



## WORKFORCE SYSTEM OVERSIGHT COMMITTEE

Meeting Date: June 28, 2019 at 1:30 PM  
 Meeting Location: Will Rogers Building – 5<sup>th</sup> floor  
 2401 N. Lincoln Blvd  
 Oklahoma City, Oklahoma 73104

### AGENDA

Welcome and Introductions	Richard McPherson
Review and approval of minutes (12/14/2018)	Richard McPherson
Oklahoma Nondiscrimination Plan <i>(for Approval)</i>	Sarah Ashmore
Corrective Action and Sanctions Policy <i>(for Approval)</i>	Sarah Ashmore
WIOA Section 188 Discrimination Complaint Procedures OWDI #01-2018, Change 1 <i>(for Approval)</i>	Sarah Ashmore
Rapid Response Activities and Layoff Aversion, OWDI #14-2017, Change 1 <i>(for Approval)</i>	Darcee Simon
Assessment Policy <i>(for Approval)</i>	Darcee Simon
Individualized Employment Plan Policy <i>(for Approval)</i>	Darcee Simon
Local Workforce Board Certification Update	Darcee Simon
OOWD Update	Sarah Ashmore
Old Business	Richard McPherson
New Business	Richard McPherson
Next meeting date: August 9, 2019	
Adjourn	

### Minutes of Meeting

**Members Present:** Richard McPherson Valerie Thompson Dee Hays  
 Ken Doke Marty Williams

**Members Absent:** Katie Altshuler

**Staff Present:** Sarah Ashmore Darcee Simon

Welcome and Introductions	Richard McPherson
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With four WSOC members present a quorum was established and Richard McPherson began the meeting at 1:47pm by welcoming members and guests. He asked everyone to introduce themselves.

Approval of minutes (12/14/2018)	Co-Chairs
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Richard called for approval of the December 14, 2018 meeting minutes. Valerie Thompson moved to approve the June minutes, Ken Doke seconded the motion. The motion passed unanimously.

Oklahoma Nondiscrimination Plan ( <i>for Approval</i> )	Sarah Ashmore
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Sarah Ashmore explained that the state is required to update and submit a nondiscrimination to the Civil Rights Center every two years. The update had minor changes from what was previously submitted. OOWD worked with their legal counsel to clarify EO monitoring processes and the processes for filing and investigating complaints. The language additions have been approved by OOWD's legal counsel and vetted through partner EEO Officers and/or counsel as well. Valerie asked if the draft needs to go back through the attorneys and Sarah responded that revisions are complete with minor changes and the approval from attorneys has been obtained. Ken asked about the minor changes that were made. Sarah summarized that language was added to state that EO monitoring will take place in tandem with local area monitoring to minimize burdens on local areas. Language was also added regarding the filing of EO complaints through other organizations outside of OOWD that the results of those investigations will be collected in our office (OOWD) because we are required to collect and report that information to the Department of Labor. A final addition from partner feedback clarified the language regarding the Babel notice for contracts.

Richard McPherson moved to approve the Oklahoma Nondiscrimination Plan. Dee Hays seconded the motion. The motion passed unanimously.

Corrective Action and Sanctions Policy ( <i>for Approval</i> )	Sarah Ashmore
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Sarah explained that this is a new policy that is specific to Equal Opportunity and does not include other programmatic types of corrective actions or sanctions. The policy complies with DOL requirements and must be submitted with our Nondiscrimination Plan in August. The approach for developing this policy was to look at models from other states and work with our attorneys to ensure that it would fit our needs and was congruent with our nondiscrimination plan. Richard clarified that there may have been a policy when EO was housed at OESC and Sarah added that there has not been one since it has been housed at OOWD. Sarah explained that the policy outlines how to come into voluntary compliance if an EO issue is identified as well as the steps for when voluntary compliance is not achieved. Ken clarified that the policy was only related to

Equal Opportunity findings and Sarah confirmed this. Valerie confirmed that the policy had been reviewed by partners and Sarah stated that Linda Emrich, interim EO Officer, had circulated the policy for partner review and feedback with the Nondiscrimination plan.

Richard called for a motion to accept and approve the policy. Valerie moved to approve the policy and Ken seconded the motion. The motion passed unanimously.

WIOA Section 188 Discrimination Complaint Procedures OWDI #01-2018, Change 1 ( <i>for Approval</i> )	Sarah Ashmore
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Sarah explained that the discrimination complaint procedures policy was changed to maintain congruence with the nondiscrimination plan as well as the new EO sanctions policy. Valerie asked if the policy was being submitted to DOL. Sarah responded that it will be submitted to the state board. Valerie clarified if the policy should be revised to list Sarah’s name as interim executive director instead of Erin Risley-Baird. Sarah responded that she would double check.

At approximately, 1:57pm, Marty Williams entered the meeting and was welcomed by the committee.

Darcee explained that the committee members had paper copies of the policy and had received electronic copies of both the policy and its attachments prior to the meeting. Valerie asked if legal had reviewed the policy and Sarah responded that both legal as well as core partners have reviewed and provided feedback on the policy. Ken clarified that the policy is only specific to EO and Sarah responded that it is.

Ken moved to approve the policy and was seconded by Dee. The motion passed unanimously.

Rapid Response Activities and Layoff Aversion, OWDI #14-2017, Change 1 ( <i>for Approval</i> )	Darcee Simon
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Darcee explained that there were two minor updates to this policy that were a result of the new Rapid Response and Business Services Coordinator attending DOL training in Dallas. The changes were made to mirror DOL guidance by offering clarification that Rapid Response services must be offered to Trade Adjustment Act benefit recipients. Ken moved to approve the policy change. Marty seconded the motion. The motion passed unanimously. Valerie commented that the clarification on issuing authority of Sarah as interim executive director should be applied to all documents and policies before distribution and the committee agreed.

Assessment Policy ( <i>for Approval</i> )	Darcee Simon
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Darcee presented the assessment policy as a new policy that improves the ability of partners to have a shared understanding of assessments that are used. She gave the scenario of assessments being utilized to determine the eligibility of a jobseeker in a workforce center as well as to track their progress in an education or training program. The policy was developed through our State Performance Officer so that data can be aligned and shared and so that metrics will be tracked and demonstrate progress across programs. Ken asked if this policy would add additional standardization to how assessments are used in local areas. Darcee responded that local boards and partners will continue to have the flexibility that they currently have to choose which assessments they use, but that the policy clarifies use of assessments and how they can relate to each other. Valerie said that she thought that everyone is using the TABE. Darcee replied that she hears about the TABE or the CASAS most often and that in many cases the decision of which assessment to use relates to cost, length of test, accessibility or broader partner agency policies and decisions.

Valerie moved to approve the policy. Ken seconded the motion. The motion passed unanimously.

Individualized Employment Plan Policy ( <i>for Approval</i> )	Darcee Simon
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Sarah explained that the background context for the development of this policy change was a recommendation from DOL monitoring. Darcee added that the monitoring was in August 2018 and the concerns related to key information from the individualized employment plan being located in multiple places within our system. The policy was developed through a task force that met from December 2018 through May 2019 and included both local area directors and service providers. DOL's concern was initially identified in one local area and was additionally evident in a second local area when they monitored again in December 2018. Our system is set up to implement this policy and it has been cross-referenced to the updates in our data validation policy.

Marty moved to approve the policy. Dee seconded the motion. The motion passed unanimously.

Local Workforce Board Certification Update	Darcee Simon
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Darcee reminded the committee that local workforce development boards have submitted applications for their two-year recertification as required by federal and state guidance. She explained that local board applications are reviewed for member composition and ratio requirements in the same way that the state board has guidelines for compliance regarding membership composition. Darcee reminded the committee of

the timeline for board certification and shared a status update for review of each of the local areas. At the time of this update, the by-laws, rosters and member appointment forms have been reviewed and there are four local areas that are out of their ratio compliance of board membership (one regarding business members and three regarding labor/training members). Three of the four areas are off by one board member and may be in the process of filling the vacancy or should be able to easily resolve the discrepancy relatively quickly. Darcee proposed that provisional certification be offered to the four areas out of compliance contingent on the resolution of their board ratios no later than October 1, 2019. This will allow local areas to hold board meetings to approve new members if needed and final decisions will be reached at the October WSOC meeting.

Richard asked if the sense was that the local areas are struggling to fill positions on their boards or if it's more of a calculation error. Darcee responded that the small percentage equivalency to one person seems to indicate more of a calculation error. Darcee also clarified that these discrepancies are resolved by adding board members and there is no scenario that should trigger a board member being asked to step down unless a local area is pursuing that route. There are additional clarifying questions regarding documentation for all of the local areas that will be sent out following this meeting in advance of the July Governor's Council meeting as well. Darcee will be sharing her notes with the local areas regarding discrepancies in documentation or composition following this meeting.

The final recommendations will be presented at the next Governor's Council on behalf of WSOC for board certification. Marty asked what happens if the issues aren't resolved by the October deadline. Darcee responded that a local board must be certified in order to receive funding. Richard asked about the frequency of reviews of board membership and Darcee responded that the nomination forms are collected for two-year certification, but the by-laws and rosters are submitted for annual monitoring. She stated that the current policy calls for a local area to submit for re-certification if their board membership changes 20% or more within their two-year certification time period.

Richard clarified that there is not a vote needed on this item today. Darcee responded that the recommendations and vote will be at the July Governor's Council meeting. The expectation is that some of the recommendations may change from provisional to full certification when local areas have the opportunity to update appointments and resolve documentation discrepancies over the next month.

OOWD Update	Sarah Ashmore
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Sarah shared that OOWD has started meeting with core partners to work on the state plan that will be submitted in March 2020. The working group has met and mapped out

a timeline for information to collect and incorporate into the plan. Concurrent to that process, the annual report is due December 1<sup>st</sup> and that information is also being collected to report. OOWD was monitored by DOL and the response is due June 30<sup>th</sup> regarding a couple of outstanding items, including policies that were approved today.

For the August WSOC meeting, Sarah mentioned that we were asked to update a policy from when we were at the Department of Commerce regarding the payment of meals with federal funds. OOWD is also working on an incumbent worker training policy.

Old Business	Richard McPherson
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None.

New Business	Richard McPherson
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Richard mentioned that we need to replace Donnalla on the System Oversight Subcommittee who was previously servicing as the WSOC lead for that subcommittee. The subcommittee includes membership from core partner and workforce system stakeholders. Darcee mentioned that local boards are working on 2-year updates which was previously reviewed by that team. SOS also works on policy development and other projects as the working arm of WSOC. Ken asked if the WSOC lead needs to be a private sector member and Darcee responded that it’s not necessary. Richard asked if they must be a WSOC member and Darcee responded that it always has been previously. Darcee mentioned that the subcommittee typically has two co-chair leads who lead the work and can report back to the WSOC lead or full committee as needed. Based on the committee discussion, Richard asked to continue conversation at the August WSOC meeting.

Since many members travel from other areas of the state, Richard asked the committee members if there are preferences or more convenient places in the city to meet. The committee members responded that the location is good. Valerie asked if it is better to meet at 1:30pm or 2pm and the committee agreed that 1:30pm is best.

Adjourn	
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The meeting adjourned at approximately 2:30pm.

Respectfully submitted,  
**Darcee Simon**