



## WORKFORCE SYSTEM OVERSIGHT COMMITTEE

Oklahoma State University – Oklahoma City, Business and Technologies Building, 3<sup>rd</sup> floor  
Oklahoma Office of Workforce Development Conference Room  
900 N. Portland Avenue, Oklahoma City, Oklahoma 73107  
**January 8, 2020 at 10:00 AM**

### AGENDA

	<b>Agenda Item</b>	<b>Speaker(s)</b>	<b>Time</b>
1.	Welcome and Introductions	Co-chairs	10:00 – 10:05am
2.	Review of 11/8/2019 minutes <i>(for Approval)</i>	Co-chairs	10:05 - 10:10am
3.	Local Workforce Development Area Plan Updates <i>(for Approval)</i>	Don Morris	10:10 – 10:15am
4.	Regional Workforce Development Area Plan Updates <i>(for Approval)</i>	Don Morris	10:15 – 10:20am
5.	OWDI #01-2020 Business Services Policy <i>(for Approval)</i>	Don Morris	10:20 – 10:25am
6.	Systems Oversight Subcommittee Update	Stephanie Roe	10:25 – 10:35am
7.	OOWD Update	Don Morris	10:35 – 10:50am
8.	Open Comment Discussion on Agenda Items	Co-chairs	10:50 – 11:00am
9.	Old Business	Co-chairs	11:00 – 11:05am
10.	New Business	Co-chairs	11:05 – 11:10am
11.	Adjourn	Co-chairs	11:10am

Next meeting date February 5, 2020 at Will Rogers Building

### Minutes of Meeting

**Members Present:** Katie Altshuler      Richard McPherson      Dee Hays  
**Members Absent:** Valerie Thompson      Marty Williams  
**Staff Present:** Don Morris      Darcee Simon  
**Guests Present:** Stephanie Roe

## Welcome and Introductions

With 3 committee members present, a quorum was established and the meeting began at approximately 10:10am. Richard McPherson welcomed everyone and wished the committee a happy new year. Linda Emrich informed the committee that Don Morris was running late from a previous meeting off site and was expected to arrive soon.

## Review of 11/8/2019 minutes

Richard confirmed that the November 8, 2019 meeting minutes were emailed prior to the meeting and asked for a motion to approve the minutes. Katie Altshuler made a motion to approve the November 8, 2019 meeting minutes and Dee Hays seconded the motion. The motion passed without objection.

## Local Workforce Development Area Plan Updates

On Don's behalf, Darcee Simon informed the committee that local and regional plans follow the model of the state plan, which is a 4-year cycle that requires 2-year plan updates. Darcee directed the committee to the attachment referencing the 7 local area plan updates. The plan updates were reviewed by the System Oversight Subcommittee with two subcommittee reviewers for each plan updates. Reviewers were instructed to identify promising practices as well as questions and challenges to consider in the next version of the plan. The attachment references changes highlighted in the plan updates for each local area. The SOS reviewers offered positive feedback about the process of reviewing the plan updates to better understand the context of the local areas and regions. Katie asked for clarification on the naming structure of the local areas and Darcee noted that the attachment references the areas by their name as established through the local by-laws, but it could be revised to standardize the name by the geographic area for the benefit of clarity. Katie suggested that it would be less confusing and beneficial to establish a common naming structure for each area and Dee agreed. Dee moved to approve the local workforce development area plan updates and Katie seconded the motion. The motion passed without objection.

## Regional Workforce Development Area Plan Updates

Darcee clarified that the regional plan updates followed the same process as previously described for the local areas, noting that two regions are composed of single local areas and two regions include multiple local areas. Katie asked about the status of regions and local areas following the state plan and moving in the same direction as a unified workforce system. Darcee responded that the areas of focus within the plans are similar and the previous plan structure provided a strong data foundation supporting the plans, but that the next step will be to analyze and interpret that data more deeply and uniquely for the context of that area and

through the eyes of those local subject matter experts who serve on the board. Having just completed the Governor's Council Strategic Plan and currently aligning it with the final state plan will support a more systematic approach to defining the focus and connections among regional and local plans going forward. Darcee stated that the local and regional areas definitely have a desire and interest to align with state strategic priorities, but have been anticipating more clarity through the transition of leadership in the Governor's office and on the Council. Katie moved to approve the regional workforce development area plan updates and Dee seconded the motion. The motion passed without objection.

### OWDI #01-2020 Business Services Policy

Darcee informed the committee that this was a new policy that reflects a shift in expectations around the provision of business services from the system as a whole. The shift offers more support to local areas, but also clarifies expectation and defines accountability for providing those services. Last summer, a task force was convened by OOWD with representation from all of the local areas that included either One-Stop Operators or Business Services board staff (if applicable). The focus of that group was to look at the roles and responsibilities of providing business services to assess the current status and processes and scope out additional services that may be offered. With their feedback, this policy creates the expectation for local areas to convene a business services team who is responsible for identifying a single point of contact for employers at the local level. Darcee shared that some of this work had already been starting in local areas to convene the efforts of multiple partners conducting outreach and trying to provide business services. The One-Stop Operators had begun convening business services groups in addition to their regular partner meetings to provide an opportunity for collaboration, but this policy solidifies those expectations for all areas. Through discretionary grant funding, OOWD will be providing funding to each local area to ensure there is at least one full-time employee at the local area to provide business services.

Richard asked if the vision is that the full-time individual will also coordinate outreach and serve as the single point of contact for businesses. Darcee responded that policy has flexibility around the area, requiring that there is a team who can leverage the members and contacts of the team to determine the most reasonable single point of contact. Richard noted that we haven't designated a single point of contact before and that it will be very beneficial for the system as a whole. Katie asked if each local area is required to staff along the same structure or with the same positions and Darcee responded that the roles and responsibilities are defined in policy, but the staffing to meet those roles and responsibilities are at the discretion of each board. Richard responded that the bigger challenge is for some of the smaller boards. Richard asked if the policy had gone out for comment and Darcee responded that it had already been shared for comment with the local areas and OESC. The nature of the majority of the comments that were received related to implementation rather than policy. Dee moved to approve the Business Services policy and Katie seconded the motion. The motion passed without objection.



## Systems Oversight Subcommittee Update

Stephanie Roe, chair of the Systems Oversight Subcommittee (SOS), updated the committee that the SOS met on November 19<sup>th</sup>. The meeting was well-attended from partners and had a good mix of both new and veteran subcommittee members. The meeting was spent reviewing the history and priorities of the subcommittee as well as dispersing the local and regional plan updates for reviewer feedback. The next meeting will be held on January 14<sup>th</sup> at the Lawton American Job Center. The subcommittee members were excited to be holding meetings on-site in local areas this year to meet front-line staff and get to know more about each area.

## OOWD Update

Darcee shared that OOWD's technology systems were still in the process of transitioning from OSU-OKC to the Oklahoma Department of Commerce (ODOC) and clarified that the department was not physically moving to the ODOC building and would remain on campus as OSU-OKC at this time. Katie asked if we were still paying rent to OSU and Darcee responded that we are, but OSU-OKC is no longer the administrative entity of the grant. New business cards and letterhead are forthcoming.

The OOWD team has also been working on the state plan along with the system partners. Richard asked if everyone is providing the information as needed and Darcee responded that to her knowledge they are. Don Morris entered the meeting and apologized for his tardiness. Don shared that all hands are on deck for the state plan, which is due March 1<sup>st</sup>.

## Open Comment Discussion on Agenda Items

None.

## Old Business

None.

## New Business

None.

## Adjourn

Richard asked for a motion to adjourn the meeting. The motion was made by Dee and seconded by Katie. It passed without objection. The meeting adjourned at 11:05am.

Next meeting date February 5, 2020.

Respectfully submitted,  
Darcee Simon