

Green Country Workforce Development Board Special Meeting Agenda

Revision 1

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

	Activity / Item	Who	Pages
1.	Call Meeting to Order	Delaney Rea	
2.	Introductions		
3.	Review & Approve: Green Country Workforce Development Board Executive Committee Slate and Chair Election	Ken Busby	1
4.	Review & Approve: 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.	Review: Board Certification of the Green Country Workforce Development Board <ul style="list-style-type: none"> • Board Member Roster (pg.13-14) 	Chair	13-14

6.	<p>Review & Approve: 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. Table of Contents (pg.15-18)</p> <ul style="list-style-type: none"> A. Mission and Vision (pg.19-20) B. System of Manuals, Handbooks and Monitoring (pg.21-23) C. Conflict of Interest and Firewalls (pg.24-31) D. One Stop Operator Procurement (pg. 32) E. Uniform Personnel Standards (pg.33-34) F. Code of Conduct (pg.35-38) G. Hiring and On Boarding (pg.39-41) H. Total Rewards (pg.42-45) 	Chair	15-45
7.	<p>Review & Approve: 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	46
8.	<p>Review & Approve: 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>Review & Approve: Request for Proposal to procure a consultant to assist with the procurement of a One Stop Operator.</p>	Rachel Hutchings	47
10.	<p>Review & Approve: Tulsa American Job Center Move Location Selection</p> <ul style="list-style-type: none"> • Eastgate Metroplex Lease Proposal (pg.48-52) • Guaranty Building Lease Proposal (pg.53-58) • Lease Comparison (pg.59) 	Chair	48-59

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

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.

Name & Title	Organization	Representation	Role
Tom Albaugh, Vice President	Northeastern Oklahoma Labor Council - United Way	Local Union -Labor Union Representative	EC - At Large / Interim Leadership Team
Celia Armstrong, Senior Vice President of Human Resources and Learning	TTCU Federal Credit Union	Small Business Representative - Financial Industry - Credit Union	FS&O Chair / Interim Leadership Team
Kelly Beyer, Branch Manager	Manpower	Business Representative - Staffing	IWOC Chair / Interim Leadership Team
Ken Busby, Executive Director	Route 66 Alliance	Small Business Representative - Tourism	Board Development Chair / Interim Leadership Team
Mike Ebert, CEO	Terlton Group Management Consultants	Business	EC - At Large
Joseph Fuller, HR Director	Dal-Tile	Business - Manufacturing	EC - At Large / Interim Leadership Team
Amber Hatten, Director of Human Resources	Webco Industries	Business Representative - Manufacturing	Business Services Committee Chair
Diane Kelley, Executive Director	Cherokee Nation	Workforce	EC - Secretary / Interim Leadership Team
Jay Littlejohn, Center Director	Talking Leaves Job Corps	Workforce	Youth Council Chair
Delaney Rea, Driver Services Manager	Melton Trucking Lines, Inc.	Small Business Representative - Transportation	Chair / Interim Leadership Team
Peter Selden, Vice President of Workforce Development	Tulsa Community College	Education	EC - At Large
Tim Thompson, Community Affairs Manager	OG&E Energy Corp	Business - Energy	EC - At Large / Interim Leadership Team

Article I. Name of Organization

The name of this organization, which is established pursuant to the Workforce Innovation and Opportunity Act of 2014 § 107 (WIOA), to carry out and administer workforce related programs as determined by the Board of Directors is the Green Country Workforce Development Board, Inc., hereinafter referred to as the Board. The Board of Directors is governed by the Bylaws as established as a non-for-profit corporation under 501 (c) 3.

Article II. Authority

The Board is established under the authority of WIOA and agreed to by the Green Country Workforce Area Local Elected Officials (LEOs).

Article III. Purpose

Section III.1 WIOA

WIOA provides that the purpose of a Local Workforce Development Board is to set policy, oversee the workforce development system, coordinate resources, and convene partners and employers for the local portion of the statewide workforce development system. The Bylaws define, control, and set the basic principles and manner by which the Board will operate.

The Green Country Workforce Development Board shall consider and, if advisable, apply for grants and/or implement other programs that may enhance its overall goal of increasing employment and employment possibilities within its service delivery area. In doing so, the Board may enter strategic partnerships with other agencies and entities to achieve such goals in an effective manner.

Section III.2 Vision

Growing economic prosperity for the region covering the counties of Adair, Cherokee, Creek, McIntosh, Muskogee, Okmulgee, Osage, Pawnee, Sequoyah, Tulsa, and Wagoner, by being the primary source that connects employers and job seekers.

Section III.3 Mission

Green Country Workforce Development Board fuels economic development by creating relationships that benefit employers and job seekers by placing talent today, while preparing individuals for the jobs of tomorrow.

Article IV. Directorship

Section IV.1 Nomination and Appointment Process

The Board Development Committee will nominate Board Directors, based on criteria outlined in OWDI #05-2017 and a strategic analysis of Board Directorship strengths and weaknesses. Nominations are communicated to the Chief Local Elected official (CLEO) for review, and the CLEO determines whether the nominated individual will be appointed to the Board. No organization may have more than one representative on the Board at any given time. Per OWDI #05-2017:

- (a) Vacancies will be immediately communicated by the Board Staff to the CLEO.
- (b) Directors must be individuals with optimum policy making or hiring authority within the organizations, agencies, or entities they represent. Directors must have the authority to speak affirmatively on behalf of the entity they represent and to commit that entity to a chosen course of action.
- (c) WIOA indicates that business representatives to the Board must be appointed from nominees of local business organizations or business trade associations. Lead business or trade organizations should nominate business representatives from the Green Country Workforce Development Area.
- (d) Local educational entities including representatives of local educational agencies, local school Boards, entities providing adult education and literacy activities, and post-secondary educational institutions including representatives of community colleges where such entities exist, must be selected from individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities.
- (e) Representatives of labor organizations must be nominated by local labor federations, or for areas in which no employees are represented by such organizations, other representatives of employees.

Section IV.2 Operational Limitations

Notwithstanding any other provisions of these articles, the Board shall not carry on any other activities not permitted to be carried on [a] by a corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or [b] by a corporation, contributions, to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section IV.3 Director Code of Conduct

Board Directors shall conduct themselves in a manner befitting their Directorship on the Board and shall not engage in any illegal or unethical behavior.

- (a) Each Director is expected to participate in every general meeting of the Board. All Directors are also expected to attend and participate in the meetings of any Committee, Council, or other group of which they are part. A Director who is absent at three consecutive Regular Board Meetings shall be presumed to have resigned from the Board.
- (b) Directors shall not discuss or disclose information about the Board or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such information is in furtherance of the Board's purposes, or can reasonably be expected to benefit the Board. Directors shall use discretion and good business judgment in discussing the affairs of the Board with third parties.
- (c) Pursuant to § 107(h) of the WIOA, Board Directors may not vote
 - (i) *on a matter under consideration by the Board*
 - 1) regarding the provision of services by such Director (or by an entity that such Director represents); or,
 - 2) that would provide direct financial benefit to such Director or the immediate family of such Director; or
 - (ii) *engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.*
- (d) Before any public discussions regarding the release of a Request for Proposal, or any matter regarding the release of funding or the provision of services, a Board Director must disclose any real, implied, apparent, or potential conflicts of interest before engaging in the discussion. The minutes of the meeting should reflect the disclosure, and the Director will remove himself or herself from the room while the item is discussed by the Board.
 - (i) *Whenever possible, the Board Staff will advise the Board ahead of time where there is a possible conflict of interest.*
 - (ii) *Any Director who believes another Director has a conflict should disclose said possible conflict to the Board Chair prior to any relevant meeting. The Board shall hear statements from both parties, and if necessary, discussion shall be held by the Board, and the Executive Committee will make the determination regarding the conflict.*
 - (iii) *If the Director who has a conflict refuses to take actions acceptable to the Executive Committee, the Board may consider the following alternatives, including but not limited to:*
 - 1) Ask the person to voluntarily leave the meeting;
 - 2) Postpone the vote to a later date;

- (e) Record the conflict and refusal of acceptable action, in which case the person will be immediately removed from the Board. Violations of the Director Code of Conduct shall be brought to the attention of the Board Chair. The Board Chair may ask the Executive Committee to investigate any alleged violation for possible action. The Executive Committee shall have sole authority for recommending to the CLEO whether a sanction will be imposed. Sanctions for violations may include, but are not limited to, a written reprimand or removal from the Board.

Section IV.4 Resignations and Terminations

- (a) If a Director of the Board determines he or she can no longer serve on the Board, the Director shall notify the Executive Director in writing. The Executive Director will seek a replacement from the same organization unless directed otherwise by the Board Development Committee.
- (b) If a Director changes employment he or she must communicate the change in employment to the Executive Director immediately. The Board Development Committee will determine if the Board Director should remain on the Board or be removed.
- (c) Any Director of the Board may be removed by the CLEO for any cause, including but not limited to, failure to attend regularly scheduled meetings, improper handling of a conflict of interest, or other causes as determined by the CLEO.

Article V. Meetings of Directors

Section V.1 Regular Meetings

Regular Meetings of the Directors shall be held every other month at a time designated by the Executive Committee. Prior to December 15th of each year, the Board will approve the calendar of regular Board and Committee Meetings for the following calendar year, and Board Staff will distribute that information to the public accordingly, per the Oklahoma Open Meetings Act.

Section V.2 Special or Emergency Meetings

Special or Emergency Meetings may be called by the Board Chair, the Executive Committee, or a simple majority of the Board of Directors. A petition signed by five percent (5%) of voting Directors may also call a Special Meeting.

Section V.3 Quorum

A quorum for Regular Board Meetings will be twenty-five percent (25%) of the total Board Directorship. A quorum for Committee Meetings will be fifty percent (50%) of the Committee Directorship.

Section V.4 Voting

Each Director is entitled to cast one vote with respect to those matters submitted to the Directors of the Board, Committees, or Councils for action or approval. Votes may be taken by voice or by a show of hands but must be public per the Open Meetings Act.

The use of a proxy by a workforce board in its meetings is in violation of Oklahoma statute, but an alternative designee may be used when a local workforce development board member is unable to attend a meeting. An alternative designee may be assigned as per the following requirements:

- (a) If the alternative designee is a business representative, he or she must have optimum decision-making hiring authority.
- (b) Other alternative designees must have demonstrated experience and expertise and optimum policy-making authority.
- (c) Alternative designees will be fully vetted the same as designated board members.

Section V.5 Parliamentary Procedure

All Board, Committee, and Council Meetings will be conducted according to Roberts Rules of Order unless the Directors of the Board, Council, or Committee agree to use alternative procedures that are generally acceptable to the Directors present, or as otherwise may be contained in these bylaws.

Section V.6 Technology

The Board will utilize technology to promote Director participation.

Public Nature of Meetings – All meetings of the GCWDB and its Executive Committee shall be in compliance with the Oklahoma Open Meetings Act, which also guides the use of videoconferences and other technologies. Such allowed technologies will be utilized and provided as possible to promote GCWDB member participation.

Article VI. Board of Directors

Section VI.1 Duties of the Board

The affairs of the Board shall be managed by its Board of Directors. The Board of Directors shall have control of and be responsible for the management of the affairs and property of the organization. The Board will carry out the duties assigned to it per WIOA and other applicable Federal, State, and Local laws, including any additional duties assigned by the Chief Local Elected Official. There shall be an agreement between the Board and the Local Elected Officials that describes how the Board and the LEOs will cooperate in carrying out the duties that are assigned to them.

Section VI.2 Composition, Number, and Tenure

The number of Directors will be determined by the composition dictated by OOWD #05-2017, specifically,

- (a) A majority of Directors must be representatives of business in the local area;
- (b) Not less than 20 percent of the Directors must be representatives of the workforce within the local area who
 - (i) *Include representatives of labor organizations;*
 - (ii) *Include a representative who shall be a Director of a labor organization or a training director from a joint labor-management apprenticeship program;*
 - (iii) *May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and*
 - (iv) *May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth.*
- (c) The Board shall include representatives of entities administering education and training activities;
- (d) The Board shall include representatives of governmental and economic and community development entities.
- (e) The Board may include other individuals or representatives of entities as the chief local elected official determines appropriate.
- (f) The CLEO shall be an Ex-Officio, non-voting member of the Board
- (g) Initial and subsequent terms are three years. Per OWDI 05-2017, appointments are staggered to ensure only a portion of membership expires in a given year.
- (h) The Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until the end of their Term or their resignation or removal from the Board.

Article VII. Officers

The Officers of the Board shall be the Chair, Chair-Elect, and Secretary. All officers must have the status of active Directors of the Board.

Section VII.1 Chair

- (a) From among its business representatives, a Director of the Board shall be elected to serve as the Board Chair.
- (b) The Board Chair shall preside at General Meetings, Special Meetings, and Emergency Meetings of the Board as well as Executive Committee meetings, and shall carry out other duties as described in these Bylaws.
- (c) The Board Chair shall have general superintendence and direction of all other Officers of the Board and see that their duties are properly performed.
- (d) It shall be the responsibility of the Board Chair, in conjunction with the Executive Director of the Board, to inform the CLEO of issues and decisions of major importance considered by the Board. The Chair of the Board shall, in turn, inform the Directors of the Board of CLEO issues and decisions.
- (e) The Board Chair shall serve a two-year term of office, renewable for one additional year and any portion of an unexpired preceding term, beginning on July 1st of the relevant year. In the event that the Board Chair is unable to complete his or her term of office, the Board Chair shall be succeeded by the Chair-Elect who will serve the balance of the unexpired term.

Section VII.2 Chair-Elect

- (a) From among its business representatives, a Director of the GCWDB shall be elected to serve as the Chair-Elect of the Board.
- (b) The Board Chair-Elect shall preside in the absence of the Board Chair. In addition, the Board Chair-Elect shall carry out the other duties of the Board Chair when the Board Chair is unable to perform them.
- (c) The Board Chair-Elect shall serve a single two-year term of office, and any portion of an unexpired preceding term, beginning on July 1st of the relevant year. In the event the Chair-Elect is unable to complete his or her term of office, the Chair shall declare a vacancy in the office and an election shall be held to select a Director to serve the remainder of the Chair-Elect's unexpired term.

Section VII.3 Secretary

- (a) Assisted by a staff member, the Secretary shall record all votes and minutes of all proceedings to be kept for that purpose.
- (b) Assisted by a staff member, the Secretary shall send notices of all meetings to the Directors of the Advisory Board.
- (c) The Secretary shall serve a single two-year term of office, and any portion of an unexpired preceding term, beginning July 1st of the relevant year.

Section VII.4 Removal of Officer

The Executive Committee, with the concurrence of 60% of the Directors may remove any Officer of the Board of Directors and elect a successor for the unexpired term. No Officer of the Board of Directors shall be expelled without an opportunity to be heard and notice of such motion of expulsion shall be given to the Director in writing thirty (30) days prior to the Meeting at which motion shall be presented, setting forth the reasons of the Board for such expulsion.

Article VIII. Committees and Councils

Section VIII.1 Committee Formation

All Committees and Councils are created in conjunction with the Board's Strategic Plan. The Committees and Councils are created by the Board Chair, in consultation with the Executive Committee and the full Board if possible. Standing committees are permanent committees made up of Board Directors only that meet regularly. Ad Hoc Committees are temporary Committees made up of Board Directors only that meet when necessary and that are created for a special purpose or project. Councils are groups of Board Directors and non-Board Directors who are strategic participants that help further the goals of the organization.

Section VIII.2 Committee and Council Appointments

To request appointment to a Committee or Council, candidates may contact the Executive Director of the Board who will consult with the Chair of the Committee or Council. The Chair of the Committee or Council will determine whether said appointment will occur.

Section VIII.3 Standing Committees

(a) Executive Committee

- (i) The members of the Executive Committee shall be the Chairs of the Standing Committees and Councils, the Officers, and up to five (5) At-Large representatives, who are selected by the Board Chair.*
- (ii) The Executive Committee is authorized to perform the duties assigned to it in these Bylaws and shall also carry out other functions that may be assigned to it by the Board. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all the powers and authority of the full Board in the intervals between Regular Meetings of the Board and is subject to the direction and control of the full Board. However, the Executive Committee shall, whenever possible, recommend all items for full Board approval rather than acting on behalf of the full Board.*
- (iii) In addition to reviewing the recommendations of other Committees, the Executive Committee is also responsible for determining relevant advocacy statements on behalf of the Board.*
- (iv) The Executive Committee shall serve as the Board of Directors for the 501 (c) 3 operations outside WIOA requirements and are responsible for overseeing the organization's activities including ensuring grant applications and/or the implementation of programs meet the outlined requirements of such grants or programs. The 501 (c) 3 Board of Directors will meet, at a minimum, twice a year.*

(b) Finance Strategy and Oversight Committee

- (i) The Finance Strategy & Oversight Committee develops and oversees the financial strategy, coordinates fundraising efforts, and oversees contractual and budgetary compliance for the Board. They shall serve as active advisors to the Executive Committee on matters pertaining to the 501 (c) 3.*
- (ii) Local Policy recommendations made by this committee bypass the Executive Committee and go directly to the full Board for approval.*
- (iii) The Chair of the Finance Strategy and Oversight Committee is appointed by the Board Chair.*

(c) Board Development Committee

- (i) The Board Development Committee nominates and onboards new Board Directors and guides programs and activities focused on Board development, education, and accountability.*
- (ii) The Chair of the Board Development Committee is appointed by the Board Chair.*

(d) Business Development Committee

- (i) *The Business Development Committee develops the business services strategy, identifies occupations that are in-demand, and the educational program requirements to fill those in-demand occupations.*
 - (ii) *The Chair of the Business Development Committee is appointed by the Board chair.*
- (e) Innovative Workforce Opportunity Council (IWOC)
 - (i) *The IWOC is comprised of community partners who represent people with barriers to employment. This Council provides strategic direction to ensure system alignment with regards to underserved populations.*
 - (ii) *The Chair of the IWOC is appointed by the Board Chair.*
- (f) Youth Council
 - (i) *The Youth Council is comprised of community partners who represent organizations focused solely on Youth access to WIOA funded programs.*
 - (ii) *The Chair of the Youth Council is appointed by the Board Chair.*

Article IX. Staff

Pursuant to § 107(f) & (d)(12)(A) of WIOA, the Board is allowed to employ staff. The Board shall hire an Executive Director who shall serve at the will of the Board. The Executive Director shall have immediate and overall supervision of the operations of the organization, and shall direct the day-to-day business of the organization, maintain the properties of the organization, hire, discharge, and determine the salaries and other compensation of all staff members under the Executive Director's supervision, and perform such additional duties as may be directed by the Executive Committee or the Board of Directors. No officer, Executive Committee member, or Director may individually instruct the Executive Director or any other employee. The Executive Director shall make such reports at the Board and Executive Committee meetings as shall be required by the Board Chair, Committee Chair, or the Board.

The Executive Director may be hired at any meeting of the Board of Directors by a majority vote and shall serve until removed by the Board of Directors upon an affirmative vote of three-quarters (3/4) of the Board of Directors. Such removal may be with or without cause. Nothing herein shall confer any compensation or other rights on any Executive Director, who shall remain an employee terminable at will, as provided in this Section.

The Executive Committee shall perform an annual evaluation of the Executive Director and determine appropriate compensation accordingly.

Article X. General Counsel

The Board may appoint or designate an individual or agency to serve as its General Counsel. The duties of the General Counsel shall be defined by the Board and shall include advising the Board on the legality of particular actions that are under consideration by the Board.

Article XI. Books and Records

The organization shall keep complete books and records of account and minutes of the proceedings of the Board.

Article XII. Transparency

The Board will operate as transparently as possible, while still maintaining appropriate levels of confidentiality regarding participants, corporate clients, and human resources matters.

Section XII.1 Sunshine Provisions of WIOA

The Board will conduct its business in an open manner as required by WIOA by making available to the public, on a regular basis through electronic means and open meetings, information about the activities of the board, including, but not limited to, the following:

- (a) Utilizing technology to distribute the Local Plan or modifications to the Local Plan, before submission to the Oklahoma Office of Workforce Development;
- (b) Providing names and biographies of all Board Directors on the Board website;
- (c) Utilizing technology, as well as the fiscal agent's technology, to share all Requests for Proposal and other procurement requests including the selection of Service Providers and One-Stop Operators;
- (d) Posting of minutes of all Board and Committee meetings on the Board website;
- (e) Posting of these Bylaws on the Board website.

Section XII.2 Open Meetings Act and Open Records Act

The board shall abide by both the Open Meetings Act (Title 25, Oklahoma Statutes §§ 301 et seq.) and The Open Records Act (Title 51 Oklahoma Statutes § 24A.1 et seq.)

Section XII.3 Compliance with Federal and State Law

The Board shall abide by all applicable Federal and State laws, and nothing stated within these Bylaws shall supersede any Federal or State law.

Name & Title	Organization	Email	Representation	County
Kathy Adair, Director Business & Industry	Indian Capital Technology Center (ICTC)	kathy.adair@ictech.edu	Labor/Education or Workforce - Training?	Muskogee
Tom Albaugh, Vice President	Northeastern Oklahoma Labor Council -United Way	talbaugh@tulsaunitedway.org	Local Union -Labor Union Representative	All
Rhonda Archer, Program Manager I	OKDHS	rhonda.archer@okdhs.org	Public Assistance	Tulsa
Celia Armstrong, Senior Vice President of Human Resources and Learning	TTCU Federal Credit Union	carmstrong@ttcu.com	Small Business Representative - Financial Industry - Credit Union	Tulsa
Jennifer Bentley, Director of HR	Northeastern Healthsystem	jbentley@nhs-ok.org	Business - Healthcare	Cherokee
Kelly Beyer, Branch Manager	Manpower	kelly.beyer@manpower.com	Business Representative - Staffing	Tulsa
Daniel Bradley, President & CEO	Memorial Hospital	dbradley@stilwellmemorial.com	Business - Healthcare	Adair
Robert Brown, CEO/President	Star University	brownr@staruniversity.org	Education	Tulsa
Ken Busby, Executive Director	Route 66 Alliance	culturalczarok@gmail.com	Small Business Representative - Tourism	Tulsa
Eloy Chavez, Dean- College of Extended Learning	Northeastern State University - Broken Arrow	chavez02@nsuok.edu	Higher Education	Tulsa
Cody Cox, Regional Office Director	Oklahoma Employment Security Commission	cody.cox@oescc.state.ok.us	State Employment Service under Wagner-Peyser	All
Ted Cundiff, President & CEO	AVB Bank	tcundiff@bankavb.com	Small Business Representative- Banking	Tulsa
Diane Eason Contreras, Director, Immigrant and Refugee Services	YWCA Tulsa	deason@ywcatusla.org	Community Based Organization	Tulsa
Mike Ebert, CEO	Terlton Group Management Consultants	mikebert130@gmail.com	Business	Muskogee
Joe Epperley, Communications Director	Oklahoma Manufacturing Alliance	joe.epperley@okalliance.com	Business Representative - Business Organization	All
Bruce Force, Regional Manager	Stewart Martin Equipment	bruce@smekubota.com	Business - Agriculture	Okmulgee
Joseph Fuller, HR Director	Dal-Tile	joseph_fuller@mohawkind.com	Business - Manufacturing	Muskogee
Terry Goodson, Programs Manager	Department of Rehabilitation Services	tgoodson@okdrs.gov	Programs carried out under Title I of the Rehabilitation Act of 1973	Muskogee, Okmulgee
Traci Gower, Manager Talen Acquisition	Williams	traci.gower@williams.com	Business Representative - Energy	Tulsa
Susan Hartzler, Director	Union Adult Learning Center	hartzler.susan@unionaps.org	Adult Education and Literacy	Tulsa
Amber Hatten, Director of Human Resources	Webco Industries	ahatten@webcoindustries.com	Business Representative - Manufacturing	Creek, Tulsa
Tony Heaberlin, Chief Communications and Economic Development Officer	Tulsa Tech	tony.heaberlin@tulsaitech.edu	Workforce- Training	Tulsa
Rachel James, Tulsa Campus Director	Greenheck Group	rachel.james@greenheck.com	Small Business Representative - Manufacturing	Tulsa

Ted Jenkins, Training Director	Electrical Workers Apprentice Training Center (International Brotherhood of Electrical Workers, Tulsa Local 584)	tulsajac@sbcglobal.net	Local Union -Labor Union Representative	Info Req
Diane Kelley, Executive Director	Cherokee Nation	diane-kelley@cherokee.org	Workforce	All
Falen LeBlanc, Assistant Program Director	The University of Oklahoma OUTREACH National Resource Center for Youth Services	fleblanc@ou.edu	Community Based Organization	Tulsa
Chelsea Levo Feary, Director of Economic Development	City of Owasso	clevo@cityofowasso.com	Economic & Community Development	Tulsa
Jay Littlejohn, Center Director	Talking Leaves Job Corps	littlejohn.jay@iobcorps.org	Workforce	All
David Oliver, CEO	Goodwill Industries of Tulsa	doliver@goodwilltulsa.org	Community Based Organization	Adair, Cherokee, Creek, McIntosh, Muskogee, Okmulgee, Osage, Sequoyah, Tulsa, Wagoner
Jennifer Overmeyer, Engineering Line Support Supervisor	AAON	jennifer@aaon.com	Business Representative - Manufacturing (HVAC)	Tulsa
Karen Pennington, Executive Director	Tulsa Community WorkAdvance	kpennington@madisonstrategies.org	Community Based Organization	Creek, Osage, Pawnee, Tulsa
Janet Pieren, Assistant Director, Administrative Operations	Tulsa Economic Development Corporation	janet@tedcnet.com	Economic & Community Development	Tulsa
Ron Ramming, President	Connors State College	rroald@connorsstate.edu	Higher Education	Muskogee
Delaney Rea, Driver Services Manager	Melton Trucking Lines, Inc.	drea@meltontruck.com	Small Business Representative - Transportation	Tulsa
Peter Selden, Vice President of Workforce Development	Tulsa Community College	peter.selden@tulsacc.edu	Education	Creek, Okmulgee, Osage, Pawnee, Tulsa, Wagoner
Jacob Shivers, Director Housekeeping/Laundry	Saint Francis Health System	jshivers@sainfrancis.com	Business - Healthcare Housing/Laundry	All (Locations in Muskogee & Tulsa)
Lesli Shoals, HR Business Partner	AEP/PSO	lshoals@aep.com	Business - Energy	Creek, Osage, Pawnee, Tulsa
Lisa Smith, Executive Director	Northeast Okla. Regional Alliance (NORA)	director@neokregion.org	Economic & Community Development	Adair, Cherokee, McIntosh, Muskogee, Okmulgee, Sequoyah, Wagoner
Amy Spencer, Talent Acquisition Manager	NORDAM	aspencer@nordam.com	Business- Global Aerospace Manufacturing & Repair	Tulsa
Sarah Stisser, Human Resources Generalist	Ross Group	sarah.stisser@withrossgroup.com	Small Business - Construction	Tulsa
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David White, Programs Manager	Department of Rehabilitation Services - VR #67	Dwhite@okdrs.gov	Programs carried out under Title I of the Rehabilitation Act of 1973	Tulsa
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Green Country Workforce Policy and Procedures

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Mission and Vision

The Green Country Workforce Development Board (GCWDB) having developed a strategic plan for our area have established the following:

I. **Mission Statement:**

Green Country Workforce fuels economic development by creating relationships that benefit employers and job seekers by placing talent today, while preparing individuals for the jobs of tomorrow.

II. **Our Vision:**

Growing economic prosperity for the Green Country Workforce Development Area comprised of Adair, Cherokee, Creek, McIntosh, Muskogee, Okmulgee, Osage, Pawnee, Sequoyah, Tulsa, and Wagoner counties by being the primary source that connects employers and job seekers.

III. **Overview:**

A. Purpose:

The Workforce Innovation and Opportunity Act (WIOA), signed into law in 2014, is designed to strengthen and improve our nation's public workforce system. The law focuses on helping Americans, including youth and those with significant barriers to employment, into high quality jobs and careers. WIOA, which took effect July 1, 2015, supersedes the Workforce Investment Act of 1998. As a result, Workforce Investment Boards, or WIBs, were redesigned and new Workforce Development Boards, or WDBs, were established.

The Green Country Workforce Development Board (GCWDB) is a policy-making entity empowered by WIOA to educate and train local workers and support businesses. The GCWDB is comprised of a majority of businesses who collaborate with leaders from various education, labor, public service, and community-based organizations. The focus of this board is to ensure that the residents of our area have the skills, training, and education to achieve their career goals, and that employers are able to hire, develop, and retain outstanding employees.

B. Functions:

The main functions of the board include:

- (1) Administration and oversight of local WIOA funding for adults, dislocated workers, and youth
- (2) Support programs that build employable skills of the local area workforce
- (3) Create a strategic plan aligned with the Governor's and Oklahoma Workforce Development Board's objectives
- (4) Align WIOA services with the vision of creating a vibrant economy with a skilled workforce
- (5) Operate the America's Job Centers located within our eleven county area
- (6) Identify and understand the workforce needs of local businesses and job seekers

IV. Action

The Executive Director is responsible for compliance with this policy. The Executive Director is responsible for annual review and revisions if needed. Any exceptions to this policy statement will require prior written approval from the Executive Director or chair of the Green Country Area Workforce Development Board.

This policy will be effective immediately upon approval of the GCWDB membership.

Chair, Green Country Workforce Development Board / Date

Systems of Manuals, Handbooks and Monitoring Procedures

The Green Country Workforce Development Board (GCWDB) will maintain a system of coordinated manuals of policies, procedures, and administrative rules that govern the organization, and are made available to all employees and, as applicable, the public.

I. Manuals and Handbooks

This policy will govern the process for creation, approval, annual review and issuance of policies, operation memorandums, and procedures used by the organization.

A. Organization: A uniform system will ensure that topics are grouped by management category or like topics, so duplication is eliminated. Content sections will be as follows:

Organization and Administration	Series 010000
Information Management	Series 020000
Programs and Eligibility	Series 030000
Training	Series 040000
Compliance	Series 050000
Fiscal	Series 060000
Business Services	Series 070000
Personnel	Series 080000
Equal Employment Opportunities	Series 090000
Service Provision	Series 100000

B. Policy, operation memorandums and procedure development:

1. Board staff, employees, and sub-recipient contractors may submit a proposal for creating a new policy or revising current policy, operations memorandum and/or procedures through their chain of command to their supervising senior staff member. Proposals will be in “draft” form and consistent with agency policy/procedure formatting.
2. The senior staff member will review the draft proposal and, if approved, submit the draft to the GCWDB Human Resources and Quality Director who will assign a series number to new policies/procedures proposals or ensure the referenced number is correct.
3. Revisions to a policy/procedure within 12 months of the effective date

will be issued as a revision memorandum. Revision memorandums identify required revisions and are submitted through the GCWDB Human Resources and Quality Director, who will initiate the review process to the appropriate signing authority.

C. Compliance Monitoring: A system to monitor compliance with policies, procedures, administrative rules, applicable statutes and standards will be outlined.

1. All directives created in the administration of the Green Country Workforce Development Board will be developed in accordance with federal and state law, regulations and guidance.
2. GCWDB staff will present to the Board a report detailing justification for new policy or revisions to existing policy.

II. Responsibility for Adoption of Policies, Directives, Procedures and Operations Memorandum

Adoption of policies, procedures and operations memorandums will occur as follows:

A. Board Policy: The GCWDB will be responsible for the adoption of policy statements during regularly scheduled open meetings. Upon the approval of the Board and the signature of the chairperson, the organization will ensure policies are distributed and are made accessible.

B. Organization Directives, Procedure and Operations Memorandum (OM): The Executive Director will be responsible for the adoption of operational directives, procedures and memorandums.

III. Definitions

A. Policy: A policy is a statement of intent made by the Board and implemented by the senior leaders of the organization.

B. Procedure: A procedure is a specific, detailed series of actions that staff members must take to implement a process and comply with a policy. Procedures may be issued by board staff or the one stop operator leadership as technical assistance or as specific instructions to staff.

C. Operations Memorandum (OM): A document that applies specifically to a policy or specific topic that outlines expectations. OMs may supplement policy or contain subject matter independent of policy. OMs are issued by the Executive Director.

D. Directives: An Administrative Rule, order or official instruction issued by the Executive Director or other senior level staff.

IV. Action

The Executive Director is responsible for compliance of this policy. The Executive Director is responsible for annual review and revisions if needed. Any exceptions to this policy statement will require prior written approval from the chair of the Green Country Workforce Development Board.

This policy will be effective immediately upon approval of the GCWDB membership.

Chair, Green Country Workforce Development Board / Date

Conflict of Interest and Firewalls

The Green Country Workforce Development Board (GCWDB) is committed to guard against problems arising from real, perceived, or potential conflict of interest. This issuance serves as guidance to ensure that WIOA title I workforce development activities are conducted in a manner to prevent conflict of interest and ensure firewalls are in place to protect the integrity of all GCWDB activities.

I. Definitions:

- A. Conflict of Interest: an employee, officer, agent, or any member of the organization that has an interest in a financial gain or tangible benefit and who participates in the selection, award, or administration of a contract supported by a federal award.
- B. Firewall: an established policy or procedure that acts as a barrier or protection against an undesirable influence, outcome, or authority. Examples of firewalls include but are not limited to organizational arrangements that provide clear separation of duties and responsibilities, reporting hierarchy of managers and staff that provide clear separation between job duties and responsibilities, and conflict of interest/confidentiality/disclosure agreements.
- C. Interested Person: Any staff, contracted employee, director, principal officer, or member of a council or standing committee with governing board-delegated powers, who has a real, apparent, or organizational interest as defined below, is an interested person.
- (1) A real or actual conflict of interest arises when a Board member, staff, contracted employee, or person is assigned official responsibilities in a particular matter that may directly affect that individual's personal financial interests or the direct interests of family members.
 - (2) The appearance of a conflict of interest: there are circumstances that would cause a reasonable person with knowledge of the relevant facts to question the individual's impartiality in the official matter.
 - (3) Organizational conflict of interest focuses on the institution (and everyone within the institution); because of other activities or

relationships, the institution is unable to render impartial assistance or advice, cannot perform work in an objective way, or has an unfair competitive advantage compared to other entities.

- (4) Neither membership on the State WDB, the Local WDB, or a WDB standing committee, nor the receipt of WIOA funds to provide training and related services, by itself, violates these conflict of interest provisions.

D. **Financial Interest:** A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- (1) An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- (2) A compensation arrangement with the Organization or with any entity or individual which the Organization has a transaction or arrangement, or
- (3) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors.

II. Policy: The GCWDB Staff and Members, One Stop Operator (OSO), Service Providers and Fiscal Agent must act solely in the best interest of the community without regard to personal interest and must not participate in matters in which they have a disqualifying financial interest. Additional guidance can be found in OWDI 23-2017, Change 1 entitled Conflict of Interest Policy dated December 18, 2018.

III. Firewall Guidelines:

A. The appropriate role of the fiscal agent is limited to accounting and funds management functions rather than policy or service delivery as per Title 2 CFR § 679.420.

B. Providers delivering Title I, Dislocated Worker and Adult Services and Title I,

Youth Direct Services will report any concerns or issues relating to conflicts of interest with the One Stop Operator directly to the GCWDB Executive Director or Board Chair and bypass the OSO.

C. OSOs will report any concerns or issues relating to conflicts of interest with the Title I, Dislocated Worker and Adult Services and Title I, Youth Direct Service Providers directly to the GCWDB Executive Director or Board Chair and bypass the Direct Services agency.

D. GCWDB will be responsible for all conflicts of interest oversight and monitoring activities including but not limited to imposing separation of duties and/or functions among individuals and entities party to this policy and restriction of access to physical and electronic information. GCWDB will be required to recuse themselves from any vote where a conflict of interest exists. In the event of a conflict of interest with GCWDB staff, such person will not be involved in any selection process, meetings, or discussions. All conflicts will be shared with the GCWDB Executive Director (or designee) and GCWDB Chair. In the event that the conflict involves the GCWDB Executive Director, the GCWDB Chair will communicate with the Chief Elected Official ~~Central Oklahoma Workforce Investment Board, (COWIB)~~ who provides oversight to the GCWDB Executive Director position. In the event that the conflict involves the GCWDB Chair, the GCWDB Executive Director will communicate with the GCWDB Vice-Chair or other GCWDB Executive Committee members. When a conflict involves staff, records will be kept confidential.

E. In the event that a GCWDB member recuses themselves from a vote at a public board meeting, causing a quorum vote to not be met, the item will be tabled until a future meeting. If this occurs at a GCWDB Executive Committee meeting, the item will be included on the GCWDB agenda at a subsequent meeting. If there is an instance where the GCWDB does not have a quorum vote due a recusal then the item will be tabled and added to a future agenda for further discussion and vote.

F. Staff of GCWDB will comply with the Conflict of Interest and Code of Conduct outlined in the ~~COWIB's~~ personnel policy. Board members will adhere to the guidance established in the Board Member By-Laws and Conflict of Interest Disclosure statement.

IV. One-Stop Operator and Service Provider:

- A. GCWDB selects their OSO through a competitive process as outlined in P-0600100 entitled One Stop Operator Procurement dated 08/13/2020. As part of that competitive process, the GCWDB clearly articulates the expected role(s) and responsibilities of the OSO.
- B. When a third party conducts the competitive process, a firewall is created that allows GCWDB to contribute the necessary and relevant federal, state, and local procurement requirements to the third party for them to conduct the competitive process.
- C. Operators are selected through a competitive procurement process.
- D. When a single entity operates in more than one of the following roles including but not limited to local fiscal agent, WDB staff, one-stop operator, or direct service provider, it is required that such agency adhere to the policy set forth in this document.
- E. The OSO and the Youth, Adult and Dislocated Worker Career Services Providers fulfill two distinct and separate roles within the local AJC system. These roles may be filled by the same entity or different entities based on what GCWDB determines is best for meeting the needs of our customers and demographic area, but the roles must be clearly articulated as part of the competitive procurement and selection processes.
- F. The role of the OSO includes the following:
 - (1) Coordinating the service delivery of required partners and service providers.
 - (2) Ensuring the implementation of partner responsibilities and contributions agreed upon in Memorandums of Understanding.

- G. OSO responsibilities include:
- (1) Coordinating the service delivery of required partners and service providers.
 - (2) Implement local GCWDB policies.
 - (3) Adhere to all applicable federal and state guidance.
- H. The OSO must adhere to the following:
- (1) Disclose any potential conflicts of interest arising from the relations of the OSO, with particular training service providers or other service providers in accordance with Uniform Guidance General Procurement Standard as per Title 2 CFR §200.318.
 - (2) Will not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services.
 - (3) Comply with the federal regulations and procurement policies relating to the calculation and use of profits outlined in Uniform Guidance.
 - (4) Adhere to WIOA Title I subtitle E § 679.430 to ensure appropriate firewalls.
- V. Fiscal Agent:
- A. The GCWDB acts as the fiscal agent, as appointed by the Local Elected Officials
- B. Per 2 CFR § 679.420, the Fiscal Agent responsibilities include:
- (1) Receive funds.
 - (2) Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA and the corresponding Federal Regulations and State policies.
 - (3) Respond to audit financial findings.
 - (4) Maintain proper accounting records and adequate documentation.
 - (5) Prepare financial reports.
 - (6) Provide technical assistance to sub recipients regarding fiscal issues.
- The fiscal agent also:

- a. Enters into contracts with sub-recipients and works with GCWDB to establish the scope of services aligning with requirements set forth in WIOA law and local policies set by the GCWDB.
- b. Manages fiscal monitoring of all sub-recipients and issues monitoring reports.
- c. Processes monthly invoices, payments and is responsible to draw funds down from the State of Oklahoma.

VI. Violations of the Conflicts of Interest Policy:

- A. If there is reasonable cause to believe a staff, contracted employee, director, principal officer, or member of a council or standing committee with governing board-delegated powers has failed to disclose actual or possible conflicts of interest, the person will be given an opportunity to explain the alleged failure to disclose.
- B. If, after hearing the person's response and after making further investigation as warranted by the circumstances, it is determined the person has failed to disclose an actual or possible conflict of interest, appropriate disciplinary and corrective action will be taken.

VII. Annual Statements: Each director, principal officer, staff member, and member of a committee with governing board-delegated powers shall sign a statement, which affirms such person:

- A. Has received a copy of the conflicts of interest policy,
- B. Has read and understands the policy,
- C. Has agreed to comply with the policy, and
- D. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes including overseeing use of federal, state, and other grant funds.

VIII. Periodic Reviews: To ensure the Organization operates in a manner consistent with grant oversight purposes and does not engage in activities that could jeopardize its tax-exempt status and/or grant oversight responsibilities, periodic reviews shall be conducted. When conducting the periodic reviews, GCWDB may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted. The periodic reviews shall include, at a minimum, the following subjects:

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- B. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

IX. Performing Multiple Functions: Local organizations often function simultaneously in a variety of roles, including local fiscal agent, Local WDB staff, one-stop operator, and direct provider of services. Any organization that has been selected or otherwise designated to perform more than one of these functions must develop a written agreement with the Local WDB and CEO to clarify how the organization will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations, relevant Office of Management and Budget circulars, and state policy.

X. Equal Opportunity and Nondiscrimination Statement: All recipients, and subrecipients/subgrantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

XI. Action

The Executive Director is responsible for compliance of this policy. The Executive Director is responsible for annual review and revisions if needed. Any exceptions to this policy statement

will require prior written approval from the Executive Director or chair of the Green Country Workforce Development Board.

This policy will be effective immediately upon approval of the GCWDB membership.

Attachments: Board By-laws
Conflict of Interest Statement

DRAFT

Chair, Green Country Workforce Development Board / Date

One Stop Operator Procurement

The Green Country Workforce Development Board (GCWDB) provides guidance and establishes the policy regarding the procurement and selection of the One-Stop Operator(s).

I. Competitive Process: WIOA and its implementing regulations require Local WDBs to use a competitive process for the selection of one-stop operator(s), and to support continuous improvement through the evaluation of one-stop operator performance and for the re-procurement of operator(s) every four years.

Competition promotes the efficiency and effectiveness of one-stop operators by providing a mechanism to regularly examine performance and costs against original expectations and to examine one-stop operator effectiveness on a periodic basis. Regular competition allows for improvements based on the one-stop certification process, particularly in regards to the role of the operator(s) and other service delivery performance and performance metrics that may shift or change as one-stop partners and the board update their Memoranda of Understanding (MOUs).

II. Guidance: The Green Country Workforce Development Board will follow the guidelines as established in state policy OOWD #03-2017, entitled Oklahoma Works One-Stop Operator Procurement Instructions dated April 17, 2017.

III. Action: The Executive Director is responsible for compliance of this policy. The Executive Director is responsible for annual review and revisions if needed. Any exceptions to this policy statement will require prior written approval from the Executive Director and/or chair of the Green Country Workforce Development Board.

This policy will be effective immediately upon approval of the GCWDB membership.

Chair, Green Country Workforce Development Board /Date

Uniform Personnel Standards

Green Country Workforce Development Board (GCWDB) is committed to building strong teams, aligned to our mission and purpose, and diverse in their backgrounds and experiences. GCWDB complies with all applicable federal and state laws in the administration of its hiring and onboarding processes. GCWDB creates and administers procedures which ensure the agency's human resources practices comply with all applicable state and federal laws. As the employer of record for board staff, these procedures establish a professional and ethical standard for the recruitment, selection, retention and promotion of qualified individuals and also serve as a guide for the appropriate management of employee services, benefits, and relations.

I. Code of Conduct: GCWDB adheres to professional and ethical standards that will govern its relationships with the public, employees, and partners and promote a safe and dignified work environment; affords courteous and respectful treatment; requires diligent performance; and the responsible use of resources. GCWDB will establish and enforce rules consistent with such standards.

II. Equitable Administration: GCWDB's procedures are equitably administered and enforced, practiced with consistency, and support a non-discriminatory work environment and equal employment opportunity. GCWDB employs and promotes qualified staff on the basis of merit, ability, and capacity. GCWDB ensures that employees have access to an internal grievance process consistent with applicable law and rules..

III. Benefit and Compensation Administration: GCWDB adopts procedures to ensure that employees have access to all benefit programs to which they are entitled and establishes compensation practices consistent with applicable law and rule.

IV. Equal Opportunity and Nondiscrimination Statement: All recipients, and subrecipients/subgrantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

V. Action

The Executive Director is responsible for compliance of this policy. The Executive Director is responsible for annual review and revisions if needed. Any exceptions to this policy statement will require prior written approval from the Executive Director or chair of the Green Country Workforce Development Board.

This policy will be effective immediately upon approval of the GCWDB membership.

Attachment A: OP-0800101 Code of Conduct

Attachment B: OP-0800102 Hiring and On Boarding

Attachment C: OP-0800103 Total Rewards

DRAFT

Chair, Green Country Workforce Development Board / Date

Code of Conduct

I. OVERVIEW

A. Purpose: High performing teams operate around a common purpose and shared values. The Code of Conduct serves as a guide as we go about our day-to-day activities. We believe that the guidance provided in this Code will help the Green Country Workforce (GCW) team perform at its highest potential and create a welcoming and productive environment. All employees are expected to read, understand, and follow the Code of Conduct.

B. Mission and Vision: The mission of Green Country Workforce (GCW) is to fuel economic development by creating relationships that benefit employers and job seekers by placing talent today, while preparing individuals for the jobs of tomorrow. Our vision is to create economic prosperity for the region by being the primary source that connects employers and job seekers.

C. Core Values: We lead by example by following these values:

1. Solutions-based
2. Treat Others with Dignity & Respect
3. Trustworthy
4. Accountable

The Code cannot answer every question or situation. If any employee has concerns or would benefit from additional guidance in a specific situation, GCW maintains an open-door policy and encourages timely reporting. The Helpful Resources section on Page 3 tells us where to report concerns or ask questions.

GCW will not tolerate any form of retaliation against any employee for raising a concern in good faith, asking a question, or participating in an investigation. "Retaliation" is defined as adverse treatment toward an employee because of their participation in a legally protected activity.

II. EMPLOYEE EXPECTATIONS

A. Safety: The safety of our employees, partners, and clients is our highest priority. All GCW employees are expected to follow applicable safety practices. This refers to any relevant laws and regulations regarding workplace safety, including the State of Oklahoma's Drug- and Alcohol-Free Workplace policy.

All employees have a right to feel safe at work. GCW will not tolerate any acts or threats of violence by any of our employees or partners. If anyone ever feels threatened, report the situation immediately to management or HR.

B. Confidentiality: Through the course of their work, employees of GCW may have access to information and/or data regarding fellow employees, job seekers, businesses, and community initiatives. It is expected that all employees will respect the confidentiality of the information they see and never disclose it to anyone who does not have a legitimate business need to know the information.

C. Continuous Learning: In-service training is designed to provide employees with useful information to enhance their skills. Conferences, workshops, and other outside training opportunities may be requested and are subject to management approval. Tuition reimbursement may be available in some circumstances. Employees should work with their manager to create a personal development plan and determine what resources are available to them.

Outside of formal learning settings, GCW encourages a culture of continuous learning through informal mentoring, participation in special assignments, and the encouragement of questions and innovation. All employees contribute to that culture by welcoming open dialogue and freely sharing process knowledge and experience.

III. WORKING TOGETHER

A. Harassment / Retaliation: One of GCW's core values is Dignity and Respect. We are committed to building a team where diverse perspectives and backgrounds are welcomed, and all employees and clients are valued. Any type of harassment (defined as unwelcome behavior toward another person that has the purpose or effect of creating an intimidating, hostile, or offensive work environment) is strictly prohibited. If an employee believes that they or someone else is being harassed, a report should be made to management or HR as soon as possible.

B. Accountability: Excellent team performance requires trust among team members. In all their business dealings, GCW employees should hold themselves accountable to collaborate with others, represent situations with facts, and follow through with commitments.

IV. PROTECTING OUR ASSETS

A. Interactions with Social and Other Media: Any inquiries from the media should be referred to the Executive Director. An employee may not speak to the media as an official or unofficial spokesperson of GCW without prior clearance from the Executive Director. While we recognize the personal nature of social media accounts, employees are encouraged to represent their relationship with GCW and our employees truthfully and respectfully and ensure that they are not characterizing themselves as a GCW spokesperson in their postings.

B. Computer Use: Our work is done through several electronic platforms and tools. In the use of all forms of electronic document creation, sharing, or employee communication, employees are expected to conduct themselves appropriately and in a manner that is legal and consistent with the Code of Conduct.

V. SERVING CLIENTS AND PARTNERS

A. Conflict of Interest: Employees should immediately disclose any potential conflict of interest to their manager. Conflicts arise when the interests of an employee or another party could negatively affect GCW's operations or reputation. This may take the form of personal relationships, pre-existing business agreements, or possession of proprietary data or information. Once advised of a potential conflict, managers will engage with the Executive Director to determine a resolution.

B. Performance Quality: Our clients and partners benefit when we hold ourselves to the highest standard of performance. For GCW employees, this includes following processes, complying with applicable regulations and contract terms, and working transparently and collaboratively with all stakeholders.

VI. BUILDING STRONG COMMUNITIES

A. Political Activity: Through our work, GCW employees will have contact with individuals representing all political positions. As part of our commitment to working together, participation in partisan political discussion or activities during normal working hours is discouraged. The use of GCW's name, property, or equipment to support political campaigns is prohibited.

B. Volunteer Activity: GCW supports individuals or teams who wish to engage in volunteer activities in the communities we serve. Volunteer events should not interfere with our work responsibilities, should be cleared in advance with management (if occurring during regular work hours), and should be recorded accurately on timecards. Managers may utilize volunteer events as team-building activities, but participation off-shift is strictly voluntary.

V. HELPFUL RESOURCES

The Green Country Workforce staff Code of Conduct is intended to serve as a guide for employees. It does not address every situation or question that may arise. If employees have questions or concerns, they can be addressed confidentially with:

Your Direct Supervisor:

Human Resources:

GCW's Equal Opportunity Officer:

VI. Action:

The Executive Director is responsible for compliance of this procedure. The Human Resource Director is responsible for annual review and revisions if needed. Any exceptions to this operations procedure statement will require prior written approval from the Executive Director or designee.

Executive Director, GCWDB / Date

Hiring and Onboarding

Green Country Workforce Development Board (GCWDB) is committed to building strong teams, aligned to our mission and purpose, and diverse in their backgrounds and experiences. Green Country Workforce (GCW) complies with all applicable federal and state laws in the administration of its hiring and onboarding processes, and monitors and continuously improves to ensure equity and inclusion at every step.

I. Job openings and descriptions

- A. Vacated positions or new statements of work will be reviewed by the Hiring Manager and the HR Director to determine if responsibilities can be realigned or absorbed before an external hire is requested.
- B. All postings for external hires must be approved by the Executive Director, or his/her designee. Prior to posting, the Hiring Manager will review the applicable job description to capture any changes. The HR Director will determine exemption status and pay range, based on the requirements of the role.

II. Posting, recruitment, and selection

- A. Job openings will be posted on the internet for a minimum of 5 business days. The posting will include the job title and description, essential duties, skill or educational requirements, and location of the work.
- B. The Hiring Manager may opt to utilize other methods for advertising the open position as needed to obtain a diverse and qualified pool of candidates.
- C. The Hiring Manager is responsible to coordinate a panel interview, including determining participants and questions. Records of the interview process will be provided to, and retained by, Human Resources.
- D. The Hiring Manager is responsible to select the individual for hire. Consultation with peer leaders and the Executive Director is highly encouraged.
- E. The Hiring Manager will coordinate with Human Resources to develop and extend the offer package.

III. Selection of the Executive Director/CEO

- A. The position of Executive Director/CEO of the GCWDB will be appointed by the Chief Local Elected Official (CLEO), in consultation with the Executive Committee of the Board of Directors.
- B. Where desired, the CLEO and the Executive Committee may work with Human Resources to conduct a formal search for the position.

IV. Direct appointments

- A. Occasionally, positions will be created or vacated for which a known and qualified candidate already exists. This may be an external candidate, or a current employee of GCW. In those cases, the Executive Director/CEO is authorized to extend a direct offer to the individual, or to approve the Hiring Manager to do so.
- B. External direct appointments will be subject to the same onboarding requirements as other successful candidates.

V. Onboarding requirements

- A. As part of their response to the contingent offer, candidates may be required to sign a release form authorizing a pre-employment background check. A refusal to sign this form may result in the offer being rescinded.
- B. Employees whose position requires licensure or certification must provide a copy of the same prior to beginning work.
- C. Prior to beginning work, all employees must attend an orientation session with Human Resources and the employee's immediate supervisor.

VI. Action:

The Executive Director is responsible for compliance of this procedure. The Human Resource Director is responsible for annual review and revisions if needed. Any exceptions to this operations procedure statement will require prior written approval from the Executive Director or designee.

Executive Director, GCWDB / Date

DRAFT

Total Rewards

Green Country Workforce Development Board (GCWDB) strives to offer a competitive package of total rewards, aimed at supporting the health, wellness, and development of our employees. Elements of this package are provided only to full-time GCWDB employees (and their dependents, as applicable) and may be changed by GCWDB, except as the provision of specific benefits is required by law. Nothing provided in this package implies a contract of employment or a change in an employee's At Will status.

I. Insurance

- A. Health, Dental, and Vision care options are available to all full-time GCWDB employees and their eligible dependents. Coverage begins the first day of the first full month after employment or following an open enrollment period or documentation of a Qualifying Life Event. Specific coverage details are provided to employees at the time of orientation, or during open enrollment, to allow them to make an informed choice for themselves and their dependents. The costs of employee coverage are paid by GCWDB and the costs of dependent coverage are paid by the employee via payroll deduction.
- B. Basic Life Insurance is provided to all full-time employees, with the costs covered by GCWDB. Employees may elect to pay for additional coverage via payroll deduction.
- C. Short- and Long-Term Disability Insurance is available to all full-time employees who meet the eligibility requirements as determined by the insurance carrier. The cost is covered by GCWDB.

II. Time Off

- A. Paid Time Off (PTO) is available to all employees to use for any reason, with proper advance notice provided to management when possible. PTO accrues each pay period, at a schedule based on completed Years of Service. The annual accrual amounts are as follows:

Years of Service	Total PTO Hours Accrued Per Year
1-3	200
4-7	240
8-10	280
11+	320

Unused PTO may be carried over, to a maximum balance of 320 hours. Employees who separate from GCDWB will be paid their existing balance, up to their Total Annual Accrual amount based on their years of service at the time of separation.

B. Other Types of Approved Leave:

- a. Paid Holidays – GCWDB employees will observe State holidays as set forth by the decree of the Governor of Oklahoma.
- b. Leave Without Pay – to be used in circumstances when time off is required but PTO is not available, or the employee wishes to forego the use of PTO. Leave Without Pay must be approved in advance by management.
- c. Bereavement Leave – up to 5 days (per event) of excused, paid time will be granted to support employees who have a death in their family. For purposes of this policy, “family” includes spouse or significant other, child, sibling (including in-laws), parent (including in-laws), grandparent, aunt, uncle, niece, or nephew.
- d. Military Leave – GCWDB complies with the requirements for military leave under USERRA guidelines. Employees should notify and coordinate with their manager as soon as possible after orders are received.
- e. Jury Duty and Subpoenaed Leave – full-time employees will be paid while on jury duty. Employees who are off work to serve as a witness for cases related to their work with GCWDB will be paid for their time off. Absences to serve as a witness or otherwise participate in cases unrelated to their work with GCWDB must be covered by PTO. If PTO is not available, Leave Without Pay may be requested.

III. Worker’s Compensation

- A. Employees are protected under the state’s Worker’s Compensation law against loss of income due to injury or death that occurs during work activities. GCWDB pays the cost of the workers compensation premium. Employees are expected to report all job-related accidents, injuries, and illnesses as soon as possible. Accidents or injuries that the employee considers “minor” must also be reported.

IV. Personal Development & Tuition Reimbursement

- A. Conferences, workshops, and other outside training opportunities may be requested and are subject to management approval. Tuition reimbursement may be available in some circumstances. Maximum reimbursement is \$1500 per rolling 12-month period. Employees will work with their managers to create and document individual development plans. Requests for reimbursement for training or tuition must be approved by the Executive Director.

V. Compensation

- A. Salaries are established in accordance with wage ranges approved by the Board. Employee salaries will be reviewed annually for alignment to the comparable market, current job responsibilities, and employee performance. Adjustments may be made based on any or all those factors, and assuming available funding. Annual increases are not guaranteed.
- B. Employees are required to accurately record their work time and any absences for the pay period. Pay is issued bi-weekly on Fridays. Deductions from each employee's paycheck include both mandatory and voluntary withholdings. Voluntary deductions may only be made with the employee's written authorization.

VI. 401(K) Participation

- A. Full-time GCWDB employees are automatically enrolled in a Board-approved 401(K) starting the first day of the month following two full months of employment. Employees will be enrolled at a 3% employee contribution, unless otherwise specified. GCWDB matches employee contributions up to 6%. Employees may contribute more than 6% if they wish and the match will remain capped at 6%. Employees may opt out of the retirement program at any time but will not be eligible for the GCWDB match.

VII. Action:

The Executive Director is responsible for compliance of this procedure. The Human Resource Director is responsible for annual review and revisions if needed. Any exceptions to this operations procedure statement will require prior written approval from the Executive Director or designee.

Executive Director, GCWDB / Date

DRAFT

**TULSA AREA WORKFORCE DEVELOPMENT BOARD
BUDGET AMENDMENT REQUEST**

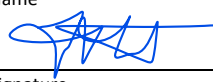
CONTRACTOR Dynamic Workforce Solutions

PROGRAM WIOA DLW to WIOA AD

PROGRAM PERIOD 07/1/20 - 6/30/21

<i>Expense Classification</i>	<i>CURRENT BUDGET</i>	<i>TRANSFER REQUESTED</i>	<i>Amended Budget</i>
ITAS- ADULT	120,000.00	91,000.00	211,000.00
SS THAT QUALIFY AS TRAINING - ADULT	40,952.00	19,000.00	59,952.00
WEX - ADULT	148,488.00	48,533.00	197,021.00
ITAS - DLW	249,500.00	-150,631.00	98,869.00
SS THAT QUALIFY AS TRAINING - DLW	10,500.00	-7,902.00	2,598.00

NOTES:

<p>I certify, for the above named Contractor/Subgrantee, that to the best of my knowledge and belief, this request is for transfers to/from budget line items that are allowable for the above named funding stream.</p>	
<p>Terri Leisten _____</p> <p>Name</p>	<p>President _____</p> <p>Title</p>
<p> _____</p> <p>Signature</p>	<p>11/11/2021 _____</p> <p>Date</p>

TAWDB Approval Date

Green Country Workforce Development Board

The Green Country Workforce Development Board (GCWDB) in Oklahoma is looking for a consultant to assist with the procurement of a One Stop Operator. Per the requirements of [TEGL 15-16](#), the entity selected for this project must be capable of exercising professional and ethical judgement and if selected, will be required to submit a Conflict of Interest statement.

Please review the information below and attached, if interested return your quote by March 31, 2021.

The consultant will be expected to provide the following minimum deliverables:

- Coordinate with the GCWDB and Local Elected Officials to develop an RFP consistent with guidelines and requirements of [OWDI #10-2017](#).
- Facilitate the entire RFP process including, but not limited to: development of RFP and solicitation of bids, receive and record all responses, assignment of reviewers, conduct scoring/evaluations, overview and recommendation, contract file, procurement file, and maintaining procurement packet.
- Assist with the Request Package as required in [#TA-04-2020](#).
- Assist in the develop of a contract/agreement consistent with guidelines and requirements of [OWDI #10-2017](#)

Any cost incurred for these consulting efforts must be necessary, reasonable, allowable, and allocable consistent with financial coast principles as found in OMB Cost Principles Circular.

Cost should cover research, minimum deliverables listed above, planning time and time and travel, if necessary.

Return quotes to:

Rachel D Hutchings
Executive Director
rhutchings@workforcetulsa.com



A proud partner of the [americanjobcenter](#)™ network
Equal opportunity employment/program. Auxiliary aids and services are available upon request to individuals with disabilities.

PRICE EDWARDS

AND COMPANY

February 24, 2021

Mr. John Collins
One Stop Operator
Workforce Tulsa
907 S. Detroit
Suite 1325
Tulsa, OK 74120

RE: *Eastgate Metroplex*
21st & 145th East Avenue, Tulsa, OK

Dear John:

Per your request, I have requested a Lease Proposal from the Owner of the Eastgate Metroplex, located at the above referenced address. This proposal was furnished to me by Gerry Chauvin, agent for the ownership. Based upon the information that Workforce Tulsa has provided the ownership, the renovation costs of the 1st floor suite per the attached floor plan and scope of work & some assumptions by the building ownership, their Lease Proposal is as follows:

LEASE PROPOSAL FOR WORKFORCE TULSA at Eastgate Metroplex

Below are the lease terms and conditions proposed for the 1st floor suite in the Eastgate Metroplex, located at 21st & 145th East Avenue for the Workforce Tulsa team and their Board of Directors:

- The building is already ADA compliant for other government, state and federal agencies, including Social Security Administration that has executed Leases and their suite is currently being renovated for occupancy. The proposed suite will be ADA compliant pursuant to the terms of the Lease.
- Eastgate has abundant free surface parking for easy in and out and the location is easy to find and located at the southwest corner of 21st Street & 145th East Avenue.
- 19,420 rentable square feet is the proposed suite on the 1st floor as detailed on the attached space plan..
- Lease Term: Five (5) or Seven (7) years.
- Occupancy: Within ninety (90) days of a fully executed Lease Agreement.

PRICE EDWARDS

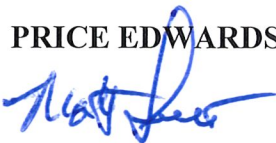
AND COMPANY

- Tenant Improvements: In both lease term scenarios, we are proposing a “turn-key” build out funded by the Landlord; excluding any and all IT related costs and any and all FF&E. We are anticipating the scope of the TI and Landlord work will be as basically outlined (and our interpretation) of the attached information sheet provided to us by your broker.
- Leasing Terms for 5-year lease:
 - Rental Rate: \$9.00 PSF with 2.5% annual increases
 - Free Rent: Free rent for first 3 months with 63-month lease term
 - Moving Allowance paid by Landlord: \$2,500
- Leasing Terms for 7-year lease:
 - Rental Rate: \$8.00 with 2.5% annual increases
 - Free Rent: Free rent for first 5 months with 89-month lease term
 - Moving Allowance paid by Landlord: \$10,000
- Contractor is estimating ninety (90) days for time of completion for scope of work
- Operating Expenses: For budgeting purposes, assume \$5.00 RSF to include CAM, Real Estate Taxes, Insurance, janitorial, contract services, electric services.
- Storage Space: Landlord has offered Workforce Tulsa the opportunity to store their cubicles and other items in Eastgate (at no cost) until their space is completed and ready for occupancy.

If you have any questions, please do not hesitate to call me at (918) 394-1000.

Regards,

PRICE EDWARDS & COMPANY



Matt Surret
Senior Sales Associate

RMS/lh

Metroplex build out information

Room to be used for Partners

- Electrical update - 4 wall sockets
- Internet availability -two outlets

Front Entrance & Door

- ADA Compliant
- Replace concrete in entrance
- Entrance Doors ADA compliant

Foyer

- Build out of reception area
- Install wall to close in break area

Resource Area (area for 10 computer stations and two office desk)

- One Pony Wall
- One wall the height of the conference room

Storage Area (Located behind resource room)

- One wall with 36" door (10 Feet from back wall of office)

Conference Room (built between existing conferences rooms)

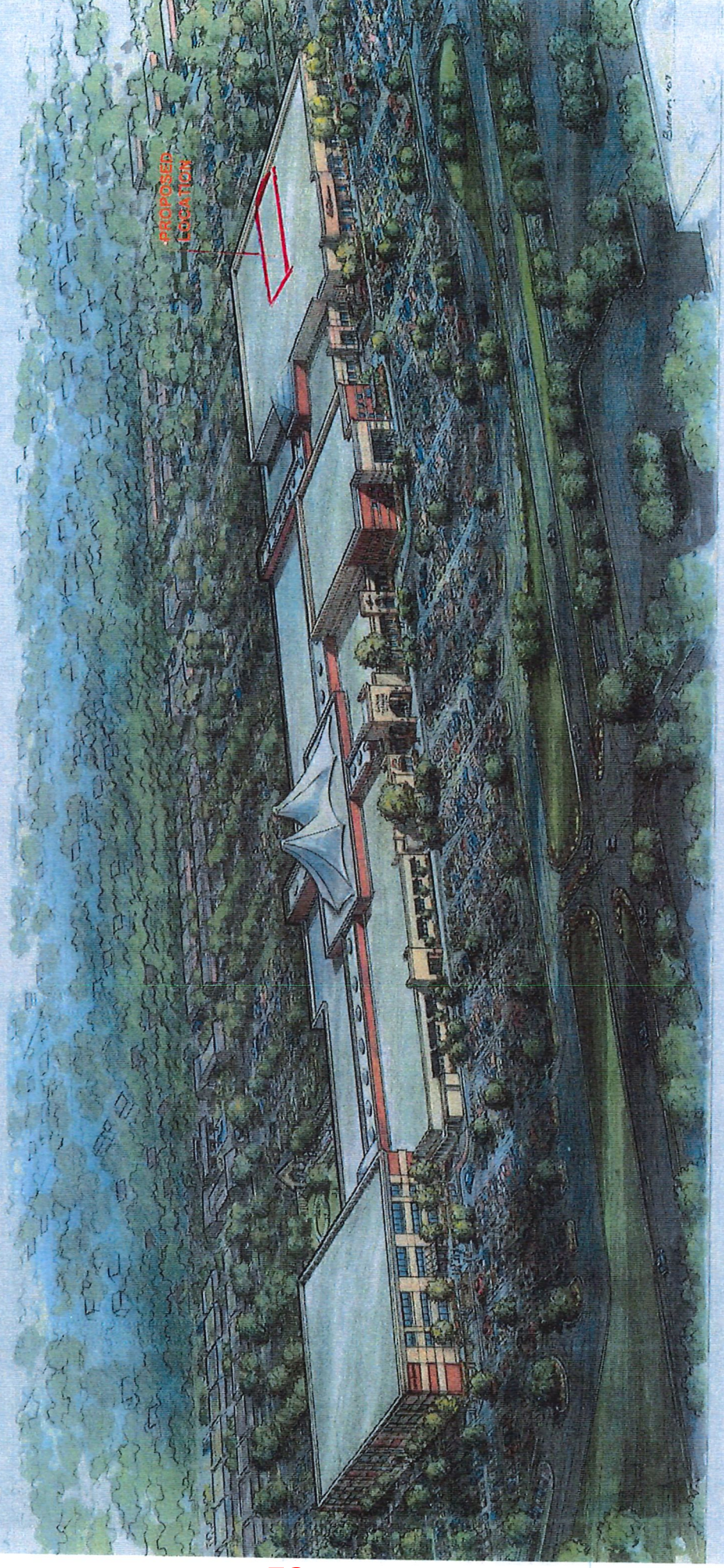
- Should be the same style as existing with the barn door
- Should be as large as possible but leave a five foot walkway between each existing conference room.

Reduction of space size (approx. 2,000sq feet)

- This could be accomplished by building a wall in the rear of the room 25 feet out , which would meet the back of the conference room.

Access to mall area from the back of the facility

◆ EASTGATE METROPLEX ◆



PRICE EDWARDS

AND COMPANY

February 24, 2021

Mr. John Collins
One Stop Operator
Workforce Tulsa
907 S. Detroit
Suite 1325
Tulsa, OK 74120

RE: *Guaranty Building*
10159 E. 11th Street, Tulsa, OK

Dear John:

Per your request, I have requested a Lease Proposal from the Owner of the Guaranty Building, located at the above referenced address. This proposal was furnished to me earlier today by David Larsen, agent for the ownership. Based upon the information that Workforce Tulsa has provided the ownership, the renovation costs of the 6th floor per the attached floor plan and scope of work and some assumptions by the building ownership, their Lease Proposal is as follows:

LEASE PROPOSAL FOR WORKFORCE TULSA at Guaranty BUILDING

Below are the lease terms and conditions proposed for the 6th floor of the Guaranty Building, located at 10159 East 11th Street for the Workforce Tulsa team and their Board of Directors:

- VA has been a tenant on three (3) floors in Guaranty for many years.
- The building is ADA compliant for VA, other tenants, and visitors, which should make this an easier entry for Workforce
- Guaranty has plenty of surface parking for easy in and out and the location is easy to find and located at the northwest corner of Highway 169 and East 11th Street.
- We will provide Workforce signage on our pole for high visibility from Highway 169, signage in the first floor lobby, and 6th floor lobby not to exceed \$1,500.
- A Tulsa Police Station is located on the south side of 11th Street.
- A fulltime VA security guard patrols the parking lot and interior of building.

PRICE EDWARDS

AND COMPANY

- 15,587 rentable square feet (full floor) is the area available on the 6th floor.
 - Right of First Refusal will be provided for any vacant space on 6th floor
- Per NCS Contractor quote, TI cost is \$6.21 PSF (\$97,000) for base scope of work that includes new carpet, paint, rubber base, touch up all doors and jambs, and create break room.
 - Although TI quote is \$6.21 PSF, I'm recommending \$7.50 PSF for TI allowance that allows \$1.29 PSF for additional items
 - Once we have a quote for IT cabling and installation from Cornell Cross with Apprentice, we will determine and provide a set TI Allowance for such work
- Lobby Corridor Improvements (Landlord cost): \$13,746 for new carpet, rubber base, and paint are requested by tenant
- Common area bathrooms (Landlord Cost): \$2,673 for painting walls and patching wall paper before painting are requested by tenant
- Leasing Terms for 5-year lease:
 - Rental Rate: \$14.50 with 2% annual increases
 - Free Rent: Free rent for first 3 months with 63-month lease term
 - Tenant Improvement Allowance: \$7.50 PSF (\$116,903 based on 15,587 sf)
 - Parking: No charge for parking
 - Moving Allowance paid by Landlord: \$7,500
- Leasing Terms for 10-year lease:
 - Rental Rate: \$14.00 with 2% annual increases
 - Free Rent: Free rent for first 6 months with 126-month lease term
 - Tenant Improvements: \$10.00 psf (\$155,870 based on 15,587 sf)
 - Parking: No charge for parking
 - Moving Allowance paid by Landlord: \$10,000
- Contractor is estimating 3 to 4 weeks for time of completion for scope of work

PRICE EDWARDS

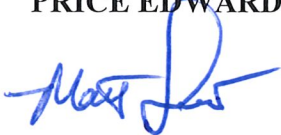
AND COMPANY

- NCS has been very competitive with pricing and produces quality and timely work. NCS is a husband and wife team with over 35 years of experience.
- Attached for review is the quote from NCS for tenant improvement work based on comments made from Cherie and other Workforce staff while walking the floor

If you have any questions, please do not hesitate to call me at (918) 394-1000.

Regards,

PRICE EDWARDS & COMPANY



Matt Surret
Senior Sales Associate

RMS/lh

FROM: National Construction Services, LLC - Gina Carroll 918-760-6237 or gcarroll@ncssite.com

TO: David Larsen/Ruffin Properties

PROJECT: Guaranty Buiding - 169 & 1th Street/6th floor

SCOPE: Selective scope - See attached marked floor plan

DATE: 2/5/21

Scope Notes: See plan attached

- A** Demo all existing carpet/rbase install new bld std carpet tile/rubber base (samples TB provided for selection)
- B** Demo millwork/shelves patch to prepare for new paint
- C** Demo door, add SR cased opening
- D** Demo millwork/sink relocate to north side of wall -Demo floor tile, to receive new carpet tile same as A
- E** Demo portion of wood millwork in office, wood wainscoat/column to remain, wall fabric remains
- F** Glue down w/c seams, paint over walls - No other work to restrooms
- G** (3) offices with wood bookcases/fabric to remain, no work. New carpet only

General scope notes:

All painted walls and shelving to repaint to match existing

All existing wallcovering (not fabric) to patch as needed and paint over

Touch up only all doors and jambs

Elevator doors to remain, no repaint

All hard surface flooring including VCT to remain as is, no work

All work regular working hours

National Construction Services, LLC
 Commerical Project Management & Owners Representation

12324 East 86th ST North, PMB 281
 Owasso, Oklahoma 74055
 918-272-6560 office
 918-272-6561 fax
gcarroll@ncssite.com

TO: David Larsen/Ruffin Properties
PROJECT: Guaranty Building - 6th Floor/Selective scope
ADDRESS: 10159 East 11th Street, T/O
FROM: National Construction Services, LLC
DATE: 2.5.21 Rev#1

Preliminary Budget

Project Cost Summary

Description	Budget
South Side	\$ <u>45,763.00</u>
North Side	\$ <u>51,074.00</u>
Lobby/Corridor	\$ <u>13,746.00</u>
Restrooms	\$ <u>2,673.00</u>
Total Construction Cost	\$ 113,256.00
Available Start Date	TBD
Estimate Time of Completion	3-4 weeks
Cost Per S/F = (Est) 15,587 RSF	\$ 7.27

Project Notes & Clarifications:

Scope of Work: Selective interior scope to include demo of existing carpet/rbase/selective millwork and repainting as requested by David Larsen, See plan attached.

Preliminary Budget only, Not a Hard bid

1. New carpet tile/rubber base bld std included, samples provided for color selection upon request
2. Demo of select millwork per D larsen included
3. (3) offices on north side wood/fabric to remain - No work
4. SW Break upper/lower cabinet/sink to relo to north side of wall
5. Restrooms to reglue W/C seams and paint walls, no other scope
6. Paint over all wallcovering, existing fabric to remain, no work
7. All hard surface flooring to remain, no work
7. T/U only all doors/Jambs

Gina Carroll

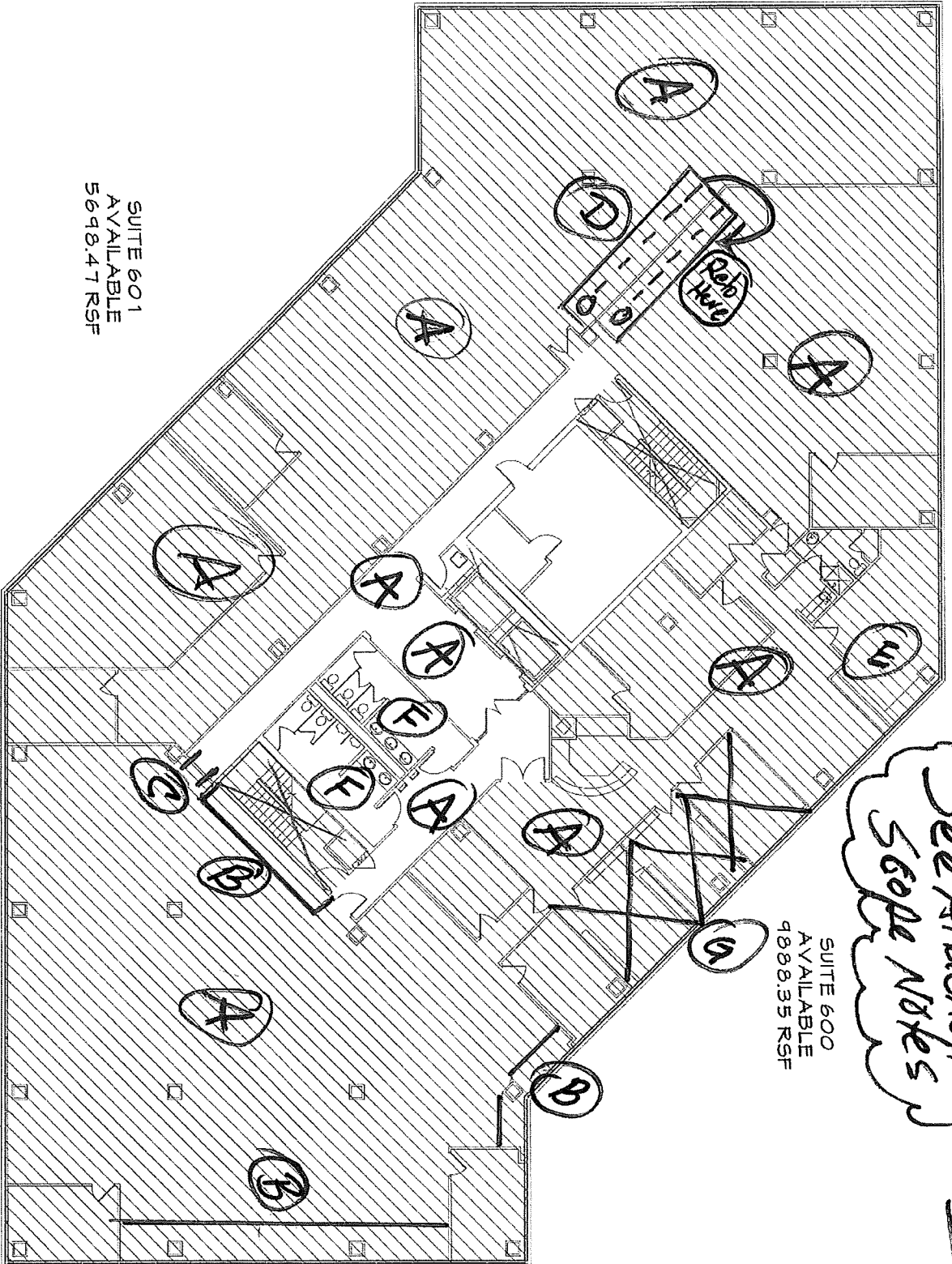
 Gina Carroll, Principal
 National Construction Services, LLC

2.5.21

 Date

A FLOOR PLAN

SCALE: N.T.S.



See Attached Scope Notes

215721

SUITE 600
AVAILABLE
9888.35 RSF

SUITE 601
AVAILABLE
5698.47 RSF



kiriarchitects, keith & todd, inc.
architectural interiors | engineering
tel 918.744.4270
fax 918.744.7849
2200 south ulico plaza, suite 200
tulsa, oklahoma 74114
www.kiriarchitects.com

**6TH FLOOR
FOR LEASE**

GUARANTY
BUILDING
6TH FLOOR

RUFFIN
PROPERTIES

SCALE	N.T.S.
FILE NAME	GB06A-1
MANAGER	
DRAWN BY	YW
	YW
	03.31.2016

AS-BUILT
PLAN

AS-6

LEASE COMPARISION	EASTGATE METROPLEX	GUARANTY BUILDING
ADA COMPLIANCE	Building In the will be in compliance when we move in / no cost	Building In the will be in compliance when we move in / no cost
ONSITE PARKING	Free parking	Free parking
SPACESQUARE FOOTAGE	19,420	15,587
LEASE TERM	5 or 7 Years	5 or 7 Years
TENANT IMPROVEMENTS BUILDOUT	Paid by Landlord	Paid by Landlord
PROPOSED OCCUPANCY	90 days after lease is signed	30-45 days after lease is signed
COST OF BUILDOUT	No cost to tenant	155, 870
STORAGE SPACE	Yes , onsite for free until buildout is done	No would need to rent storage
LEASE COST	14.00 per square feet for 5 yr. lease 13.00 per square foot for 7 yr. lease	14.50 per square foot for 5 yr. lease 14.00 per square foot for 10 yr. lease
TECHNOLOGY	Would just need recertify and new lines	Must build out new system, landlord offering financial allowance.
FREE RENT	3 Months @ 5 yrs. 5 Months @ 7 yrs.	3 Months @ 5 yrs. 6 Months @ 10 yrs.
MOVING ALLOWANCE	2,500.00 @ 5 yrs. 10,000 @ 7 yrs.	7,500.00 @ 5 yrs. 10,000 @ 10 yrs.