what some of those options are for people who don't have a bachelor's degree and what some of the good jobs that are available for them. He said there were some reports in your meeting packet that talk about opportunity occupations for youth. Good jobs that don't require a 4-year college degree. Steve showed a video on opportunity occupations.

- **Career Pathways** – Co-chair, Chuck Gray, said the committee met on October 10, 2019. Due to the retirement of Peggy Geib, a new co-chair, Dr. Bret Wood, was selected and introduced to the committee. Bret is the Associate Vice President of Workforce Development at Rose State College in Midwest City, and comes with many years of experience in workforce development.

Lance Allee, chair of the Career Pathways Adult Basic Education (ABE) sub-committee, presented an update at the meeting on the Oklahoma ABE program, its success and challenges.

Key Takeaways:

- 13,000 students served in the past year; 3,400 of those are Dept. of Corrections inmates;
- The vast majority of participants in the program are learning to read or other basic skills;

- Requires 18-24 month commitment to get up to speed for HS equivalency exam;
- 56% pass rate on GED test; 54% pass on HiSet Exam so far this year (tests are difficult)

What's Needed:

- More funding; (Outreach, funding for people to afford to take tests)
- More employer participation (Tulsa-area manufacturers with large non-English speaking populations)

Chuck said the sub-committees will focus their work on aligning it with the Governor's Council Strategic Plan.

Goals:

- ABE – Goal: Decrease by 90,000 the number of 18-44 year olds without a High School diploma by 12/2022
 - Look at ICAP work for students seeking GED or HSE
 - Look at expanding reach of HSC services
 - Look at how to lower number of Oklahomans without a HS diploma
- Work-based Learning – Goal: Add 800 new apprentices by 6/2022
 - Develop an outreach plan for recruiting more employers
 - Recruit more employers to work with OK Office of Workforce Development
- Business Engagement – Goal: Educate businesses about the value of the workforce system/promote employee retention
 - Help with outreach plan for the workforce system with emphasis on HSE and ABE
 - Assist in helping pilot job quality improvement strategies
 - Promote internship; steer folks to Secretary of State registration website
 - Increase statewide Sector Partnership Network

Chuck showed a brief video about a partnership with the Southwest Tech Center and Altus Air Force Base.

- **Workforce System Oversight** – Co-chair, Katie Altshuler, said that the committee provides guidance, governance, policy and capacity building for the local areas and workforce system partnerships on behalf of the Governor's Council.
 - They reviewed and adopted 13 policies this year (which includes the three today) related to data validation, regional and local planning, local board certification, center certification, individual employment plan, nondiscrimination and EO complaint procedures and corrective actions, waiver requests, WIOA core performance measures, poverty guidelines, etc.
 - They had three opportunities for additional funding this year, grant awards for equal opportunity accessible technology, signage and public outreach, and apprenticeship initiatives.
 - Katie said they want to recognize the four regional areas and the seven workforce development boards/areas for completing their recertification process, there's a lot of work and effort that goes into that and they appreciate the partnership and work on it.
 - The Committee is looking at their current structure and specifically at the working arm that is the System Oversight Committee (SOS) to see how to restructure and streamline it to better serve the Council and its strategic plan. An update will be given on this at the next Council meeting.
- **Healthcare Workforce** – Co-chair, Shelly Dunham reported the following:
 - The committee met on September 12 and the next meeting is December 12.
 - They had an update on the Sector Partnership Grant. This is the rural health grant in Enid that was applied for. They are working on a list of the facilities and contacts within those facilities and the two workforce regions as well as doing a needs assessment.
 - They also had an update on the Community Health Worker. A report was submitted on September 3.

- The governor has asked the Healthcare Workforce Subcommittee to set some new goals and would like to have them by February 28, 2020. They are working on setting the goals and will determine the short and long term ones and are also working on the measurable goals.
- Shelly said that she also participated in an interim study on nurses where they heard testimony from a couple of nurses that was very, very moving. Many nurses are afraid to go to work due to the violence that they encounter while at work.

Old Business

None.

New Business

None.

Announcements

- Alumni Celebration – November 21, 2019, 1:00 p.m. at the Oklahoma Hall of Fame, Gaylord-Pickens Museum, Oklahoma City, OK
- 5th Annual Apprenticeship Open House, November 15, 2019, Plumbers and Pipefitters Apprenticeship Training Center, 5315 S. Shartel, Oklahoma City, 10 a.m. – 2 p.m.

Secretary Kouplen Update

- Workforce is a big priority in Oklahoma and the Office of Workforce Development is joining the Department of Commerce. Don is on their leadership team and adds a lot to their team, as well as Sarah and others in the Workforce office. He wants to thank Scott Fry and David Stewart for their work too. There's a lot of relationship building going on and everyone is moving in the same direction.
- Sec. Kouplen said that they have attracted several new or expansions to the state.
- If anyone has any legislative ideas to contact Sec. Kouplen.
- The governor is looking at the membership of the Governor's Council and openings that may be coming up. He wants to have members who are engaged, influencers, and those who can help with private funding, etc.

Next Meeting

The next meeting will be on January 31, 2020.

Adjourn

The meeting adjourned at approximately 10:32 a.m.

*Respectfully submitted,
Linda Emrich*