

Workforce System Oversight Committee
Meeting Minutes
July 13, 2022

1. Welcome and Introductions

With 2 of 3 committee members present, a quorum was established and the meeting began at approximately 1:30 p.m. Jenna Morey, co-chair, welcomed the committee members and guests.

2. Approval of November 19, 2021 Meeting Minutes

Jenna asked if there were any changes to the November 19 meeting minutes. There were none, and Jenna called for a vote of approval. A motion was made to approve the November 19, 2021 minutes.

Motion: Dee Hays

Second: Jenna Morey

Opposed: None

Motion carried unanimously.

3. OWDI #01-2022 Eligible Training Provider Registry

Susannah Gravley stated that the name "List" was changed to "Registry". Other changes included the in-house process, metrics for performance, grammatical changes, etc. She said that there was a workgroup made up of local workforce board staff that worked on the revision with OOWD staff. Also, revisions were made to help clarify who is on the ETPR. A motion was made to approve OWDI #01-2022 Eligible Training Provider Registry.

Motion: Dee Hays

Second: Jenna Morey

Opposed: None

Motion carried unanimously.

4. OWDI #02-2022 Data Integrity & Personally Identifiable Information

Susannah Gravley said that changes made were to follow-up services to clarify as to what they are and how to enter them into OKJobMatch.com. Case notes were clarified ensuring HIPPA purposes were understood. Zen Desk procedures were implemented as there were none before. Most of the changes were made to assist Case Managers. A motion was made to approve OWDI #02-2022 Data Integrity & PII.

Motion: Dee Hays

Second: Jenna Morey

Opposed: None

Motion carried unanimously.

5. OWDI #03-2022 Incumbent Worker Training

Revisions made include: exit date for non-WIOA participants is coded as the last day of training; exit date for WIOA participants is coded as the exit from whatever program the person is co-enrolled in; an individual must create an OKJobMatch account; a social security number must be provided for performance wage matching purposes, if a social security number cannot be provided, supplemental wage information will be used; a social security number is not subject to data validation requirements for uploaded documentation. A statement was added about which policy to use when accessing state Incumbent Worker Training funds (OOWD vs. Local Board policy), and language was changed regarding “contract” – it’s not a contract but the Governor’s Council approved Incumbent Worker Training application.

6. Green Country Workforce Development Board Certification

Don Morris reported that the Green Country Workforce Development Board (GCWDB) has been certified through June 30, 2022. Over the last several months, the board has made progress in their efforts to meet compliance requirements. There are still some actions that need to be resolved. On June 7, 2022, the Oklahoma Office of Workforce Development (OOWD) acting under its authority in WIOA, assumed Administrative Oversight of the Green Country Board. In this authority, OOWD has designated the Central Oklahoma Workforce Innovation Board (COWIB) to act as Fiscal Agent as well as Employer of Record for Green Country. This will allow Green Country Board staff to focus on administering programs funded through WIOA and meeting required performance metrics at the federal and state level. Don said at this time, due to OOWD’s administrative oversight, OOWD recommends that the Green Country Workforce Development Board be certified through the remainder of the original two-year certification period. If approved, the GCWDB will be certified through June 30, 2023, and will then proceed with the established policies and procedures for renewed board certification. A motion was made to certify the Green Country Workforce Development Board through June 30, 2023.

Motion: Dee Hays

Second: Jenna Morey

Opposed: None

Motion carried unanimously.

7. Update on Unified State Plan 2-Year Modification

Susannah Gravley reported that the U.S. Department of Labor has approved the 2-Year Modification of Oklahoma’s State Plan. The Plan is posted on our website OklahomaWorks.gov. Susannah said there were no significant changes made, the main one being that there are now six Local Workforce Boards instead of seven due to the Eastern Board merging with the Tulsa Board. The two boards became the Green Country Workforce Development Board. Stephanie Roe, DRS, reported that they didn’t have any major changes for their VR portion. She did mention that they did have to negotiate the rest of their performance metrics for the first year. They had to do their measurable skills gain in the last rewrite in 2020 and then they negotiated the rest of the performance metrics along with the core partners in the state plan.

8. Old Business

None.

9. New Business

None.

10. Next Meeting

The next regularly scheduled meeting is August 2, 2022.

11. Adjourn

The meeting adjourned at approximately 1:53 p.m.

*Respectfully submitted,
Linda Emrich*