



**Green Country Workforce Development Board  
Special Meeting Minutes 03/01/2021**

10:02 a.m.	Delaney Rea called the meeting to order.
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**Attending Board Members:** Kathy Adair, Tom Albaugh, Rhonda Archer, Jennifer Bentley, Kelly Beyer, Daniel Bradley, Robert Brown, Ken Busby, Eloy Chavez, Cody Cox, Ted Cundiff, Joe Epperley, Bruce Force, Joseph Fuller, Terry Goodson, Amber Hatten, Rachel James, Diane Kelley, 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

**Absent Members:** Celia Armstrong, Diane Eason Contreras, Mike Ebert, Traci Gower, Susan Hartzler, Tony Heaberlin, Ted Jenkins, Falen LeBlanc, Jason Winters

**Board Staff:** Alex Whitfield, Amber Cutshaw, Cherie Stierwalt, De’Andre Fahie, Elaine McDaniel, Joshua Lewis, Julie Sorrels, Martha Webb-Jones, Mautia Hall, Taylor Austin, Wesley Mitchell

**Guests:** Corbin Anderson, Leon Warner, Scott Amey, Scott Obomanu, Terri Leisten, Cherisa Price-Wells, Larry

Item	Description / Discussion	Action
1.	<b>Introductions</b> took place. Quorum was established by roll call.	<b><u>No Action Necessary</u></b>
2.	<b>Reviewed &amp; Approved</b> the 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 agenda for the 03/09/2021 meeting of the GCWDB Board of Local Elected Officials.	<p><b><u>Motion to Approve:</u></b> Joseph Fuller</p> <p><b><u>Second:</u></b> Tom Albaugh</p> <p><b><u>Vote:</u></b> Approved by roll call vote. The following Board members were not visible</p>

		and did not vote: Daniel Bradley, Bruce Force, & Landon Varnell. The following Board members were not audible and did not vote: Diane Kelley, Lisa Smith.
3.	<b>Reviewed &amp; Approved</b> the election of Delaney Rea to serve as Board Chair. Board Development Committee Chair, Ken Busby, reported that Delaney Rea will appoint to be the makeup of the Executive Committee those listed on the slate contained in the meeting packet.	<b><u>Motion to Approve:</u></b> Ken Busby  <b><u>Second:</u></b> Tom Albaugh  <b><u>Vote:</u></b> Approved by roll call vote. The following Board members were not visible and did not vote: Daniel Bradley, Bruce Force, & Landon Varnell.
4.	<b>Reviewed</b> the Board Certification of the Green Country Workforce Development Board. A Board Roster was included in the meeting packet.	<b><u>No Action Necessary</u></b>
5.	<b>Reviewed &amp; Approved</b> the Board Policies Consent Agenda as contained in the meeting packet.  A. Mission and Vision B. System of Manuals, Handbooks and Monitoring C. Conflict of Interest and Firewalls D. One Stop Operator Procurement E. Uniform Personnel Standards F. Code of Conduct G. Hiring and On Boarding H. Total Rewards	<b><u>Motion to Approve:</u></b> Diane Kelley  <b><u>Second:</u></b> Ken Busby  <b><u>Vote:</u></b> Approved by roll call vote. The following Board members were not visible and did not vote: Daniel Bradley, Bruce Force, & Landon Varnell
6.	<b>Reviewed &amp; Approved</b> the Transfer of Program Year 2020 Formula Funds from Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker (DLW) funds to WIOA Adult (AD) funds as requested by Dynamic Workforce Solutions. The request, as contained in the meeting packet, was presented by GCWDB Business Services Director, Wesley Mitchel.	<b><u>Motion to Approve:</u></b> Ken Busby  <b><u>Second:</u></b> Jacob Shivers  <b><u>Vote:</u></b> Approved by roll call vote.

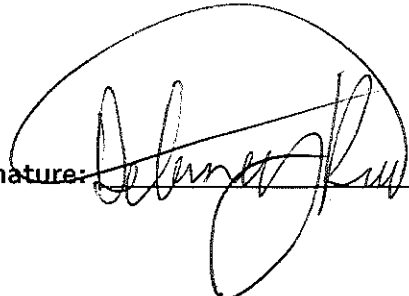
		<b><u>Abstention:</u></b> Kelly Beyer The following Board members were not visible and did not vote: Daniel Bradley, Bruce Force, & Landon Varnell.
7.	<b>Review for Approval</b> will be based on a draft proposed by Board Ad Hoc Committee for the Request for Proposal (RFP) for Program Year 2021 Service Provider for the Workforce Investment and Opportunity Act, Title 1 Adult and Dislocated Worker and Youth Program Services for the GCWDB Area. The Chair asked members interested in serving on or questions about the RFP Ad Hoc Committee to contact GCWDB Executive Director, Rachel Hutchings.	<b><u>No Action Necessary</u></b>
8.	<b>Reviewed &amp; Approved</b> the Request for Proposal (RFP) to procure a separate provider to handle the procurement of a One Stop Operator. Rachel Hutchings explained that the Board cannot release an RFP on which the Board intends to bid.	<b><u>Motion to Approve:</u></b> Karen Pennington  <b><u>Second:</u></b> Lisa Smith  <b><u>Vote:</u></b> Approved by roll call vote. The following Board members were not visible and did not vote: Daniel Bradley, Bruce Force, & Landon Varnell.
9.	<b>Review &amp; Approve</b> the selection of the Eastgate Metroplex as the new Tulsa American Job Center location as recommended by the Chair on behalf of the Executive Committee. The Chair reported that One Stop Operator, John Collins, worked extensively with key stakeholders to provide the lease proposals as contained in the meeting packet. The chair reviewed the lease comparison contained in the meeting packet. John Collins, in response to David Oliver's suggestion, reported that he will be asking for a cap on the common area maintenance charges.	<b><u>Motion to Approve:</u></b> Eloy Chavez  <b><u>Second:</u></b> Janet Pieren  <b><u>Vote:</u></b> Approved by roll call vote. The following Board members were not visible and did not vote: Daniel Bradley, Bruce Force, & Landon Varnell.

10.	<p><b>Chair Update:</b> The Chair reported about the following:</p> <ul style="list-style-type: none"> <li>• Rachel Hutchings’ Merger Communications - includes drafts of future policies that will be brought to the Board to review for approval.</li> <li>• Weekly merger meetings with Thomas P. Miller and the Oklahoma Office of Workforce Development (OOWD)</li> <li>• Combined Budget</li> <li>• Next Regularly Scheduled Meeting</li> <li>• Virtual Meetings</li> <li>• RFP Ad Hoc Committee- urgent</li> <li>• Packed Board Agenda- not the norm</li> <li>• Committee/Council Assignments – Connect with Rachel Hutchings if not yet appointed to a Committee or Council. Participation required in bylaws.</li> </ul>	<b><u>No Action Necessary</u></b>
11.	<p><b>Executive Director Report:</b> Rachel Hutchings reported about:</p> <ul style="list-style-type: none"> <li>• Merger Update Emails to the Board</li> <li>• Conflict of Interest Forms</li> <li>• All upcoming Committee meetings will include a section about Conflict of Interest, Roberts Rules of Order, and the Oklahoma Open Meetings Act.</li> <li>• Confirming Committee Assignments</li> </ul>	<b><u>No Action Necessary</u></b>
12.	<p><b>Business Services Director Report:</b> Wesley Mitchell reported about the following:</p> <ul style="list-style-type: none"> <li>• Financial Empowerment Center – In partnership with the City of Tulsa and Goodwill Industries, we trained 6 participants as Certified Financial Aide Counselors to serve the community.</li> <li>• Interns for Good – In partnership with Northeastern State University and the University of Tulsa</li> <li>• Recovering Oklahomans After Disaster (ROAD) Program - We have four paid trainees rebuilding homes for Oklahomans after disaster while earning their certification. This program can be replicated statewide.</li> <li>• Partnering with Central Technology Center to develop replicable employee training for the North Tulsa’s Oasis Fresh Market.</li> <li>• Partnering with Sandstone Hills Create Bridges Program</li> <li>• Tulsa Methamphetamine Treatment Continuum – In partnership with The City of Tulsa, 12&amp;12, Oklahoma State University, and Health Minds – From Entry to Exit with Employment</li> <li>• Currently, we have 36 work-based learning participants: <ul style="list-style-type: none"> <li>○ 26 Internships (Work Experience)</li> <li>○ 10 On-the-Job Training</li> <li>○ Across 22 Employers</li> <li>○ With 10 Prospective Employers</li> <li>○ Employer Projected Savings</li> </ul> </li> </ul> <p>The Chair shared made a statement as an employer who has utilized these services, the Business team has been fantastic in their communication and it really helped Melton Trucking this past year to be able to have a couple of interns through Work Experience and On-the-</p>	<b><u>No Action Necessary</u></b>

	<p>Job Training. By participating in these programs, Melton Trucking was able to train up the next generation without the normal associated costs and even during a pandemic and hiring freeze. They have since been able to bridge some participants into full-time positions.</p>	
13.	<p><b>Committee/Council Reports:</b></p> <ul style="list-style-type: none"> <li>• Board Development Committee- Ken Busby reported about the following: <ul style="list-style-type: none"> <li>○ Board Certification</li> <li>○ Spring/Summer Diversity &amp; Inclusion Training</li> <li>○ Re-evaluating Growing Talent for Tomorrow Event</li> <li>○ Welcoming Prospective/New Committee Members</li> </ul> </li> <li>• Business Development Committee- Amber Hatten encouraged Board members to look at how their companies could benefit from the services offered by the Business Services Team. This Committee’s goal is for everyone associated with a business who sits on this Board is utilizing one or more of the services available. Amber Hatten asked members to also provide ideas to Wesley Mitchell or her with ideas for additional services to meet business needs.</li> <li>• The Finance Strategy &amp; Oversight Committee- In the absence of Committee Chair, Celia Armstrong, Rachel Hutchings reported that the Board will be adopting Fiscal Agent, Southern Workforce Development Board’s financial policies, so this Committee will be doing a lot of work around that and around the budget.</li> <li>• Innovative Workforce Opportunity Council – Kelly Beyer reported that with the merger, the mission and goals of the Council are being re-evaluated during several conversations ahead of the next Board meeting.</li> <li>• Youth Council – Jay Littlejohn reported that he is looking for Board member participation for those who are interested in making sure that there are not any gaps in services to the young people in Green Country. Jay Littlejohn hopes to gather a large Youth Council to share resources to support area youth in reaching their career goals.</li> </ul>	<p><b><u>No Action Necessary</u></b></p>
14.	<p><b>Continuous Improvement Project Presentation</b> was presented by GCWDB Human Resources and Quality Director, Martha Webb-Jones. The projects facilitated by Jerry Pykiet of Blue Book Consulting were:</p> <ul style="list-style-type: none"> <li>• Process Automation</li> <li>• Client Assessments</li> <li>• Fast Track Enrollment</li> </ul> <p>Next steps:</p> <ul style="list-style-type: none"> <li>• Continue monitoring &amp; improvement current projects,</li> </ul>	<p><b><u>No Action Necessary</u></b></p>

	<ul style="list-style-type: none"> <li>Identify continuous improvement opportunities – focus on regional impact, and</li> <li>Equip all employees to drive continuous improvement.</li> </ul>	
15.	<p><b>New Business:</b> Eloy Chavez reported that he is working with Bradley Griffith of the Oklahoma State Regents for Higher Education in looking at a badge and micro-credentialing program. Eloy Chavez asked the human resources directors, talent managers, and everyone in the room, how they recognize badges on job applications, resumes, etc. and asked for answers to be provided to him via email.</p>	<u>No Action Necessary</u>
16.	<p><b>Announcements:</b> Karen Pennington announced that the obligations were met for the grant from Tulsa Economic Development Corporation (TEDC) for the Cares Act Funding and that the \$100,000 was received in full.</p>	<u>No Action Necessary</u>
17.	<p>11:26 a.m. -- <b>The meeting was adjourned.</b></p>	<u>No Action Necessary</u>

Chair Signature: \_\_\_\_\_



Date: \_\_\_\_\_

5/7/21