

**Governor's Council for Workforce and Economic Development
Executive Committee**

Meeting Minutes

Date: February 21, 2020
Time: 10:00 A.M.
Place: OSU-OKC, 900 N. Portland Ave., Business Technologies Bldg, Rm. 300
Oklahoma City, OK 73107
Attendees: Michelle Choquette, Chuck Gray, Katie Altshuler, and Teresa Huggins
Absent: Steven Shepelwich
Staff: Don Morris, Sarah Ashmore, and Linda Emrich

Call to Order/Welcome and Introductions

Michelle Choquette, chair, called the Executive Committee to order. She welcomed the group and asked for everyone to introduce themselves.

Approval of Minutes of 9/6/19

A motion was made by Chuck Gray to approve the minutes of September 6, 2019. A second was made by Katie Altshuler. No further discussion. The motion carried unanimously.

State Plan Approval – Public Comments – For Discussion and Possible Vote

Don Morris stated that the Office of Workforce Development has a good State Plan and that the public comment period is over. The public comments were sent out to the Executive Committee for review. Sarah Ashmore said that edits were made to the plan based on comments received that made the plan more clarifying. Some comments were requesting that we do a combined plan rather than a unified plan. She said the difference is that more people and agencies are involved – such as SNAP/TANF, Medicaid and other programs – and that joint planning has to take place. It would require more investments in data systems and things like that because we're a little hamstrung in the planning process with some of the other programs a little bit because we just don't have a way to track participants, but it would be better from the participant's perspective to do a combined plan.

Katie Altshuler pointed out several typos, wording changes, and other corrections that she found when reviewing the document. Those items were noted and will be corrected by Sarah.

After a review of the State Plan by the Committee, Chuck Gray made a motion to approve the State Plan as amended. Katie Altshuler seconded the motion to approve. No further discussion, the motion carried unanimously.

Sarah Ashmore will make all recommended edits and submit the final copy to the U.S. Department of Labor by the due date of March 2, 2020.

Incumbent Worker Training Application Process – For Discussion and Possible Vote

Sarah explained that the Incumbent Worker Training Policy (OWDI #09-2019) has already been approved by the Council but she was wondering if the Executive Committee would be willing to review the applications as they came in and to assign funding to them. She said that there have been about \$100,000 set aside for this year, since it won't be a full budget year. The Local Boards with work directly with businesses to develop the applications if they have an interest in doing so. Those applications will come to our office and we'll pass them along to the Executive Committee. Sarah said that they developed a scoring rubric which she shared with the committee. This is a draft so it can be changed. It basically asks questions about eligibility, training and funding. Since the funds are limited, the committee might want to be more selective. More funds might be available in the future, but right now their looking at about \$100,000. Local areas can also contribute up to 20% of the Dislocated Worker funds towards the project. Sarah explained that there is a scoring rubric for the application and they would like for the Executive Committee to be the ones who review the applications and score them from the rubric. Guidance on Incumbent Worker Training (IWT) can be found in OWDI #09-2019 (included in meeting packets), which includes participant eligibility and employer eligibility for IWT reimbursement.

Don Morris said that this is a good way to connect with businesses, this and the Business Services policy. We want to track metrics around this to prove success of this initiative and if it's successful, it could be a legislative ask for next year. We could possibly get a bill on the Legislative floor for next year and it could be a big success. Don said that he has asked the Local Areas to participate in this, make it their win, track its success and we can start to build a case. Next year if there's a bill on the floor and we can get funding for it, this could be the start of something huge.

Sarah added that this is primarily a layoff aversion strategy and they would like for the GC Executive Committee to score the applications from the rubric. The Local Workforce Development Boards will do the business outreach on Incumbent Worker Training and for Business Services. Basically, a business would have to say this is what I need to do to upskill my workforce in this training to prevent a significant layoff. We would provide them the funding for the upskilling. This is for established businesses in the state, we cannot use these funds for recruiting new businesses.

The Executive Committee wouldn't have to meet and vote on these, but could have phone conversations and score the applications and turn them back in to the Workforce office.

Teresa Huggins made a motion to approve to allow the Governor's Council Executive Committee to review the Incumbent Worker Training applications and score them using the rubric. Chuck Gray seconded the motion. No further discussion, the motion carried unanimously.

Centers of Excellence Certification Process – For Discussion and Possible Vote

Don Morris explained that the Centers of Excellence is a workforce initiative led by David Stewart, Chief Administrative Officer, MidAmerica Industrial Park in Pryor, OK. It is community driven but it needs to connect to us. We want to work on the disconnects, so David Stewart has been added as a member of the Governor's Council and his taskforce has been designated as an ad hoc committee of the Council. The Centers of Excellence Initial Guidelines for Certification, which includes the Application Process, is in the Committee's meeting packets. Katie Altshuler asked if this initiative is separate from the Local Workforce Boards? Don said that this is separate and they have their own taskforce or committee. Their plan is to leverage Oklahoma's educational infrastructure, engage business leaders and brand the centers. When an application to be a Center is completed, it is submitted to the Oklahoma Department of Career and Technology Education who will review it and use a rubric to determine its completeness. Successful applications will then be submitted to David Stewart's ad hoc committee for approval and then forwarded to the Governor's Council for approval. This is only a designation, not necessarily a brick and mortar building. There is no funding connected to it. Perhaps in the future there may be funding for this initiative through the Legislature. This initiative is similar to sector partnerships.

After further discussion, the Executive Committee said that they would like to table this agenda item so they can visit/tour MAIP and talk with David Stewart to see what his workforce development plan (Oklahoma Works Together) is all about and learn more about the application process. A meeting/tour will be set up with David Stewart for any who want to attend.

Data Ad Hoc Committee – For Discussion and Possible Vote

Don would like to have a data committee consisting of data people. One of the responsibilities of the Governor's Council is to align data systems in the state. Under the former administration, there was a data group that met, but with the new administration, that hasn't been happening. We need to reconvene this group again. It can be an ad hoc committee of the Council. This will also help keep people accountable of what they are spending workforce funding on. We currently share a system with OESC. Career Tech and Department of Rehabilitation Services have their own systems. Matt Pinnell has been looking at Geographic Solutions which can take information from all of the agencies into one program. From a participant's perspective, this is great because all of the information is consolidated. Sarah said that if we have the expectation sometime in the future to do a combined State Plan, then we are going to have to have those data linkages.

Chair Michelle Choquette asked if there was a motion to approve forming a Data Ad Hoc Committee. Katie Altshuler made a motion to form a Data Ad Hoc Committee, Chuck Gray seconded the motion. No further discussion, the motion carried unanimously.

New Business

None.

Old Business

None.

Adjournment

The meeting adjourned at approximately 11:51 a.m.

*Respectfully submitted,
Linda Emrich*