

# Green Country Workforce Development Board Special Meeting Agenda



Date: 03/01/2021    Time: 10:00am-12:00pm  
Location: <https://us02web.zoom.us/j/81504871789>

4:23 pm, Feb 25, 2021

	Activity / Item	Who	Pages
1.	<b>Call Meeting to Order</b>	Delaney Rea	
2.	<b>Introductions</b>		
3.	<b>Review &amp; Approve:</b> Green Country Workforce Development Board Executive Committee Slate and Chair Election	Ken Busby	1
4.	<b>Review &amp; Approve:</b> Green Country Workforce Development Board (GCWDB) Bylaws proposed to be established by Chief Local Elected Official (CLEO), Creek County District 2 Commissioner, Leon Warner. This will be a Review & Approve item on the 03/09/2021 regularly scheduled meeting of the GCWDB Board of Local Elected Officials.	Chair	2-12
5.	<b>Review:</b> Board Certification of the Green Country Workforce Development Board <ul style="list-style-type: none"> <li>• Board Member Roster (pg.13-14)</li> </ul>	Chair	13-14

6.	<p><b>Review &amp; Approve:</b> Board Policies Consent Agenda All items may be approved together, or any item(s) may be voted on separately at the request of any Board member. Copies of all documents are included for review. <b>Table of Contents (pg.15-18)</b></p> <ul style="list-style-type: none"> <li>A. Mission and Vision (pg.19-20)</li> <li>B. System of Manuals, Handbooks and Monitoring (pg.21-23)</li> <li>C. Conflict of Interest and Firewalls (pg.24-31)</li> <li>D. Uniform Personnel Standards (pg.32-33)</li> <li>E. Code of Conduct (pg.34-37)</li> <li>F. Hiring and On Boarding (pg.38-40)</li> <li>G. Total Rewards (pg.41-44)</li> </ul>	Chair	15-44
7.	<p><b>Review &amp; Approve:</b> Transfer Formula Funds- Dynamic Workforce Solutions' request for the transfer of a set amount of Program Year 2020 Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker (DLW) funds to be transferred to WIOA Adult (AD) funds.</p>	Wesley Mitchell	45
8.	<p><b>Review &amp; Approve:</b> Request for Proposal for Program Year 2021 Service Provider for the Workforce Investment and Opportunity Act, Title 1 Adult and Dislocated Worker and Youth Program Services for the Green Country Workforce Development Area.</p>	Rachel Hutchings	
9.	<p><b>Review &amp; Approve:</b> Request for Proposal to procure a consultant to assist with the procurement of a One Stop Operator.</p>	Rachel Hutchings	
10.	<p><b>Review &amp; Approve:</b> Tulsa American Job Center Move Location Selection</p> <ul style="list-style-type: none"> <li>• Eastgate Metroplex Lease Proposal (pg.)</li> <li>• Guaranty Building Lease Proposal (pg.)</li> <li>• Lease Comparison (pg.)</li> </ul>	Chair	

11.	<b>Chair Update</b>	Chair
12.	<b>Executive Director Report</b>	Rachel Hutchings
13.	<b>Business Services Director Report</b>	Wesley Mitchell
14.	<b>Committee/Council Reports:</b> <ul style="list-style-type: none"> <li>• Board Development Committee- Ken Busby</li> <li>• Business Development Committee- Amber Hatten</li> <li>• Finance Strategy &amp; Oversight Committee- Celia Armstrong</li> <li>• Innovative Workforce Opportunity Council- Kelly Beyer</li> <li>• Youth Council- Jay Littlejohn</li> </ul>	
15.	<b>Continuous Improvement Project Presentation</b>	Martha Webb-Jones
16.	<b>New Business</b>	Chair
17.	<b>Announcements</b>	Chair
18.	<b>Adjourn Meeting</b>	Chair
<b><i>The Next Regularly Scheduled Board Meeting is Scheduled for  Thursday, <span style="color: red;">April 15, 2021</span>, 8:30 am - 10:30 am  at Workforce Tulsa  907 S. Detroit Ave., 1025A  Tulsa, OK 74120</i></b>		

Board members attending via Zoom: Kathy Adair, Tom Albaugh, Rhonda Archer, Celia Armstrong, Jennifer Bentley, Kelly Beyer, Daniel Bradley, Robert Brown, Ken Busby, Eloy Chavez, Cody Cox, Ted Cundiff, Diane Eason Contreras, Mike Ebert, Joe Epperley, Bruce Force, Joseph Fuller, Terry Goodson, Traci Gower, Susan Hartzler, Amber Hatten, Tony Heaberlin, Rachel James, Ted Jenkins, Diane Kelley, Falen LeBlanc, Chelsea Levo-Feary, Jay Littlejohn, David Oliver, Jennifer Overmeyer, Karen Pennington, Janet Pieren, Ron Ramming, Delaney Rea, Peter Selden, Jacob Shivers, Lesli Shoals, Lisa Smith, Amy Spencer, Sarah Stisser, Danielle Storie, Tim Thompson, Lorie Trentham, John Vanderheiden, Landon Varnell, David White, & Jason Winters.