



# EASTERN WORKFORCE INVESTMENT BOARD

Meeting Minutes of Monday, May 18, 2009 5:00pm

Eastern Workforce Investment Board  
721 S 32<sup>nd</sup> Street  
Muskogee, OK 74401

## **Members Present:**

Larry Adair	Andy Bealko	Lisa Clark	Lawrence Corvi
Linda Gerster	Earnie Gilder	Rusty Girty	Addie Griffin
Terry Goodson	Gilbert Hall	Cleon Harrell	Karl Husmann
Diane Kelley	Mari Merriwether	Bill Middleton	Danna Minnick
Donnie Nero	Clair Porschien	Barnetta Pofahl	Gene Wallace
Brian Woodliff			

## **Members Absent:**

Paul Brown	Robert Brown	Jason Butler	Steven Edwards
Charley Farley	Blake Farris	Jim Harris	Anthony James
Robert Jennings	Tim McElroy	Travis Schiller	
Ken Sterling	Danne Spurlock	Gary Warnock	Patty Wallace
Mike Webb			

## **WIB Staff Present:**

Nanette Robertson	Juanita Hermanns	Jason George	Sharon Nichols
Connie Sharp	Nanette Spencer		

## **Guests:**

Sue Bedwell	Shirley Hunt	Tina Kinney	Lee Ann Langston
Ray Murphy	Ron Venters		

## **Call to Order / Opening Remarks**

Chairman Gilbert Hall called the meeting to order at 5:20pm. Chairman Hall welcomed Tina Kinney as a guest speaker.

## **Roll Call**

Roll call was made and a quorum declared present with 21 members present and 16 members absent.

## **Reading and Approval of Minutes**

Chairman Hall called for a motion to approve the minutes of February 17, 2009. Brian Woodliff made the motion to accept the minutes. Karl Husmann seconded and the motion carried unanimously.

## **Board Development /Environmental Scanning:**

Chairman Hall introduced Ray Murphy with Oklahoma Virtual Community. Mr. Murphy walked the board members through [oklahomavirtualcommunity.com](http://oklahomavirtualcommunity.com) website and gave an overview of the detailed demographics of the area. Mr. Murphy explained that Oklahoma Virtual Community can show how the workforce had changed quarter by quarter and that the data can be broken down into one mile grids. Mr. Murphy stated that the information is usually only one quarter behind. He also stated that is he

working with OK Department of Commerce to get WorkKeys data to map. He said that he can be e-mailed at [rayfmur@gmail.com](mailto:rayfmur@gmail.com) for data requests or data can be requested from the website.

### ***Report from Executive Director:***

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Executive Director Nanette Robertson stated her report was in the packet. She reviewed what funding was received through the ARRA allocation. She stated that the goal was to put a lot of people in training. She stated that the eligibility requirements for ARRA did not change except that the Youth age limit was raised to 24. Director Robertson recognized Bill Middleton's company State Farm for being selected as Mr. Middleton's favorite 501c3 organization in a State Farm grant. Director Robertson explained what the Selective Service requirements were for all WIA program eligibility. She stated that the Act was very clear on Selective Service and asked that the Board consider being more restrictive on Selective Service documentation than the State guidance. She also stated that the customers could receive Labor Exchange services from Wagner-Peyser, just not WIA services. Diane Kelley suggested that it be put on the agenda for the next meeting. Chairman Hall stated that it be voted under New Business since the issue had came up the Friday before the meeting.

### ***Workforce Investment Act Success Story – Ms. Tina Kinney***

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Chairman Hall introduced Tina Kinney, a WIA-Adult customer who has just successfully completed the RN program at Connors State College. Ms. Kinney stated that she wanted to change careers after being a school teacher for several years and she chose nursing. She stated that WIA has been very beneficial. She stated that as a single parent she wanted to be a positive influence for her 16 year old son. She thanked the Board for making programs like hers possible. Ms. Kinney was presented with a Certificate of Appreciation by Chairman Hall and CLEO Gene Wallace.

### ***Report from Youth Council Chair***

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Director Robertson stated the Youth Council had met but there was no quorum.

### ***Report from Committees***

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- ***Business and Economic Development Committee – Earnie Gilder***  
Sharon Nichols stated the committee was surveying local businesses to validate what businesses really need.
- ***Education Committee – Barnetta Pofahl***  
Barnetta Pofahl stated the committee had not met.
- ***Finance Committee – Robert Jennings***  
Director Robertson reported that there had been no committee meeting.
- ***System Oversight Committee – Andy Bealko***  
Andy Bealko reported the committee had met twice. Connie Sharp stated she would e-mail the minutes of the meetings.
- ***Health Care Coalition – Donnie Nero***  
Dr. Nero asked Sharon Nichols to update the Board. Sharon Nichols stated that the committee was working with Tahlequah City Hospital and Northeastern State University to education more people into the pipeline. Brian Woodliff stated that there are goals set for this fall. He stated he had participated in a Health Care Forum on the NSU campus with the heads of several regional

hospitals and local educational entities to find a way to use funds to increase Health Care in the area.

### ***Report from One Stop Operator***

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Lee Ann Langston reported the current numbers are in the packet. She explained that she is working with center staff to update the report with more relevant data and asked the Board members for suggestions on the data they would like to see captured in the report.

### ***Consent Items for Ratification: Executive Committee Recommendations***

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- A. Vote on EWIB Integrated Service Delivery Policy and Procedures
- B. Vote on EWIB Tagline Policy and Procedures
- C. Vote on Youth Stipend / Incentive Policy and Procedures
- D. Vote on Supportive Services Policy and Procedures
- E. Vote on Monitoring Policy
- F. Vote on Summer Youth Plan
- G. Vote on Individual Training Account (ITA) Duration and Amount
- H. Vote on Service Provider Contract – STEPs Inc.
- I. Vote on STEPs Budget Modification Request

Director Robertson stated there was a summary of the policies in the packet. She stated that the reason for reviewing the ITA duration and amount was a requirement of ARRA. The Executive Committee recommendation was to keep the same level and duration. Gene Wallace made the motion to accept the consent items except for item I. Larry Adair seconded the motion. The motion passed unanimously.

Director Robertson explained that STEPs has agreed to add staff and the modification to the budget was for that additional staff. She stated that the modification was through June 2009 and the WIB would recapture and reallocate any remaining funds. Diane Kelley made the motion to accept the STEPs budget modification request. Karl Husmann seconded the motion. The motion passed unanimously.

### ***Discussion and Possible Vote on 2009 Demand Occupations***

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Director Robertson explained that reviewing the Demand Occupations was a requirement of the ARRA and that the demands of the region had changed. Earnie Gilder made the motion to accept the Demand Occupations. Barnetta Pofahl seconded the motion. The motion passed unanimously.

### ***Discussion and Possible Vote on Training Provider Programs of Study***

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Director Robertson explained that the program of study needed to be brought to the board so enrollments could begin while EWIB was waiting on further guidance from the State and Department of Labor for contract classroom training. Lisa Clark made the motion to approve the Training Provider Program of Study. Larry Corvi seconded the motion. Motion carried 20 -1. Donnie Nero abstained because he is a training provider.

### ***Election of Officers for PY09***

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Chairman Hall turned the floor over to CLEO Gene Wallace for discussion. CLEO Wallace stated that since Vice Chairman Patty Wallace was being transferred out of state, the current succession plan was no longer valid and he wanted to nominate current Chairman Gilbert Hall to serve one more year. CLEO Wallace said he nominated Larry Adair to serve as Vice Chairman and Bill Middleton to serve as First Vice Chairman. Diane Kelley seconded the nominations. The motion passed unanimously.

### ***Possible Vote on EWIB Executive Committee Nominees***

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Chairman Hall stated that he needed to replace Patty Wallace on the Executive Committee. Discussion ensued. Diane Kelley nominated Brian Woodliff who respectfully declined the nomination because he was the Chair Elect of the Oklahoma Hospital Association. Diane Kelley rescinded her nomination. Chairman Hall announced the Executive Committee would consist of Larry Adair, Karl Husmann, Donnie Nero, Andy Bealko, Larry Corvi, Anthony James, Danne Spurlock, Bill Middleton, Gene Wallace and himself for the present.

### ***Discussion of EWIB Strategic Planning Session***

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Director Robertson stated she would be scheduling a meeting for strategic planning for late July and asked everyone to check their calendars. She said the strategic plan needed to be posted for public comment no later than August 31, 2009.

### ***Closing Remarks***

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Diane Kelley stated that EODD was without an Executive Director at this time but they had toured the OG&E building and had made an offer on the building. Chairman Hall stated that OG&E will be the largest company in Oklahoma using WorkKeys assessments. He stated that Oklahoma has the only Work Ready Communities in the nation. Chairman Hall announced that CLEO Gene Wallace had been selected as a special group to discuss common issues of the country. CLEO Wallace stated that he was invited by Harvard University JFK School of Government and New York University Robert Wagner School of Government to participate in a panel with 24 other state leaders from across the US. CLEO Wallace was the first application from Oklahoma to be accepted.

Director Robertson introduced Nanette Spencer, EWIB's new Accounting Manager. Ms. Spencer stated she was happy to be with EWIB. Director Robertson introduced Shirley Hunt who was the Department of Rehabilitation Services appointee to the Youth Council. She also recognized Dr. Sue Bedwell from Rogers State University. Lee Ann Langston stated that Dr. Bedwell would be WorkKeys assessing all youth.

Tina Kinney was recognized by Chairman Hall. Ms. Kinney stated how much her certificate mean to her and she looked forward to the time she could help Youth and give back to the community.

Chairman Hall thanked everyone for coming. The meeting adjourned at 7:20 pm.

**Meeting Materials Distributed:**

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- ✓ Agenda
- ✓ Minutes from February 17, 2009
- ✓ Executive Director's Report
- ✓ One Stop Operator Report
- ✓ Integrated Service Delivery Policy and Procedure
- ✓ Tag Line Policy
- ✓ Youth Incentive and Stipend Payment Policy and Procedure
- ✓ Supportive Services Policy and Procedure
- ✓ ARRA Monitoring Policy and Procedure
- ✓ Summer Youth Strategic Plan
- ✓ Training Provider Course of Study Programs for Approval
- ✓ STEPs Contract/ Budget Modification Request
- ✓ Demand Occupations 2009

*NOTE: All Attachments and voting records regarding this meeting may be viewed at the Eastern Workforce Investment Board Administration Office.*