



## GOVERNOR'S COUNCIL FOR WORKFORCE AND ECONOMIC DEVELOPMENT

### MEETING MINUTES

**Date:** April 29, 2016

**Time:** 9:00 A.M.

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

#### **Welcome/Call to Order**

Chair Steve Hendrickson called the meeting to order and reviewed the agenda. Chair Hendrickson introduced two new members to the Council: Nathaniel Harding with Harding and Shelton Exploration, and Nici Duncan with Ditch Witch, A Charles Machine Works Company.

#### **Housekeeping Items**

Secretary Shirley said that in the past there have been some confusion about books and papers and that sort of thing, so we are going to institute a more rigorous system. For all of the Council members, there will be at your place at the table a notebook. You will receive all of your materials in advance by email but you don't have to bring them unless you write notes on them. All of the materials will be in your notebook and you may take the materials with you or leave them in the notebook, but leave the notebook on the table when you leave the meeting. We will fill it and bring it back for you to use at the next meeting.

For those who are in the audience, you will continue to receive the materials by email. If you didn't get them by email, leave your address on the sign-in sheet and we will add your name to the list. This time, we have the materials available. Next time, we will have fewer materials and within the next three meetings, we won't any have materials for you. If you want them, you will need to print them and bring them with you. We will continue to make this announcement as a reminder. Eventually, it is our hope to go electronically with the materials.

#### **Introduction of New Deputy Secretary**

Secretary Natalie Shirley explained that the Secretary of Education and Workforce Development is one of the few Secretaries that have a Deputy Secretary. It is because of the importance of the Workforce areas and the work that you do. Mike Widell has been named Deputy Secretary for Workforce Development. Mike has previous experience with the Workforce office. Secretary Shirley calls him a "utility" player because if there is a problem that she can't figure out, she calls Mike.

#### **Approval of Minutes**

Chuck Mills made a motion to approve the January 29, 2016 meeting minutes, seconded by Valerie Thompson. No further discussion. The motion carried unanimously.

#### **Oklahoma Works Update**

Katie Altshuler reported that they had a stocktake meeting with Governor Fallin on Tuesday to evaluate the progress that they have made with Oklahoma Works to date. She says they feel that they are in a very good place and on the path to success. The Strategic Plan that has been finalized and hopefully everyone has had a chance to review it. It is available on [OklahomaWorks.gov](http://OklahomaWorks.gov). Katie briefly walked through the four major objectives and the strategies connected to them. They are:

**Goal:** Implement wealth-generating policies across the state by coordinating the alignment of private and public strategic priorities so all Oklahomans can achieve the American Dream.

#### **Objective 1: Align and Connect**

Strategy 1: Career Options Exposure

Strategy 2: Postsecondary Opportunities in High School

Strategy 3: Workforce Readiness  
Strategy 4: Transportation Services

**Objective 2: Data**

Strategy 1: Using Data to Decrease Labor Supply and Demand Gap

**Objective 3: Partnerships**

Strategy 1: Regional Partnerships

**Objective 4: Resources**

Strategy 1: Optimize Cross-Agency Resources

Katie added that there are a couple of items worthy of noting. One is in regard to the State longitudinal data system. She said that without a State longitudinal data system, we are not going to be able to connect the dots. This has been in the works for several years with the K-12 system and we are in a very good place now where the State Department of Education and the K-12 piece of that is almost complete. They are going to be working very aggressively over the next few months to ensure that the other partners are going to be able to connect with it. This is something that they have been working on for about the last ten years so they are very excited about it.

Also, they received a J.P. Morgan Youth Skills Grant which fits in with a number of the objectives above. It is a planning grant that CareerTech and the State Department of Education received and will provide grant opportunities over the next couple of years. There is a pretty large sum of money attached to it and it will support the work that we are doing.

**Workforce Partners Metrics**

Mike Widell began by introducing the new executive director of the Oklahoma Office of Workforce Development (effective May 2), Erin Risley-Baird. Erin has been the Oklahoma Works coordinator for the past year. Erin graduated from the University of Texas, has a Master's degree in Communication from West Texas A&M, and is currently pursuing her Ph.D. in Communication and Public Policy.

Mike thanked Kyle Bellinger and the entire team at OMES for putting together the metrics and presentation. There was a lot of information to gather from each agency and he thanks the agencies too for their hard work.

Mike reported the following metrics for the Workforce System Partners:

- Oklahoma Board of Private Vocational Schools
  - Critical Occupations Accredited Private Vocational School Enrollment
    - Objective: Increase enrollment in critical occupation programs at accredited private vocational schools from 3,524 in 2014 to 3,700 by 2019.
  - Critical Occupations Accredited Private Vocational School Completion
    - Objective: Increase number of graduates from critical occupations at accredited private vocational schools from 1,585 in 2014 to 1,664 by 2019.
- Oklahoma Center for the Advancement of Science and Technology
  - High Quality Job Creation
    - Objective: Increase high quality job creation by OCAST programs from 2,175 in 2015 to 2,250 by 2018.
  - Average Annual Wage
    - Objective: Increase average annual wage of jobs created by OCAST from \$43,348.73 in 2015 to \$49,000 by 2018.
- Oklahoma Department of Career and Technology Education
  - Career and Technology Education Industry Credentials
    - Objective: Increase the number of CTE Industry credentials from 12,551 in 2013 to 13,806 in 2018.
  - Career Readiness Certifications

- Objective: Increase the number of Oklahoma Career Readiness Certificates earned from 14,340 in 2014 to 15,774 by 2018.
  - Career and Technology Education Post-Graduation Placement
    - Objective: Increase the percentage of CTE graduates that are employed in a full-time position related to their field of study from 84% in 2013 to 89% by 2018.
- Department of Corrections
  - Offenders Participating in GED Training
    - Objective: Increase the percentage of participants in GED preparatory classes from 9% in 2015 to 11% by 2019.
  - Offenders Earning a GED
    - Objective: Increase the percentage of offenders earning a GED from 5% in 2015 to 7% by 2019.
  - Offenders Re-Entering Workforce
    - Objective: Increase the number of offenders re-entering the workforce with vocational training or certifications from 3% in 2013 to 6% by 2017.
- Department of Human Services
  - TANF Employment Closures
    - Objective: Increase the percentage of TANF clients whose employment closures remain closed for 6 consecutive months from 83.5% in 2015 to 90% by 2018.
  - TANF Vocational/Educational Training
    - Objective: Increase the percentage of TANF clients who complete Career and Technology programs or Special Projects in two year colleges from 57.7% in 2015 to 67.7% by 2018.
- Oklahoma Department of Mental Health and Substance Abuse Services
  - Drug Court GED Completion
    - Objective: Maintain the amount of drug court participants without high school equivalency who earn a high school diploma or GED at or above 30% per year through 2019.
  - Drug Court Graduate Unemployment
    - Objective: Maintain a reduction in unemployment of drug court graduates at or above 92% through 2019.
  - Mental Health Court Graduate Unemployment
    - Objective: Maintain a reduction in unemployment of mental health court graduates at or above 81% through 2019.
- Oklahoma Department of Rehabilitation Services
  - Disability Clients Employed
    - Objective: Increase the percentage of Department of Rehabilitation Services clients with disabilities who find employment from 50% in 2014 to 60% by 2018.
- Oklahoma Department of Veterans Affairs
  - GI Bill Utilization
    - Objective: Increase the number of Veterans utilizing VA education benefits from 13,826 in FY2015 to 21,000 in FY2019.
- Oklahoma Employment Security Commission
  - Unemployment Insurance Benefits
    - Objective: Decrease average number of weeks recipients receive state unemployment insurance benefits from 16.6 weeks in 2013 to 13.9 weeks by 2018.
  - Number of UI Recipients to Re-enter the Workforce
    - Objective: Increase number of UI recipients re-entering the workforce the quarter after their initial UI payment from 53% in 2015 to 60% in 2018.
  - Re-employment Rate of Veteran UI Recipients
    - Objective: Increase percentage of unemployment insurance Veteran recipients returning to work from 59% in 2013 to 74% in 2018.
- Oklahoma Healthcare Authority
  - Average SoonerCare Enrollment Period

- Objective: Decrease average length of SoonerCare enrollment periods by 3 months, based on a 5 year rolling average from 27.48 in 2015 to 24.48 by 2019.
  - Permanent SoonerCare Disenrollments
    - Objective: Increase the number of permanent SoonerCare disenrollments, based on a 5 year rolling average, by 5% from 11.9% in 2014 to 16.9% by 2018.
  - Employed SoonerCare Households
    - Objective: Decrease the distribution of employed SoonerCare households by 5% from 65.8% in 2015 to 60.8% by 2020.
- Oklahoma Office of Workforce Development
  - Six-Month Earnings, Average Earnings of Adults and Dislocated Workers
    - Objective: Increase the six-month earnings, average earnings of Adults and Dislocated Workers who maintain unsubsidized employment in the second quarter after their exit from the program. Target goal setting in July 2016 with guidance from the U.S. Department of Labor.
  - Employment and Credentials of Adults and Dislocated Workers
    - Objective: Increase the employment and credential rate of adults and dislocated workers. Target goal setting in July 2016 with guidance from the U.S. Department of Labor.
  - Attainment of Degree or Certificate of Youth (ages 14-21)
    - Objective: Increase the percentage of youth program participants who obtain a recognized post-secondary credential or high school diploma or its equivalency within one year after exiting the program. Target goal setting in July 2016 with guidance from the U.S. Department of Labor.
- Oklahoma State Department of Education
  - High School Graduation Rate
    - Objective: Increase the Historical Cohort Graduation Rate from 87% (class 2011-12) to 90% by 2016.
  - College Readiness Benchmarks
    - Objective: Increase the percentage of high school graduates meeting college readiness benchmarks on the ACT and SAT from 56% in 2014 to 62% by 2017.
- Oklahoma State Regents for Higher Education
  - Number of Degrees and Certificates
    - Objective: Increase the number of degrees and certificates obtained from 40,484 in 2014 to 47,284 by 2018.
  - Graduation Rates – Research Tier
    - Objective: Increase the average graduation rate at research tier institutions from 67% in 2014 to 73% by 2018.
  - Graduation Rates – Regional Tier
    - Objective: Increase the average graduation rate at regional tier institutions from 37.5% in 2014 to 38.4% by 2018.
  - Graduation Rates – Two-Year
    - Objective: Increase the average graduation rate at two-year tier institutions from 16% in 2014 to 16.6% by 2018.
  - OHLAP Scholarship
    - Objective: Increase the percentage of eligible students that enroll in the Oklahoma’s Promise (OHLAP) scholarship from 48.8% in 2014 to 50.8% by 2018.
  - Concurrent Enrollment
    - Objective: Increase the number of Concurrent Enrollment (Higher Education and Career and Technology Education) hours that have been completed by incoming college freshman from 103,055 in 2014 to 105,979 by 2018.

Chair Hendrickson asked for comments/questions.

- David Keith asked if there are plans to highlight favorable or unfavorable significant changes in the graphs?

- Mike Widell answered yes, to show whether there are improvements or not. Over time, we will be able to look at the trends and be able to evaluate the effectiveness of Oklahoma Works and to look at the performance of each agency as it relates to the entire project.
- Chuck Gray asked if there is going to be a period of pragmatic implementation planning to achieve goals and the ways the goals were set based on the committee or group that put them together to come up with some probability of achievement?
- Katie Altshuler said that is accurate. We have a team at OMES, the Delivery Team, that is very well versed in statistics, trends and data, and they helped us set all of these, so they are aspirational goals but are also obtainable. We will be constantly monitoring them and adjusting as we need to.
- Cheryl Carlan said that she assumes that someone is looking at what the data is telling us today and saying, this is why this happened – we know why this is going down instead of up and here's what we are doing about it, or this was expected or it was unexpected.
- Sec. Shirley replied that yes someone is looking at the data. Right now, we are still trying to make sure that what we're seeing is not just an anomaly and that it is instead, to David's point, trend. And then, once we are able to properly analyze that, then we'll look into the why. For example, one of the things that you are seeing on there in terms of graduation rate, two-year specifically, we watched the trend and we know that we have a serious issue in terms of putting more people into the system. We are doing a much better job of graduating them but we are still not increasing the number of skills that we need to fill the jobs. The issue wasn't just pushing them toward graduation it's that our pipeline isn't as full as it needs to be. So, the Office of Workforce Development is currently in the midst of surveying and there are focus groups all around the state trying to better understand. This is just a single example of how we are taking this data and how we're recognizing trends and now we are at the place of trying to understand it.
- Chair Hendrickson asked, is this system producing what our businesses need? Is there something we should be doing instead? Are we headed in the right direction? What are we missing?
- Cheryl Carlan commented that when she started in Human Resources at the Michelin Plant in Ardmore a year ago, she was told that in Oklahoma in general we have a relatively poor mental health rate, a relatively poor physical health rate, and a really healthy substance abuse rate. So being the person who hires for a 2,000 person plant, she thought no wonder we have challenges. While she is not an expert and having looked at these before today, she thinks this is a really good set of indicators. She would like to know why they're not moving in the direction that we want them to when we get to that point. From her just getting started, she thinks these will go a long way.
- Nathaniel Harding said that from the perspective of just seeing this for the first time, and looking at it from an oversight point of view, every quarter if we could initially see remarks from the agencies on how it's going – green light it is going well - yellow light we are watching it – red light, etc. It would be good to have a sentence or two from the agency to say if it is getting better, changing, or we need to improve and why the numbers are down.
- Chair Hendrickson added that the frequency of when the data is reported is important. Sometimes it may be monthly, quarterly, or annually, depending on the data set.
- Katie Altshuler said that we haven't discussed exactly how often we will submit data to this group, however, there will be dashboards posted on the Oklahoma Works web site. We have been developing these metrics over the past few months and this is the first time that we are publically sharing indicators that have been submitted by the agencies and this is our first step. Most of the metrics are reported on an annual basis. On the Workforce side of the house, it can be reported on a quarterly basis and on the Education side of the house, it's more of an annual report. The agencies will help us to address the current cause of the trend, what the results mean, why it's happening and what actions are being taken for each metric. The results will be shared on OKStateStat.com and will be addressed on the Oklahoma Works dashboard.
- Sec. Shirley said that what we are looking at are trends that are a year-long or a much longer period of time than quarterly. She would suggest that we ask the various constituents that have input into these data that once each meeting we do a deep dive on theirs and what they see in it

and the analysis and what they are going to do about it. She feels that this would be a valuable exercise.

- Chair Hendrickson asked what the Council thought of doing a deep dive into one metric.
- Chuck Mills said that he would like for it to go one step further and not concentrate on just one but have a report from all of them so we can all have an idea of what's going on right now.
- Chuck Gray said that he really likes the metrics too and would like to see STEM grads tracked. Looking at High School, Vocational, and College, what is the target to increase the technology level in the state which is tied to the incomes that are generated in the state and the prosperity of each and every one of us? Is there a subset that focuses specifically on STEM?
- Tony Hutchison commented from the State Regents perspective there is good news on STEM degrees and that in the last five years, about 28% are STEM graduates. The biggest piece for producing STEM graduates is preparation and specifically in Math. That is the biggest stumbling block. Information is available.
- Chair Hendrickson asked if it would be possible to do a similar trend/metric on STEM graduations like we saw on the other data? Tony Hutchison said that they could provide it.
- Cindy Koss said that something that ACT started last year is they do have a STEM score for ACT that we could be starting to report.
- John Hawkins said one thing that would help is to have a brief explanation of what is driving the changes. Because we have worked on a number of issues over the last 15 years and what has caused the current enrollment to go up or down. There are a number of things driving the situation.
- Sec. Shirley said that we need more longitudinal data.
- Katie Altshuler commented that there will be a STEM Summit on November 1<sup>st</sup> and there will be regional summits around the state.
- Chair Hendrickson summed it up by saying that the Council likes the data and the work that is being done and would like to see more.

### **Governor's Council Bylaws**

Chair Hendrickson said that there was an ad hoc committee that agreed to look at the bylaws. The committee consisted of some seasoned Council members as well as some new ones, the Secretary of Education and Workforce, and our legal counsel. The draft bylaws provided today are a result of their input. As you can see from the mark-up version that is included in your materials, there have been significant changes made from the bylaws from the old (WIA) Council. It was the consensus of the ad hoc committee that the new bylaws are appropriate under the WIOA (Workforce Innovation and Opportunity Act) and the State laws and appropriate when looking at the work that lies ahead of us.

It is the recommendation of the ad hoc committee that these bylaws be approved. Chair Hendrickson said that in order to open the floor for comments, that we need a motion and a second. Chuck Mills made a motion to approve the Council bylaws. The motion was seconded by Chuck Gray. Chair Hendrickson asked for comments or questions. There were no further discussion, comments or questions. Chair Hendrickson asked for all those in favor to signify by saying aye. Those opposed, same sign. The motion carried unanimously.

### **Governor's Council Structure/Committees**

Chair Hendrickson stated that there are now four committees:

- Workforce System Oversight Committee
- Youth Program Committee
- Healthcare Workforce Committee
- Career Pathways Committee

Steve said that since they started talking about the committee structure in the August/September timeframe, there have been many iterations of it. During that process, there have been outreach to some of the Council members and many of the staff members throughout the state to be active in the meeting process. We will try to be as inclusive as we can in the committee structure to get those involved who want to be.

The Workforce System Oversight Committee (WSOC) basically decides the governance and policy and capacity building for the Local Workforce Boards and partnerships. Steve explained that in any other state, this would be what the full Council (the State WIOA Board) would be doing. The way that Oklahoma structures it, as a committee of the Governor's Council – the WSOC – handles all of that. It is very important work as it governs the Oklahoma workforce system, the boards, one-stops, etc. The co-chairs of the committee are John Hawkins and Richard McPherson and they have done a fantastic job. If you are interested in serving on the committee, reach out to Steve and let him know.

The Youth Program Committee is expressly focused on creating pathways for folks in common education to make sure they understand what their path is into the workforce once they finish the education system. Chuck Mills has worked on that committee tirelessly forever and has done a magnificent job. This is probably one of our more active committees and it's about creating opportunities for youth.

The Healthcare Workforce Committee is one of the newer committees and focuses on a critical ecosystem in the state. It will inform, coordinate and facilitate statewide efforts to ensure that a well-trained, adequately distributed, and flexible healthcare workforce is available to meet the needs of an efficient and effective healthcare system in Oklahoma. It is co-chaired by Council members Shelly Dunham and David Keith.

The Career Pathways Committee will inform, coordinate, and facilitate statewide efforts to improve Oklahomans' exposure to high-demand career and entrepreneurship opportunities, along with the training and education required for entry into and advancement within a chosen career.

Steve suggests that Council members contemplate over the committees and if you have a particular passion for one of them, we will do everything that we can to accommodate your interest in that committee. We want to make sure that they are staffed appropriately with appropriately diverse Council members in terms of geography, agencies, business size, ecosystem you are in, etc. So, if you are interested in one, let Steve know or otherwise you will be assigned to a committee. If you want to switch committees, that is fine, just let Steve know. We want to have the committees in place by the next Council meeting in July.

Chuck Mills added that the Oversight Committee is pretty much the administrative nuts and bolts dealing with the planning regions, the workforce boards and areas, structure and organization, and those kinds of things. He said the Youth Committee is focused a lot on education, especially working with getting business engaged with education and being a part of that pipeline of helping educators prepare our kids to have a more successful future. There are two sides – one is the Federal side which is WIOA that focuses on 16-24 year olds out-of-school youth. Seventy-five percent of our funds are focused in this area. The other side is where we have 25% of the funds to focus on early childhood, Pre-K, up to 16 years old. We try to help these kids not to become disengaged or drop out of school.

Chuck said that he is also involved in the Career Pathways Committee. The co-chair that is vacant was held by former Council member Gordon Andersen. He would recommend one of the business representatives on the Council to volunteer to step up and be the co-chair. Career Pathways is the key for our success because skilled workers are needed in our workplaces. Chuck said that all of the committees do important work and for the Council members to think about which one they can serve on. They can serve on more than one if they have the time. He said that the Council members were appointed to make a difference so they need to get involved.

### **New Area Designation**

John Hawkins, co-chair of the WSOC, explained that under the new WIOA there are requirements that need to be met for designation of workforce areas. One of the requirements used was population statistics as well as other criteria. The East Central area did not meet the requirements. Therefore, an application was received from the East Central area and the Central area Chief Local Elected Officials requesting a merger of their areas into a new workforce area effective July 1, 2016. John reported that the Workforce System Oversight Committee reviewed the application for accuracy and recommends the action to form a new area. The new area's first action will be to form a new Local Elected Official

Consortium with a new agreement, elect a new Chief Local Elected Official, appoint a new fiscal agent to handle the funds, and appoint a new workforce development board following the guidance in the two-year board certification policy. The new board must elect a new chair, who must start the process to hire board staff using a competitive process. We will grant an appropriate extension if the work cannot be completed in time.

John Hawkins made a motion to grant the designation of a new WIOA workforce development area encompassing the contiguous counties of Hughes, Okfuskee, Lincoln, Pottawatomie, Seminole, Oklahoma, Cleveland, Logan and Canadian effective July 1, 2016. If the new area is not able to accomplish these requirements by July 1, 2016, an appropriate extension will be granted through the Oklahoma Office of Workforce Development. Chuck Mills seconded the motion. Chair Hendrickson added that this is a proposal to merge two local workforce development board areas. Across the country, we are seeing this more often primarily because some of the older areas just don't have the resources by population to be as supportive of those who need training services. No further discussion. The motion carried unanimously.

#### **Oklahoma WIOA Implementation Assessment**

A letter was received from the Region IV, U.S. Department of Labor office reporting on the on-site assessment for WIOA implementation they completed for Oklahoma, February 8-11, 2016. While opportunities for improvement exist, they commended the State and local staff, partners and other workforce professionals for the tremendous amount of time, expertise, knowledge and energy contributed to WIOA implementation thus far.

#### **Old Business**

None.

#### **New Business**

None.

#### **Other**

Chuck Mills said that he would like to have a KEN update at the Council meetings. There are nine KEN areas and a lot of work going on. He would like to hear what all of them are doing. He has been talking with superintendents to get them involved. Communication and collaboration is the key. He said that Erin Risley-Baird has been doing a good job coordinating the work but he would really like to hear an update each meeting so the Council will know what other areas are doing around the state.

#### **Next Meeting Date**

The next Governor's Council meeting is scheduled for Friday, July 29, 2016 at 9:00 a.m. and will be held at Oklahoma State University – Oklahoma City.

#### **Adjourn**

The meeting adjourned at approximately 10:14 a.m.

*Respectfully submitted,  
Linda Emrich*