

**Governor's Council for Workforce and Economic Development**  
**WORKFORCE SYSTEMS OVERSIGHT COMMITTEE**  
**Minutes of Meeting**

**Date:** October 13, 2017  
**Time:** 2:00 P.M.  
**Place:** Oklahoma State University – Oklahoma City, BT 300

**Members Present:** John Hawkins, Donnalla Miller, Nathaniel Harding, and Marty Williams.

**Staff:** Erin Risley-Baird, Jeane Burruss, Linda Emrich, and Michael Carter.

**Guest:** Bill Bryant

**Welcome**

Co-chair John Hawkins opened the meeting and welcomed everyone.

**Approval of Minutes**

A motion was made by Donnalla Miller to approve the September 8, 2017 meeting minutes. Marty Williams seconded the motion. There was no further discussion and the motion carried unanimously.

**Consent Agenda:**

- Performance Negotiations Policy
- Adult and Dislocated Worker Policy
- Youth Policy – OWDI 02-2016 Change 2
- Data Validation Policy
- Transitional Jobs Policy
- Conflict of Interest Policy
- Equal Opportunity Policy – OWDI 13-2017 Change 1
- Branding Policy

Marty Williams made a motion to approve the items on the consent agenda. Nathaniel Harding seconded the motion to approve. No further discussion, the motion carried unanimously.

**Updates:**

- Memorandum of Understanding (MOU) – Erin said that many of the Local Areas have been working really hard to fine tune some of the MOUs that they have left with some of their partners. There are a few outstanding ones that deal with things that are out of their control in getting the MOUs signed such as transition in leadership. But there are a considerable number of MOUs still left that need to be signed. As a recap from the last time we spoke, we hired a consultant, Ed Long, to help with some of the difficult negotiations and the one big difference is that the MOUs are being signed without the infrastructure funding agreement attached, and that is due to DOL's transition authority with the Law. And there are some partners that are not getting that guidance from their Federal agencies to let them know that's the case, so we are still navigating through some

of that. The goal is to have those wrapped up really soon. They were due on July 1, 2017, so any of those that were not completed, there is a compliance issue.

- Center Certification – All of the areas, with the exception of the new area Western, who have an extension, have completed their center certification processes and are now waiting on approval by the local board. There were a lot of good examples of partnerships from multiple local areas volunteering their time to be that partner to review the centers. DOL recently selected two areas to monitor the one-stop procurement and center certification even though we have the deadline extension. We just received a letter from DOL saying that overall we've done a really good job. They had a few remaining issues but nothing that was particularly problematic but is just for the state to monitor those remaining deadlines of getting things approved by the local boards that haven't been approved.
- Video Conferencing – Erin said that the WSOC wanted to explore a more effective way to meet considering where everyone is located across the state. One of the initial options that was being explored was the definition of quorum. Unfortunately, after conversations with Legal Counsel, they didn't recommend that we look at redefining what a quorum is for the purpose of this committee. Even though it doesn't fit with what we want to do to try and get this body together, it was good advice with not redefining a quorum. We still have a few options that we want to explore. It will still require the quorum to be four individuals in person at the meeting in Oklahoma City. It could mean that we have two other people in another location other than Oklahoma City. The size of this committee is small, only seven. Hopefully, next year the WSOC meeting schedule won't be as hectic as we go through implementation.
- One-Stop Operator Procurement – DOL did find some inconsistencies within the contracts and that was just the switch from WIA to WIOA, nothing that was problematic, so based on that guidance we're going to start our monitoring looking at all of the other areas that were not selected by DOL to make sure that all of the contracts have the elements now that we've learned what kind of things they were looking for in that initial review.
- Annual Performance Report – The official deadline for the report, which was extended to all states, was Monday, October 16. We're in a test year for performance and most of the measures to collect for performance are exit based so the first quarter that we are going to have data is going to be this quarter. There's not much to look at right now. The only number that we are reporting in our annual report this year and our quarterly reports is the measurable skills gain. We did not negotiate a target for the measurable skills gain because we had never collected that before so it is considered a baseline goal. We did not have to do a narrative this year. Erin walked them through the numbers.

### **Old Business**

None.

### **New Business**

John Hawkins said that under the Open Meetings Act, "New Business" can be discussed if the matter was not known about until less than 24 hours before the regularly scheduled meeting. Just for informational purposes, he asked Erin to talk about the conference call earlier today that discussed the Infrastructure Funding Agreement/State Funding Agreement.

Erin said they had a conference call today to discuss the proposed policy for the Infrastructure Funding Agreement and the State Funding Mechanism. This is something that they've been

working on for a very long time and have put a lot of research into it. They are at the point where they feel comfortable releasing the policy for consultation and comment from the CLEOs and Board Chairs to start looking at this in terms of a document. Erin said that they have had a number of meetings and conversations with chief financial officers from state agency partners, the McAlester pilot, multiple discussions with state partner directors, etc., so a lot has been considered in putting together the document. She said their first call was at noon today to walk through the information. Another is scheduled at 4:00 today. After the policy is released, OOWD will be doing bi-weekly calls to walk folks through it because there is always the one case that no one has thought of in terms of how a partner is funded or how they want to contribute and that sort of thing. So, it's definitely going to require a lot of technical assistance from our office. She added that our consultant is also ready to take on helping with that effort.

As an overview, Erin said that the policy came directly from USDOL guidance and we don't know enough to start limiting the flexibility that DOL has offered. In the future, we probably will because there is definitely going to be a better way to go than this, but right now in terms of outright policy, we are trying to offer as much flexibility as possible. However, for those who first read this TEGP when it came out, although it is flexible, it is not helpful to know what direction you should go because it is far too open. We tried to add direction in the state toolkit. It goes through all of the policy that DOL provided, but it really goes through what we've learned thus far and recommendations we have for getting started this first year especially with the very tight timeline that we have to do this. So we have offered some recommendations for some cost models to use, how to start talking about infrastructure, how to document - DOL offers no guidance on how to document the two criteria which are proportionate use and relative benefit received, so we developed a documentation list of things to collect as you do this process. We will send out the policy for comment before we send it to the WSOC for approval.

John Hawkins commented that DOL has asked states to do what they couldn't have done in the same timeframe. It was unfair to the states, but he commends the OOWD staff and the pilot for the work that they have done.

#### **Next Meeting**

The next meeting will be a special meeting after the Governor's Council meeting on October 27, 2017, time 11:30 a.m.

#### **Adjournment**

The meeting adjourned at approximately 2:32 p.m.

*Respectfully submitted,  
Linda Emrich*