

**Governor's Council for Workforce and Economic Development
EXECUTIVE COMMITTEE
Meeting Minutes**

Date: May 13, 2019
Time: 3:30 P.M.
Place: Oklahoma State University, 900 N. Portland Ave., Oklahoma City, OK

Attendees

Executive Committee Members:

Chuck Gray, Shelly Dunham, Steven Shepelwich, and Nathaniel Harding on the phone.

Others:

Sarah Ashmore, Linda Emrich, Jeane Burruss, and Darcee Simon.

Call to Order/Welcome and Introductions

Co-chair Chuck Gray called to order the meeting of the Executive Committee of the Governor's Council, welcomed the group, and gave a brief overview of the agenda. Nathaniel thanked everyone for coming and apologized that he was unable to attend in person.

Policies – For Discussion and Possible Action

- OWDI #01-2017 Change 1 – Regional and Local Planning Instructions. Darcee Simon explained the changes made to the policy. A motion was made by Shelly Dunham to approve the policy. Chuck Gray seconded the motion, no further discussion and the motion carried unanimously.
- OWDI #01-2019 – Center Certification Policy & Attachment A-Checklist. Darcee Simon gave a brief description of the new policy and checklist. A motion was made by Steve Shepelwich to approve the policy. Shelly Dunham seconded the motion, no further discussion, and the motion carried unanimously.
- OWDI #05-2017 Change 1 – Local Board Two-Year Certification Policy. Darcee Simon explained the changes to the revised policy and answered questions. Shelly Dunham made a motion to approve the policy. Steve Shepelwich seconded the motion. No further discussion, the motion carried unanimously.
- OWDI #02-2019 – Data Validation Policy. This policy was developed through a taskforce with representation from all of the seven workforce areas. Kristy Austin explained and answered questions relating to the new Data Validation Policy. Shelly Dunham made a motion to approve the policy. Steve Shepelwich seconded the motion, no further discussion, the motion carried unanimously.

Talent Pipeline Report

Sarah Ashmore said that the Talent Pipeline Report was presented to the Governor's Council at the January meeting and put forward the recommendations that the Career Pathways Committee made based on the data analysis in the report. She said that the Career Pathways

Committee would like to use this as a roadmap for the activities that are being done under the Committee in the coming year. These activities are in line with WIOA and sector partnerships, career pathways, and things that we discussed at the Council Retreat. Chuck added that the focus should be on measurable outcomes so Secretary Kouplen and the Governor will know if we have moved the needle.

Sarah added that one of the things discussed was a need for an incentive for employers to participate in work-based learning, so there was a recommendation for a potential creation of a tax credit for work-based learning sponsors increasing collaboration between state and local workforce and economic development efforts. Under the new administration, they are very interested in rural communities, and retention and expansion of business, so that is something that we want to align our strategies with moving forward. We also want to increase credential attainment, and degree or credential completion.

Once the Executive Committee approves, it can be rolled out through the Governor's Council.

After further discussion, Chuck Gray made a motion to approve the Talent Pipeline Report. Steve Shepelwich seconded the motion. No further discussion, the motion carried unanimously.

Branding Funds

Sarah said that there have been some issues around branding and signage that need to be addressed, part of which is under WIOA. The local centers are required to use the tagline "*A Proud Partner of America's Job Center Network*". The signage and branding wasn't consistent throughout the state and many centers were using different logos, etc. So OOWD made funds available for the locals to apply for up to \$10,000 to update their signage and to align it in compliance with WIOA. If it was a consortium of centers, they could apply for up to \$15,000. This was approved by the Executive Director and the WSOC committee and the Executive Committee can ratify it.

A motion was by Shelly Dunham to approve the branding funds. Steve Shepelwich seconded the motion. No further discussion. The motion carried unanimously.

Governor's Council Retreat-Strategic Plan

Sarah shared notes from the Council retreat discussions. They were broken down in the following categories:

- Metrics
- Need
- Potential Strategies
- Next Steps

Sarah also distributed 1-year and 4-year goals that the Workforce Development Office was required to submit to Secretary Kouplen to present to the cabinet. The 1-year goals are what

the office is already working on and the 4-year goals can be changed or tweaked if necessary down the road.

Discussion.

Next Steps:

- Map out committee and working groups; align strategies to those committees
- Executive committee – prioritize strategies, align to committees, 90-day Traction goals, WIOA state plan with partners, partner accountability, etc.
- Workgroup meetings – Sarah will send out the previous Oklahoma Works Strategic Plan for review and will set up some workgroup meetings.

Governor’s Council Meeting at Other Locations

Chuck Gray offered to host a Governor’s Council meeting at his place of business in Stillwater in the future, possibly in July or October. Or possibly look at places that relates to the Strategic Plan, apprenticeship, a local board, or a rural hospital.

Ideas for Engaging the Council

Ideas how to engage the Council:

- The chair and/or vice-chair could sit down and have coffee with them, etc. meet with them.
- Send a short letter to them from the chair, include success stories, media clips, etc.

Announcements

- Secretary Kouplén would like folks with social media accounts to share out information regarding incentive grants, success stories, media clips, apprenticeships, etc.
- The work-based learning director position is posted
- Two regional work-based learning liaisons positions are posted
- Executive Director’s position is posted

Old Business

None.

New Business

None.

Adjourn

The meeting adjourned at approximately 5:00 p.m.

*Respectfully submitted,
Linda Emrich*