



Green Country Workforce Development Board Meeting Agenda

Revision 1

Date: 06/17/2021 **Time:** 8:30am-10:30am

Location: Connors State College Port Campus

Nursing & Allied Health Building, Auditorium

2501 N 41st St E, Muskogee, OK 74403

All voting members of the body must attend in person at the physical location. Staff and guests have the option to attend virtually via Zoom at this link: <https://uso2web.zoom.us/j/89684210359>

	Activity / Item	Who	Pages
1.	Call Meeting to Order	Delaney Rea, Chair	
2.	Introductions: A welcome from Ron Ramming, President, Connors State College.	Chair	
3.	Review & Approve: 04/15/2021 Green Country Workforce Development Board Meeting Minutes	Chair	1-6
4.	Review & Approve: Program Year 2021 Green Country Workforce Development Board Budget	Gail Armstrong	7
5.	Review & Approve Board Staff and Executive Committee to enter into contract negotiations with Eckerd Youth Alternatives, Inc. to provide the Program Year 2021 Services for Workforce Investment and Opportunity Act, Title 1 Adult and Dislocated Worker Program Services, and Youth Program Services for the Green Country Workforce Development Area. <ul style="list-style-type: none">• Request for Proposal (RFP) Ad-hoc Committee Scoring (pg.8)• Pros & Cons (pg.9)	Chair	8-9

Oklahoma Works, a proud partner of the American Job Center Network

Green Country Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

This presentation was financed in whole or part by funds from the US Department of Labor as administered by the Oklahoma Office of Workforce Development.

TDD/TTY: 1-800-722-0353

6.	<p>Review & Approve: Consent Agenda</p> <p>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.</p> <p>The following items were reviewed and approved by the Executive Committee on 06/10/2021:</p> <p>A. Executive Committee Slate (pg.10)</p> <ul style="list-style-type: none"> Chair-Elect – Tim Thompson <p>B. Program Year 2021 Lease Agreement with Central Technology Center for the Sapulpa American Job Center (pg.11-13)</p> <p>C. Fiscal Agent Memorandum of Understanding Policy (pg.14)</p> <p>D. Fiscal Management Policy (pg.15)</p> <p>E. Nondiscrimination and Equal Opportunity Policy (pg.16-18)</p> <p>F. Demand Occupation List (pg.19-28)</p> <p>G. Eligible Training Provider Policy (pg.29-33)</p>	Chair	10-33
7.	<p>One-Stop Operator Report</p> <ul style="list-style-type: none"> Tulsa American Job Center Pictures (pg.34-39) 	John Collins	34-39
8.	Service Provider Report: Odle Management Group	Pamela Hunnicutt	
9.	Service Provider Report: Dynamic Workforce Solutions	Corbin Anderson	
10.	Chair Update	Chair	

11.	Executive Director Report	Rachel Hutchings	
12.	Business Services Director Report <ul style="list-style-type: none">Business Services Strategic Plan (pg.40-59)	Wesley Mitchell	40-59
13.	Fiscal Agent Report <ul style="list-style-type: none">Grant Activity Report (pg.60)	Gail Armstrong	60
14.	Committee/Council Reports: <ul style="list-style-type: none">Board Development Committee- Ken BusbyBusiness Development Committee- Amber HattenFinance Strategy & Oversight Committee- Celia ArmstrongInnovative Workforce Opportunity Council- Kelly BeyerYouth Council- Jay Littlejohn		
15.	New Business	Chair	
16.	Old Business	Chair	
17.	Announcements	Chair	
18.	Adjourn Meeting	Chair	
	<i>The Next Regularly Scheduled Board Meeting is Scheduled for Thursday, August 12, 2021, 8:30 am - 10:30 am at Workforce Tulsa 907 S. Detroit Ave., 1025A Tulsa, OK 74120</i>		

Board Members: 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, 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, Rachel Savage, 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.



**Green Country Workforce Development Board
Meeting Minutes 04/15/2021**

8:30 a.m.	Delaney Rea called the meeting to order.	
<p><u>Attending Board Members:</u> Tom Albaugh, Celia Armstrong, Jennifer Bentley, Kelly Beyer, Robert Brown, Ken Busby, Eloy Chavez, Ted Cundiff, Diane Eason Contreras, Joe Epperley, Terry Goodson, Susan Hartzler, Amber Hatten, Tony Heaberlin, Rachel James, Diane Kelley, Falen LeBlanc, Jay Littlejohn, David Oliver, Janet Pieren, Ron Ramming, Delaney Rea, Peter Selden, Jacob Shivers, Lesli Shoals, Lisa Smith, Sarah Stisser, Tim Thompson, John Vanderheiden</p> <p><u>Absent Members:</u> Kathy Adair, Rhonda Archer, Daniel Bradley, Cody Cox, Mike Ebert, Bruce Force, Joseph Fuller, Traci Gower, Ted Jenkins, Chelsea Levo Feary, Jennifer Overmeyer, Karen Pennington, Amy Spencer, Danielle Storie, Lorie Trentham, Landon Varnell, David White, Jason Winters</p> <p><u>Board Staff:</u> Amber Cutshaw, Cherie Stierwalt, De’Andre Fahie, Martha Webb-Jones, Rachel Hutchings, Taylor Austin, Jessica Hays, Mike Branan, Julie Sorrels</p> <p><u>Guests:</u> Corbin Anderson, Scott Amey, Terri Leisten, Sherry Beadle</p>		
Item	Description / Discussion	Action
1.	Introductions took place. Quorum was established by roll call.	<u>No Action Necessary</u>
2.	Reviewed & Approved the 03/01/2021 Green Country Workforce Development Board Special Meeting Minutes.	<p><u>Motion to Approve:</u> Ken Busby</p> <p><u>Second:</u> Tom Albaugh</p> <p><u>Vote:</u> Approved by roll call vote. The following Board member was not visible &/or audible and did not vote: Robert Brown. The following Board members</p>

		abstained: Celia Armstrong, Diane Eason Contreras, Susan Hartzler, Tony Heaberlin The following Board member was not yet present at the time of vote: Rachel James
3.	Reviewed & Approved the Workforce Innovation and Opportunity Act - Title I Integrated Services for Adults, Dislocated Worker & Youth Programs Request for Proposal for release.	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> Eloy Chavez <u>Vote:</u> Approved by roll call vote. The following Board member was not visible &/or audible and did not vote: Robert Brown. The following Board member abstained: Kelly Beyer The following Board member was not yet present at the time of vote: Rachel James
4.	Reviewed and Approved the Consent Agenda as contained in the meeting packet: A. Center Certification Policy B. Demand Occupations and Skills Policy C. Fraud and Incident Reporting Policy D. Monitoring Policy E. Policy Development and Revisions Policy	<u>Motion to Approve:</u> Tom Albaugh <u>Second:</u> Janet Pieren <u>Vote:</u> Approved by roll call vote. The following Board member was not visible &/or audible and did not vote: Robert Brown The following Board member was not yet present at the time of vote: Rachel James
5.	One Stop Operator Report: Green Country Workforce One Stop Operator John Collins presented photos of the buildout in process at the new Tulsa American Job Center location with a tentative move in date of May 21, 2021.	<u>No Action Necessary</u>

6.	<p>Service Provider Report: Odle Management Group's Sherry Beadle reported that progress, momentum, and enrollments continue to increase on a weekly basis and presented the following performance information:</p> <ul style="list-style-type: none"> • 58 Adult Participants • 6 served with the COVID-19 CompTIA funds • 29 Dislocated Workers enrolled, some served through a recent tech grant . • 19 Youth Participants 	<u>No Action Necessary</u>
7.	<p>Service Provider Report: Dynamic Workforce Solutions Project Director, Corbin Anderson shared the following:</p> <ul style="list-style-type: none"> • Participant success story • History of performance • Current program year to date performance measures: <ul style="list-style-type: none"> ○ 212 new enrolments ○ 138 participants entered training programs across 17 different training providers. ○ Received 214 partner referrals. 	<u>No Action Necessary</u>
8.	<p>Chair Update: The Chair reported about the following:</p> <ul style="list-style-type: none"> • The Request for Proposal for a One Stop Operator was officially released today; Forman Consulting will take care of the selection committee for that, and Board members will not be included due to the intent to bid. • Weekly merger meetings continue with the Oklahoma Office of Workforce Development (OOWD); Thomas P. Miller's contract has ended. 	<u>No Action Necessary</u>
9.	<p>Executive Director Report: Rachel Hutchings reported about:</p> <ul style="list-style-type: none"> • Meeting with community members – Special thanks to Diane Kelley for hosting her for a networking tour and even spoke with County Commissioners about taking advantage of the work experience services offered by the Business Services Team. • Board Staff Update, thankful for Cherokee Nation lending office space • Fiscal Agent Officer, Gail Armstrong, Wesley Mitchell, and OOWD staff are working together towards providing financial reports and a combined budget to share with the Board. • Regional Planning – Stan Odenthal <ul style="list-style-type: none"> ○ SWOT (Strengths, Weaknesses, Opportunities, & Threats) meeting (required by the State) ○ SOAR (Strengths, Opportunities, Aspirations, & Results) meeting 	<u>No Action Necessary</u>

	<ul style="list-style-type: none"> The Service Provider RFP will be released today thanks to the Ad Hoc Committee members (Eloy Chavez, Amber Hatten, Bruce Force, and Lesli Shoals) who will be helping to review and score the proposals submitted by May 10, 2021. 	
10.	<p>Business Services Director Report: Green Country Workforce Business Services Liaison Amber Cutshaw reported about the following:</p> <ul style="list-style-type: none"> First completion by a participant in our program in partnership with 12 & 12 19 active Work Experience participants 5 active On-the-Job Trainings across 15 different employers Working with 18 employers around direct hire and similar services. Pilot (replicable) Program Updates: <ul style="list-style-type: none"> Recovery Oklahomans After Disaster (ROAD) Program; Replicating in Northeastern Area Interns for Good across 6 different industries and open to adding more; NSU wants more and TU wants to partner as well. Launching Facebook success story series in May; 2 stories are currently posted. Partnerships <ul style="list-style-type: none"> Tulsa Public Schools & Opportunity Project 12 & 12 – The first client coming from their program to ours started his Work Experience within 6 days with the help of Career Navigator, Kim Jordan. He received outstanding letters of recommendation and accepted a full-time job making \$16.50/hr. with benefits, and he is interested in CNC training next. Focus for the rest of the program year is developing a funding strategy focused on quality over quantity and creating templates for future partnerships. Reach out to anyone on the Business Services team for more information. <p>Celia Armstrong added that all clients are free to use Tulsa Teacher's Credit Union's FoolProof Financial Literacy Program. The Chair highly recommends participating in the WEX and OJT programs and can address any concerns members may have when considering them, and she described specifically how she has found value in utilizing them.</p>	<p><u>No Action Necessary</u></p>

11.	<p>Fiscal Agent Report: Gail Armstrong reported:</p> <ul style="list-style-type: none"> • Presentation to the Finance Strategy and Oversight Committee an overview about the Fiscal Agent's roles and responsibilities • Background and Experience • In the process of issuing an RFP for auditing • Financial reports will be available at the June Board meeting 	
12.	<p>Committee/Council Reports:</p> <ul style="list-style-type: none"> • Board Development Committee- Ken Busby thanked the Committees for reviewing Roberts Rules of Order, Open Meetings Act, and Conflict of Interest in their meetings and reported that Board development programming is on the middle burner until the summer and fall months. Such programming will include Diversity, Equity, and Inclusion training and future workshops and/or events like Growing Talent for Tomorrow. • 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. • The Finance Strategy & Oversight Committee- In the absence of Committee Chair, Celia Armstrong, Rachel Hutchings reported that there was a strong level of understanding and trust when Gail Armstrong presented to the Committee and that Rachel Hutchings has this Committee's full support and dedication in moving forward working with Gail Armstrong. • Innovative Workforce Opportunity Council – Kelly Beyer reported about: <ul style="list-style-type: none"> ○ Met with Rachel Hutchings and Youth Council Chair, Jay Littlejohn to discuss the restructuring and responsibilities of both councils. ○ With the merger and council changes, both councils are seeking to add new members. ○ The future IWOC will have a greater focus on working with business leaders and their workforce challenges, collecting and sharing of best practices and community resources. The Youth Council will own the previous youth component of IWOC. • Youth Council – Jay Littlejohn reported that the Youth 	<p><u>No Action Necessary</u></p>

	Council is going to meet on April 20 th and requested contact information for Board members and community partners to source for services available to our clients and guest speakers for Council meetings.	
13.	New Business: None.	<u>No Action Necessary</u>
14.	Old Business: None.	<u>No Action Necessary</u>
15.	Announcements: None.	<u>No Action Necessary</u>
16.	9:42 a.m. -- The meeting was adjourned.	<u>No Action Necessary</u>

Chair Signature: _____ Date: _____

Green Country Workforce Development Board
For the Period 7/1/2021-6/30/2022

PY21 Budget 6/17/2021

	Adult	DLW	Youth	Bus. Svcs/ TAA/Incen	Total
	Budget	Budget	Budget	Budget	Budget
Fiscal Admin Costs					
Salary/Fringe	53,422	33,389	46,744	-	133,556
Travel/Trans	4,800	3,000	4,200	-	12,000
Rent/Util/Telephone	2,000	1,250	1,750	-	5,000
Supplies/Office Exp	4,000	2,500	3,500	-	10,000
Other - Fees/Ins/Audit/Prntg	4,000	2,500	3,500	-	10,000
Sub-total	68,222	42,639	59,694	-	170,556
Board Staff-Admin Costs					
Salary/Fringe	86,129	86,103	86,103	-	258,336
Travel/Trans	5,001	5,000	5,000	-	15,000
Rent/Util/Telephone	8,335	8,333	8,333	-	25,000
Supplies/Office Exp	2,667	2,666	2,666	-	8,000
Other - Fees/Ins/Audit/Prntg	5,001	5,000	5,000	-	15,000
Sub-total	107,133	107,101	107,101	-	321,336
One Stop Admin Costs					
Staff Costs	4,000	3,000	3,500	-	10,500
Total Administration Budget	179,356	152,740	170,296	-	502,392
Program/Operating Costs					
Board Staff Program					
Salary/Fringe	220,919	138,075	193,304	102,668	654,966
Travel/Trans	8,000	5,000	7,000	7,000	27,000
Rent/Util/Telephone	10,000	6,250	8,750	2,500	27,500
Supplies/Office Exp	6,400	4,000	5,600	3,000	19,000
Other - Fees/Ins/Audit/Prntg	8,400	6,449	7,350	2,000	24,199
Sub-total	253,719	159,774	222,004	117,168	752,665
Service Provision					
Service Provider/Career Mgt	600,000	225,000	550,000	-	1,375,000
Training/Supportive Services					
Work Experience-Svc Provider	-	-	60,000	-	60,000
Work Experience-Clients	350,000	20,000	300,000	-	670,000
On-the-Job Training (OJT)	90,000	-	50,000	-	140,000
Training/Tuition Costs	700,000	200,000	200,000	20,000	1,120,000
Supportive Services	95,000	11,000	40,000	-	146,000
Sub-total	1,235,000	231,000	650,000	20,000	2,136,000
System Costs					
System Costs-One Stop Operator	75,000	30,000	40,000	-	145,000
System Costs-Normal	125,000	60,000	75,000	-	260,000
Sub-total	200,000	90,000	115,000	-	405,000
Total Program Budget	2,288,719	705,774	1,537,004	137,168	4,668,665
Total 12-month Budget	2,468,075	858,514	1,707,300	137,168	5,171,057

Youth-20% Prog-WEX 307,401

Adult/DLW 40% Training Costs

Supportive Services(qualified)	80,000	8,000	N/A	N/A	88,000
Work Experience	350,000	20,000	N/A	N/A	370,000
On-the-Job Training (OJT)	90,000	-	N/A	N/A	90,000
Training/Tuition Costs	700,000	200,000	N/A	N/A	900,000
Total Training Costs	1,220,000	228,000	N/A	N/A	1,448,000
Training Costs/Total Prog Costs	53%	32%			48%

Ad-hoc Committee Member	Dynamic	Eckerd	Equus	Orals
A	181	169	165	Eckerd
B	195	195	180	Eckerd
C	100	163	111	Eckerd
D	200	200	160	Dynamic
E	164	167	161	
Totals	840	894	777	



Subject: RE: [External] Re: RFP Considerations

Team,

Eckerd

Pros

Reports that they are good in adjacent area
Staff training extensive & across partner programs
Options for funding and experience with braided funding
Staffing model
operations on panel (all sales)

Cons

Otherwise unknown
Cost
On boarding time (6-9 months)
No one from on the ground

Dynamic

Pros

Already operating here
the area has changed
Implementing Traction EOS systemwide, rocks aligned
follow up and communication
Innovative programming (Will they implement?)
staffing model
New MSW seems to have an effect
Relationship & Processes with Fiscal Agent

Cons

Will need to push in contract that

Track record of repeat issues with

Issues with local leadership and

Let me know if you have further questions.

Thanks,

Rachel D Hutchings

Executive Director

W: 918.438.7941 | C: 918.798.7141

rhutchings@greencountryworks.org

**Please note new email address*



Oklahoma Works, a proud partner of the
American Job Center network

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907 S. Detroit Avenue, Suite 1325, Tulsa, OK 74120 • www.greencountryworks.org



Green Country Workforce Development Board
Executive Committee Slate

Name	Org	Role
Tom Albaugh	Northeastern Oklahoma Labor Council – Tulsa Area United Way	At Large
Celia Armstrong	TTCU	Chair, Finance Strategy & Oversight
Kelly Beyer	Manpower	Chair, Innovative Workforce Opportunity Council
Ken Busby	Route 66 Alliance	Chair, Board Development
Mike Ebert	Terlton Group Management Consultants	At Large
Joseph Fuller	Dal-Tile	At Large
Amber Hatten	Webco	Chair, Business Development
Diane Kelley	Cherokee Nation	Secretary
Jay Littlejohn	Talking Leaves Job Corps	Chair, Youth Council
Delaney Rea	Melton Trucklines	Chair
Pete Selden	Tulsa Community College	At Large
Tim Thompson	OG&E	Incoming Chair

LEASE AGREEMENT

THIS LEASE is entered into this 1st day of July, 2021, by and between CENTRAL TECHNOLOGY CENTER, DISTRICT 3, an Oklahoma Public School governed by the State Department of Career Tech Education (hereinafter "LESSOR") and Tulsa Area Workforce Investment Board (dba Workforce Tulsa) (hereinafter "LESSEE").

WITNESSETH:

IN CONSIDERATION of the mutual covenants and promises hereinafter contained, the parties agree as follows:

1. **LEASED PREMISES:** LESSOR HEREBY leases to LESSEE the property described as follows:
Address of leased place shall be: 1700 South Main Street, Sapulpa, OK.
1,500 square feet-five (5) offices, reception area, break area and training room. Lots One (1), Two (2), Three (3), Four (4) and north 100 feet of the 20 foot alleyway between Lots 1, 2, 3, 4 and Lot 61; all Block Thirty-two (32), in Southern Heights Addition to the City of Sapulpa, Oklahoma, according to the recorded plat thereof, which lands are in part of said addition.
2. **TERM:** The term of this LEASE shall be for the period commencing July 1, 2021 and terminating at 12:00 o'clock midnight on June 30, 2022. However the lease may be renewed for successive periods of one year at the same terms and conditions upon the mutual consent of the parties. LESSEE shall notify LESSOR in writing of LESSEE'S desire to renew the lease agreement not less than thirty (30) days before the expiration of the term of this agreement or any renewal period. LESSOR agrees to give LESSEE thirty (30) days notice prior to expiration of the term of this agreement or any renewal if it is unwilling to renew the lease under the same terms and conditions.
3. **RENT:** As consideration for the term of the lease, the LESSEE agrees to pay LESSOR during the initial term of the lease and any renewal term thereof, the amount of \$1,000.00 per month for 1,500 square feet, including utilities (1,500 x \$8.00): for the total amount of \$1,000.00 per month.
4. **USE OF PROPERTY:** LESSEE shall not use the leased premises for any unlawful purpose or for any unlawful purpose or for any purpose deemed extra hazardous by the LESSOR'S Insurance Company that has coverage on the premises. LESSOR or its agent shall have the right to enter the leased premises at reasonable hours of the day to examine the same, or to make such repairs and alterations as may be necessary. LESSEE shall keep the building and all its improvements to the extent covered by this Lease in sound condition and good repair and will neither do nor permit to be done anything to the said premises that may impair the value thereof. Said LESSEE shall take good care of the leased premises and fixtures therein and shall quit and surrender this said premises at the end or other termination of said Lease in as good condition as the reasonable use thereof will permit, normal wear and tear excepted..
5. **UTILITIES AND MAINTENANCE:** LESSOR shall be responsible for the payment of utility bills for services at the subject premises including natural gas, electricity, janitorial services. LESSOR shall also be responsible for repairs necessary to the interior and exterior of the building and agrees to maintain the premises in good condition, normal wear and tear excepted. LESSEE shall pay for all telephone services.
6. **POSSESSION:** LESSEE hereby acknowledges that it has taken possession of the leased premises. LESSEE agrees that it will not use the subject premises in such a manner as would violate the ordinances of the City of Sapulpa, Statutes of the State of Oklahoma, or any laws of the United States; and LESSOR agrees that it will be under the same obligations in all dealings with LESSEE and the subject premises.
7. **QUIET ENJOYMENT:** LESSOR agrees that on payment of the rent and performance of the covenants and agreements on the part of the LESSEE to be performed hereunder LESSEE shall peaceably hold and enjoy the leased premises and all rights and privileges of the premises, its appurtenances and facilities granted herein.

8. **CASUALTY DAMAGE:** If, during the term of this Lease, the building or premises is destroyed by any cause or means whatsoever, or partially so destroyed or damaged as to render the demised premises unfit for occupancy, then this Lease shall cease and be terminated from the date of such damage or destruction, provided, however, that if within ten (10) days of the occurrence of said damage or destruction, LESSOR shall elect to keep this Lease in effect and restore premises to the same condition that existed prior to the occurrence of such casualty, then LESSOR may continue this lease by giving LESSEE written notice of such intent within the said ten (10) days of the occurrence of such casualty, said notice to include the estimate of the time necessary to effect said restoration. During the period the structure is untenable, all obligations to pay rent under this Lease shall abate, and it is further agreed that if restoration cannot be or is not completed within sixty (60) days, LESSEE may terminate this Lease Agreement at its option without penalty. Should this Lease terminate under any of the circumstances above set forth in this paragraph, LESSEE agrees to surrender possession of the subject premises forthwith. If the premises shall be partially destroyed or partially rendered unfit for occupancy, and the premises shall be repaired within a period of sixty (60) days, or less from the date of LESSOR'S notice, then for the period the structure is untenable (but not thereafter) the rental shall be abated in part in the same proportion that the premises are partially unfit for occupancy.
9. **LIABILITY:** LESSOR shall not be liable for any damage to property of LESSEE in said premises from gas, smoke, water, rain or snow unless caused directly or indirectly by negligence on the part of LESSOR or its employees, agents, or contractors subject to the limits of the Governmental Tort Claims Act, 51 O.S. § 151 et seq.
10. **TERMINATION:** This Lease shall be considered firm and may not be terminated by either party, except for default or for the grounds set forth in Paragraph 8 above during the primary term. However, in the event LESSEE does not receive adequate financing to continue operation, LESSEE may terminate the Lease Agreement by providing thirty (30) days written notice of such cancellation and proof to LESSOR establishing that funding has been reduced or terminated.
11. **DEFAULT:** If LESSEE shall be in default of any provision herein for more than thirty (30) days after receipt of LESSOR's notice specifying such default, LESSOR may declare the term ended, and enter the leased premises with due process of the law. LESSOR may, at LESSOR'S option, release the leased premises or any part thereof as agent of the LESSEE or otherwise, and receive the rent therefrom, applying the same first to the payment of such expenses as LESSOR may have incurred in connection with such resumption of possession and releasing, including brokerage, cleaning repairs and then to the payment of rent and performance of the other covenants of the LESSEE as herein provided; and the LESSEE agrees, whether or not the LESSOR has been able to release the premises, to pay LESSOR the rent herein agreed to be paid by LESSEE, less any proceeds as above specified received by LESSOR in releasing.
12. **HOLDING OVER:** If LESSEE remains in possession of the leased premises after the expiration of this Lease, such continued possession shall create a month-to-month tenancy on the terms herein specified and said tenancy may be terminated at any time by either party, by thirty (30) days written notice to the other party.
13. **RIGHT TO SHOW PREMISES:** LESSOR may at any time within sixty (60) days before the expiration of the primary or extended term of this Lease, as the case may be, enter the lease premises at all reasonable hours of the day for the purpose of offering and showing the premises for lease.
14. **ASSIGNMENT:** LESSEE may assign this Lease or sublease the leased premises or any part thereof with the written consent of LESSOR, which shall not be unreasonably withheld. No assignment or sublease shall relieve LESSEE of its obligations under this Lease.
15. **CONSTRUCTION OF LEASE:** The terms and provisions of this Lease shall be construed in accordance with the laws of the State of Oklahoma.
16. **MODIFICATION:** No modifications of any of the terms and conditions of this Lease shall be effective unless reduced to writing and executed by the parties hereto.

17. **NOTICES:** All notices, requests, consents and other communications hereunder shall be in writing and shall be mailed by United States Mail, postage prepaid, addressed as follows:

AS TO LESSOR:

Central Technology Center
1720 S. Main
Sapulpa, OK 74066

TO LESSEE:

Green Country Workforce Development
Board (GCWDB)
907 S. Detroit Ave., Suite 1325
Tulsa, OK 74120

IN WITNESS WHEREOF, the parties hereto have caused this LEASE AGREEMENT to be effective on the day and date written above.

LESSOR

Central Technology Center, District Three
#3 CT Circle
Drumright, OK 74030

LESSEE

Green Country Workforce Development
Board (GCWDB)
907 S. Detroit Ave., Suite 1325
Tulsa, OK 74120

Party #1- Fiscal Agent

By: _____

President, Board of Education

Gail Armstrong, Finance Officer, GCWDB

Date: _____

Date: _____

ATTEST:

ATTEST:

Clerk

Party #2- Green Country Workforce
Development Board (GCWDB)

Delaney Rea, Chairman of the Board

Date: _____

Diane Kelley, Corporate Secretary

Date: _____

Section-06 Fiscal	P-0600200	Effective Date:
Replaces TCC Grants Guide and EWDB Accounting and Administrative Policies and Procedures		
Delaney Rea, GCWDB Chair		

Fiscal Agent Memorandum of Understanding

The Green Country Board of Local Elected Officials (ABLEO) has entered into a Memorandum of Understanding (MOU) with Southern Workforce Board (SWB) to act as the designated fiscal agent for the Green Country Workforce Development Board (GCWDB) effective March 10, 2021. Within this MOU (Attachment A), SWB is required to maintain certain systems and accountabilities including policy and procedures.

I. Policy: GCWDB will operate within the guidance of existing SWB policies (Attachment B) as needed and will develop GCWDB policies and procedures in order to execute internal controls necessary to conduct business for the Green Country Workforce Development Area, consisting of Adair, Cherokee, Creek, McIntosh, Muskogee, Okmulgee, Osage, Pawnee, Sequoyah, Tulsa, and Wagoner Counties.

II. 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.

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 or chair of the Green Country Workforce Development Board.

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

Attachment A: Fiscal Agent Memorandum of Agreement

Attachment B: SWB Accounting and Fiscal Policies

Chair, Green Country Workforce Development Board / Date

EQUAL OPPORTUNITY AND NONDISCRIMINATION: All providers 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. Auxiliary aids and services are available upon request to individuals with disabilities.

Section-06 Fiscal	P-0600300	Effective Date: 00/00/2021
This is a new policy		
Delaney Rea, GCWDB Chair		

Fiscal Management

I. Executive Director Responsibilities: The Executive Director is responsible for establishing and administering procedures necessary to comply with the Fiscal Policies of the Board and the various funding sources rules and regulations. Coordination shall exist between the Executive Director and the Officers of the Board. Specific responsibilities include the maintenance of financial records, payment of bills, payrolls and all standard accounting methods and procedures. Procedures established are directed towards the accountability of all funds received and disbursed on behalf of the board and its mission.

II. Employees' Responsibilities: All employees are responsible for the timely and accurate completion of fiscal documents and forms. These should be completed in an efficient, cost effective manner ensuring that public funds are properly expended toward achievement of the mission of the agency.

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

Chair, Green Country Workforce Development Board / Date

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Section-01 Organization and Administration	P-0100300	Effective Date: 00/00/2021
Replaces TAWDB P-0100300 Equal Opportunity and Non-Discrimination Policy dated 10/24/2019, EWB Equal Opportunity and Nondiscrimination Policy and Procedure dated 08/2019, TAWDB TU 2018-082018 Anti-Harassment Policy dated 08/16/2018		
Delaney Rea, GCWDB Chair		

Non-Discrimination and Equal Opportunity Policy

It is the policy and commitment of the Green Country Workforce Development Board (GCWDB) that discrimination is strictly prohibited on the grounds of race, ethnicity, orientation, religion, sex, gender, national origin, age, disability, political affiliation, or belief, and for beneficiaries only, citizenship or participation in a WIOA Title I-financially assisted program or activity. GCWDB will follow the guidance and requirements as set forth in state policy OWDI #13-2017, Change 2 entitled "Nondiscrimination and Equal Opportunity" dated January 31, 2018, OWDI #05-2019 entitled "Nondiscrimination and Equal Opportunity Corrective Actions and Sanctions" dated July 10, 2019 and OWDI #01-2018, Change 1 entitled "Discrimination Complaint Procedures" dated July 10, 2019.

I. Equal Opportunity: GCWDB is committed to a policy that ensures nondiscrimination and equal opportunity for all applicants, registrants, claimants, participants, employees, subrecipients and contractors that are beneficiaries of Workforce Innovation and Opportunity Act (WIOA) services and activities without regard to race, color, sex (including pregnancy, child birth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any, beneficiary of, applicant to, or participant in the programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity. GCWDB is committed to assuring that we will act affirmatively to:

Develop programmatic approaches to the elimination of all unjust exclusionary practices, policies, and consequences; and

Develop mechanisms for swift and judicious resolution of problems of human rights discrimination consistent with our policy, the Governor's executive orders, and other applicable legal requirements.

References:

- A. Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States 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, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I- financially assisted program or activity;

EQUAL OPPORTUNITY AND NONDISCRIMINATION: All providers 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. Auxiliary aids and services are available upon request to individuals with disabilities. Green Country Workforce is an equal opportunity employer/program.

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Section-01 Organization and Administration	P-0100300	Effective Date: 00/00/2021
Replaces TAWDB P-0100300 Equal Opportunity and Non-Discrimination Policy dated 10/24/2019, EWB Equal Opportunity and Nondiscrimination Policy and Procedure dated 08/2019, TAWDB TU 2018-082018 Anti-Harassment Policy dated 08/16/2018		
Delaney Rea, GCWDB Chair		

- B. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;
- C. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- D. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- E. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

II. Discriminatory Harassment: Harassment or intimidation of a client, staff person or guest because of that person's race, age, color, sex, national origin, physical or mental disability, or religion is specifically prohibited and may be grounds for corrective action, sanctions or termination. Harassment and intimidation include abusive, foul or threatening language or behavior. The Green Country Workforce Development Board is committed to maintaining a workplace that is free of any such harassment and will not tolerate discrimination against staff, volunteers, or agency clients.

III. Intimidation and Retaliation Are Prohibited: No recipient may discharge, intimidate, retaliate, threaten, coerce, or discriminate against any individual because the individual has filed a complaint alleging any of the following:

- A. A violation of the WIOA.
- B. Opposed a practice prohibited by the nondiscrimination and equal opportunity provisions of the WIOA.
- C. Furnished information to, or assisted or participated in any manner in an investigation, review, hearing, or any other activity related to administration of, exercise of authority under, or exercise of privilege secured by the nondiscrimination and equal opportunity provisions of WIOA or 29 CFR Part 38.

IV. Sanctions and Corrective Actions: Sanctions are available for any violation of a nondiscrimination and equal opportunity issue within this policy and under 29 C.F.R. Part 38. Sanctions include any remedy legally available under WIOA laws and regulations. Sanctions may be necessary when a recipient refuses to implement voluntary corrective action, submit requested data or documentation, or refuses to provide access to premises or records during an EO and Nondiscrimination compliance review. Sanctions will be considered a last resort.

V. Filing of Complaints: Issues of discriminatory treatment, harassment, or intimidation on any of these basis should immediately be reported to the immediate supervisor, board Equal Opportunity Officer or the Executive Director who will maintain an open-door policy as outlined in

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Delaney Rea, GCWDB Chair		

OP-0100301 entitled “Grievance and Complaint Process”. If substantiated, prompt action will be taken. Complaints may be initiated by participants, staff, volunteers, or representatives of any entity conducting business with or on behalf of the Green Country Workforce Development Board. Staff are to consider each concern seriously and not attempt to discourage the reporting of complaints or issues.

All discrimination complaints involving denial of access to, or participation in programs and activities delivered by or through a “recipient” as defined at 29 C.F.R. § 38.4(zz) must be filed with the EO Officer for the Green Country Workforce Development Board, Oklahoma Employment Security Commission Unemployment Insurance (UI) EO Officer, State EO Officer at the Oklahoma Office of Workforce Development, or the U.S. Department of Labor Civil Rights Center.

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Chair, Green Country Workforce Development Board / Date

Attachment:

- A. TA 06-2020 Workforce Innovation and Opportunity Act Equal Opportunity Compliance Technical Assistance Guide, issued December 14, 2020
- B. EO Appointment 1.31.2021
- C. OP-0100301 Grievance and Complaint Process

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Revised 4/27/2021									Oklahoma
									Occupational Employment Statistics
									EMSI
May 2020 SOC Codes									US Bureau of Labor Statistics
Major	Broad	Specific			Description				Median hourly
11-0000	Management Occupations								
	11-1000	Top Executives							
		11-1020	General and Operations Managers						\$40.06
	11-2000	Advertising, Marketing,Promotions, Public Relations, and Sales Managers							
		11-2020	Marketing and Sales Managers						
			11-2021	Marketing Managers					\$54.15
			11-2022	Sales Managers					\$50.73
		11-2030	Public Relations and Fundraising Managers						\$44.25
	11-3000	Operations Specialties Managers							
		11-3010	Administrative Services and Facilities Managers						\$43.60
		11-3020	Computer and Information Systems Managers						\$56.35
		11-3030	Financial Managers						\$48.94
		11-3130	Training and Development Managers						\$57.88
		11-3050	Industrial Production Managers						\$49.15
		11-3070	Transportation, Storage, and Distribution Managers						\$38.39
		11-3120	Human Resources Managers						\$48.57
		11-3130	Training and Development Managers						\$40.52
	11-9000	Other Management Occupations							
		11-9020	Construction Managers						\$30.46
		11-9030	Education and Childcare Administrators						
			11-9032	Education Administrators, Kindergarten through Secondary					\$36.18
		11-9040	Architectural and Engineering Managers						\$70.76
		11-9050	Food Service Managers						\$25.36
		11-9110	Medical and Health Services Managers						\$40.97
		11-9140	Property, Real Estate, and Community Association Managers						\$29.06
		11-9150	Social and Community Service Managers						\$28.05
		11-9190	Miscellaneous Managers						\$45.66

13-0000 Business and Financial Operations Occupations				
	13-1000	Business Operations Specialists		
		13-1020	Buyers and Purchasing Agents	\$28.40
		13-1040	Compliance Officers	\$27.70
		13-1050	Cost Estimators	\$28.73
		13-1070	Human Resource Workers	
			13-1071 Human Resources Specialists	\$25.42
		13-1080	Logisticians and Project Management Specialists	\$30.59
		13-1110	Management Analysts	\$41.87
		13-1120	Meeting, Convention, and Event Planners	\$21.23
		13-1130	Fundraisers	\$26.49
		13-1150	Training and Development Specialists	\$22.33
		13-1160	Market Research Analysts and Marketing Specialists	\$25.16
		13-1190	Project Management Specialists and Business Operations Specialists, All Other	\$35.60
	13-2000	Financial Specialists		
		13-2010	Accountants and Auditors	\$33.67
		13-2040	Credit Analysts	\$25.11
		13-2050	Financial Analysts and Advisors	
			13-2052 Personal Financial Advisors	\$38.31
		13-2060	Financial Examiners	\$30.79
		13-2070	Credit Counselors and Loan Officers	
			13-2072 Loan Officers	\$36.19
		13-2080	Tax Examiners, Collectors and Preparers, and Revenue Agents	
			13-2082 Tax Preparers	\$22.70
		13-2090	Miscellaneous Financial Specialist	\$33.38
15-0000 Computer and Mathematical Occupations				
	15-1200	Computer Occupations		
		15-1210	Computer and Information Analysts	
			15-1211 Computer Systems Analysts	\$38.74
			15-1212 Information Security Analysts	\$38.68
		15-1230	Computer Support Specialist	
			15-1232 Computer User Support Specialists	\$21.82
		15-1240	Database and Network Administrators and Architects	
			15-1244 Network and Computer Systems Administrators	\$35.80
			15-1245 Database Administrators and Architects	\$35.89
		15-1250	Software and Web Developers, Programmers, and Testers	
			15-1256 Software Developers and Software Quality Assurance Analysts and Testers	\$41.46
			15-1257 Web Developers and Digital Interface Designers	\$22.65
		15-1290	Miscellaneous Computer Occupations	\$29.45
	15-2000	Mathematical Science Occupations		
		15-2030	Operations Research Analysts	\$36.77
		15-2040	Statisticians	\$26.16

17-0000	Architecture and Engineering Occupations			
	17-1000	Architects, Surveyors, and Cartographers		
		17-1010	Architects, Except Naval	\$34.67
	17-2000	Engineers		
		17-2010	Aerospace Engineers	
			17-2011 Aerospace Engineers	\$44.88
		17-2050	Civil Engineers	\$45.70
		17-2060	Computer Hardware Engineers	\$46.99
		17-2070	Electrical and Electronics Engineers	
			17-2071 Electrical Engineers	\$48.76
		17-2080	Environmental Engineers	\$35.30
		17-2110	Industrial Engineers, Including Health and Safety	
			17-2112 Industrial Engineers	\$40.09
		17-2130	Materials Engineer	\$42.68
		17-2140	Mechanical Engineers	\$44.27
		17-2170	Petroleum Engineers	\$67.33
	17-3000	Title Examiners, Abstractors, and Searchers		
		17-3020	Engineering Technologies and Technicians , Except Drafters	
			17-3021 Aerospace Engineering and Operations Technologists and Technicians	\$26.47
			17-3026 Industrial Engineering Technologists and Technicians	\$29.85
			17-3027 Mechanical Engineering Technologists and Technicians	\$25.09
19-0000	Life, Physical, and Social Science Occpations			
	19-2000	Physical Scientists		
		19-2030	Chemists and Materials Scientists	
			19-2031 Chemists	\$35.74
		19-2040	Environmental Scientists and Specialists, Including Health	
			19-2041 Environmental Scientists and Specialists, Including Health	\$27.96
	19-4000	Life, Physical, and Social Science Technicians		
		19-4030	Chemical Technicians	\$26.11
		19-4040	Environmental Science and Geoscience Technicians	\$21.98
	19-5000	Occupational Health and Safety Specialists and Technicians		
		19-5010	Occupational Health and Safety Specialists and Technicians	
			19-5011 Occupational Health and Safety Specialists	\$31.36
			19-5012 Occupational Health and Safety Technicians	\$37.88
21-0000	Community and Social Service Occupations			
	21-1000	Counselors, Social Workers, and Other Community and Social Service Specialists		
		21-1010	Counselors	
			21-1012 Educational, Guidance, and Career Counselors and Advisors	\$21.41
			21-1015 Rehabilitation Counselors	\$10.93
			21-1018 Substance Abuse, Behavioral Disorder, and Mental Health Counselors	\$20.56
		21-1020	Social Workers	

			21-1021	Child, Family, and School Social Workers	\$18.29
			21-1022	Healthcare Social Workers	\$23.05
		21-1090	Miscellaneous Community and Social Service Specialist		
			21-1094	Community Health Workers	\$18.96
23-0000	Legal Occupations				
	23-2000	Legal Support Workers			
		23-2010	Paralegals and Legal Assistants		\$24.87
		23-2090	Miscellaneous Legal Support Workers		\$23.68
25-0000	Educational Instruction and Library Occupations				
	25-2000	Preschool, Elementary, Middle, Secondary, and Special Education Teachers			
		25-2010	Preschool and Kindergarten Teachers		
		***	25-2011	Preschool Teachers, Except Special Education	\$12.57
		25-2020	Elementary School Teachers, Except Special Education		
			25-2021	Elementary School Teachers, Except Special Education	\$22.53
			25-2022	Middle School Teachers, Except Special and Career/Technical Education	\$21.50
		25-2030	Secondary School Teachers		
			25-2031	Secondary School Teachers, Except Special and Career/Technical Education	\$23.32
		25-2050	Special Education Teachers		\$26.71
	25-3000	Other Teachers and Instructors			
		25-3020	Self-Enrichment Teachers		\$17.65
		25-3090	Miscellaneous Teachers and Instructors		\$16.17

27-0000	Arts, Design, Entertainment, Sports, and Media Occupations			
	27-1000	Art and Design Workers		
		27-1020	Designers	
			27-1024	Graphic Designers \$18.98
	27-2000	Entertainers and Performers, Sports and Related Workers		
		27-2010	Actors, Producers, and Directors	
			27-2012	Producers and Directors \$25.64
	27-3000	Media and Communication Workers		
		27-3030	Public Relations Specialists	\$25.92
		27-3040	Writers and Editors	\$23.90
		27-3090	Miscellaneous Media and Communication Workers	
			27-3091	Interpreters and Translators \$20.42
			27-3092	Court Reporters and Simultaneous Captioners \$27.48
29-0000	Healthcare Practitioners and Technical Occupations			
	29-1000	Healthcare Diagnosing or Treating Practitioners		
		29-1070	Physician Assistants	\$51.06
		29-1120	Therapists	
			29-1122	Occupational Therapists \$40.44
			29-1123	Physical Therapists \$40.12
			29-1126	Respiratory Therapists \$26.93
			29-1127	Speech-Language Pathologists \$31.94
		29-1130	Veterinarians	\$39.94
		29-1140	Registered Nurses	\$30.75
		29-1170	Nurse Practitioners	\$53.71
		29-1210	Physicians	
			29-1228	Physicians, All Other; and Ophthalmologists, Except Pediatric \$106.39
		29-1290	Miscellaneous Healthcare Diagnosing or Treating Practitioners	
			29-1292	Dental Hygienists \$39.88
	29-2000	Health Technologists and Technicians		
		29-2010	Clinical Laboratory Technologists and Technicians	\$22.49
		29-2030	Diagnostic Related Technologists and Technicians	\$34.27
			29-2032	Diagnostic Medical Sonographers \$33.71
			29-2034	Radiologic Technologists and Technicians \$26.87
			29-2035	Magnetic Resonance Imaging Technologists \$32.92
		29-2040	Emergency Medical Technicians and Paramedics	\$16.77
		29-2050	Health Practitioner Support Technologies and Technicians	
			29-2053	Psychiatric Technicians \$13.81
			29-2056	Veterinary Technologists and Technicians \$15.42
			29-2057	Ophthalmic Medical Technicians \$18.53
		29-2060	Licensed Practical and Licensed Vocational Nurses	\$20.86
		29-2080	Opticians, Dispensing	\$13.94
		29-2090	Miscellaneous Health Technologists and Technicians	
			29-2098	Medical Dosimetrists, Medical Records Specialists, and Health Technologists and Technicians, All Other \$18.26

	29-9000	Other Healthcare Practitioners and Technical Occupations				
		29-9090	Miscellaneous Health Practitioners and Technical Workers			
			29-9091	Athletic Trainers	\$24.32	
			29-9098	Health Information Technologists, Medical Registrars, Surgical Assistants, and Healthcare Practitioners and Technica	\$24.73	
31-0000	31-0000	Healthcare Support Occupations				
	31-1100	****	Home Health and Personal Care Aides; and Nursing Assistants, Orderlies, and Psychiatric Aides			
		31-1130	Nursing Assistants, Orlerlies, and Psychiatric Aides			
			31-1131	Nursing Assistants	\$12.54	
	31-2000		Occupational Therapy and Physical Therapist Assistants and Aides			
		31-2010	Occupational Therapy Assistants and Aides			
			31-2011	Occupational Therapy Assistants	\$33.17	
		31-2020	Physical Therapist Assistants and Aides			
			31-2021	Physical Therapist Assistants	\$29.98	
	31-9000	Other Healthcare Support Occupations				
		31-9010	Massage Therapists			\$22.68
		31-9090	Miscellananeous Healthcare Support Occupations			
			31-9091	Dental Assistants	\$17.42	
			31-9092	Medical Assistants	\$15.50	
			31-9093	Medical Equipment Preparers	\$15.06	
			31-9094	Medical Transcriptionists	\$18.89	
			31-9095	Pharmacy Aides	\$11.99	
			31-9096	Veterinary Assistants and Laboratory Animal Caretakers	\$13.57	
			31-9097	Phlebotomists	\$14.41	
33-0000	Protective Service Occupations					
	33-1000	Supervisors of Protective Service Workers				
		33-1010	First-Line Supervisors of Law Enforcement Workers			
			33-1012	First-Line Supervisors of Police and Detectives	\$32.97	
	33-2000	Fire Fighting and Prevention Workers				
		33-2010	Firefighters			\$21.48
	33-3000	Law Enforcement Workers				
		33-3020	Detectives and Criminal Investigators			\$26.29
		33-3050	Police Officers			
			33-3051	Police and Sheriffs Patrol Officers	\$23.73	
	33-9000	Other Protective Service Workers				
		33-9030	Security Guards and Gambling Surveillance Officers			
		****	33-9032	Security Guard	\$13.38	
35-0000	Food Preparation and Serving Occupations					
	35-1000	Supervisors of Food Preparation and Serving Workers				
		35-1010	Supervisors of Food Preparation and Serving Wokrsers			
			35-1011	Chefs and Head Cooks	\$21.66	
41-0000	Sales and Related Occupations					
	41-3000	Sales Representatives, Services				

		41-3010	Advertising Sales Agents	\$31.04
		41-3020	Insurance Sales Agents	\$24.05
		41-3030	Securities, Commodities, and Financial Services Sales Agents	\$27.18
		41-3090	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	\$23.96
	41-4000	Sales Representatives, Wholesale and Manufacturing		
		41-4010	Sales Representatives, Wholesale and Manufacturing	
			41-4011 Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	\$34.52
			41-4012 Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	\$22.64
	41-9000	Other Sales and Related Workers		
		41-9020	Real Estate Brokers and Sales Agents	
			41-9022 Real Estate Sales Agents	\$20.88
		41-9030	Sales Engineers	\$46.51
43-0000	Office and Administrative Support Occupations			
	43-4000	Information and Records Clerks		
		43-4031	Court, Municipal, and License Clerks	\$14.89
		43-4060	Eligibility Interviewers, Government Programs	\$19.27
		43-4170	Receptionists and Information Clerks	\$13.80
	43-5000	Material recording, Scheduling, Dispatching, and Distribution Workers		
		43-5010	Cargo and Freight Agents	\$20.27
		43-5020	Couriers and Messengers	\$14.01
		43-5030	Dispatchers	
			43-5031 Public Safety Telecommunicators	\$14.14
			43-5032 Dispatchers, Except Police, Fire, and Ambulance	\$17.08
		43-5060	Production, Planning, and Expediting Clerks	\$22.93
		43-5110	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	\$21.60
	43-6000	Secretaries and Administrative Assistants		
		43-6010	Secretaries and Administrative Assistants	
			43-6013 Medical Secretaries and Administrative Assistants	\$16.18
	43-9000	Other Office and Administrative Support Workers		
		43-9040	Insurance Claims and Policy Processing Clerks	\$21.10
47-0000	Construction and Extraction Occupations			
	47-1000	Supervisors of Construction and Extraction Workers		
		47-1010	First-Line Supervisors of Construction Trades and Extraction Workers	\$27.92
	47-2000	Construction Trades Workers		
		47-2010	Boilermakers	\$22.03
		47-2070	Construction Equipment Operators	
			47-2073 Operating Engineers and Other Construction Equipment Operators	\$18.38
		47-2110	Electricians	\$22.77
		47-2150	Pipelayers, Plumbers, Pipefitters, and Steamfitters	
			47-2152 Plumbers, Pipefitters, and Steamfitters	\$23.80
		47-2210	Sheet Metal Workers	\$18.30
	47-4000	Other Construction and Related Workers		
		47-4010	Construction and Building Inspectors	\$23.69

		47-4040	Hazardous Materials Removal Workers		\$25.89
		47-4050	Highway Maintenance Workers		\$15.58
	47-5000	Extraction Workers			
		47-5020	Excavating and Loading Machine and Dragline Operators, Surface Mining		\$21.79
		47-5090	Miscellaneous Extraction Workers		
			47-5097	Earth Drillers, Except Oil and Gas; and Explosives Workers, Ordnance Handling Experts, and Blasters	\$19.50
49-0000	Installation, Maintenance, and Repair Occupations				
	49-1000	Supervisors of Installation, Maintenance, and Repair Workers			
		49-1010	First-Line Supervisors of Mechanics, Installers, and Repairers		\$29.74
	49-2000	Electrical and Electronic Equipment Mechanics, Installers, and Repairers			
		49-2090	Miscellaneous Electrical and Electronic Equipment Mechanics, Installers, and Repairers		
			49-2091	Avionics Technicians	\$23.23
			49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment	\$26.98
			49-2098	Security and Fire Alarm Systems Installers	\$21.93
	49-3000	Vehicle and Mobile Equipment Mechanics, Installers, and Repairers			
		49-3010	Aircraft Mechanics and Service Technicians		\$28.72
		49-3020	Automotive Technicians and Repairers		
			49-3023	Automotive Service Technicians and Mechanics	\$17.16
		49-3030	Bus and Truck Mechanics and Diesel Engine Specialists		\$21.16
		49-3040	Heavy Vehicle and Mobile Equipment Service Technicians and Mechanics		
			49-3042	Mobile Heavy Equipment Mechanics, Except Engines	\$23.91
	49-9000	Other Installation, Maintenance, and Repair Occupations			

		49-9020	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	\$19.87
		49-9040	Industrial Machinery Installation, Repair, and Maintenance Workers	
		49-9041	Industrial Machinery Mechanics	\$25.79
		49-9043	Maintenance Workers, Machinery	\$22.72
		49-9044	Millwrights	\$28.48
		49-9050	Line Installers and Repairers	
		49-9051	Electrical Power-Line Installers and Repairers	\$29.11
		49-9080	Wind Turbine Service Technicians	\$23.00
		49-9090	Miscellaneous Installation, Maintenance, and Repair Workers	
		49-9099	Installation, Maintenance, and Repair Workers, All Other	\$17.73
51-0000	Production Occupations			
	51-1000	Supervisors of Production Workers		
		51-1010	First-Line Supervisors of Production and Operating Workers	\$27.96
	51-2000	Assemblers and Fabricators		
		51-2010	Aircraft Structure, Surfaces, Rigging, and Systems Assemblers	\$19.67
		51-2020	Electrical, Electronics, and Electromechanical Assemblers	
		51-2028	Electrical, Electronic, and Electromechanical Assemblers, Except Coil Winders, Tapers, and Finishers	\$14.91
	51-4000	Metal Workers and Plastic Workers		
		51-4020	Forming Machine Setters, Operators, and Tenders, Metal and Plastic	
		51-4021	Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic	\$20.38
		51-4040	Machinists	\$20.04
		51-4080	Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	\$15.31
		51-4110	Tool and Die Makers	\$25.19
		51-4120	Welding, Soldering, and Brazing Workers	\$25.19
		51-4121	Welders, Cutters, Solderers, and Brazers	\$20.51
	51-8000	Plant and System Operators		
		51-8030	Water and Wastewater Treatment Plant and System Operators	\$16.45
		51-8090	Miscellaneous Plant and System Operators	
		51-8091	Chemical Plant and System Operators	\$23.04
		51-8093	Petroleum Pump System Operators, Refinery Operators, and Gaugers	\$41.30
	51-9000	Other Production Occupations		
		51-9010	Chemical Processing Machine Setters, Operators, and Tenders	
		51-9011	Chemical Equipment Operators and Tenders	\$25.47
		51-9020	Crushing, Grinding, Polishing, Mixing, and Blending Workers	
		51-9021	Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders	\$15.24
		51-9023	Mixing and Blending Machine Setters, Operators, and Tenders	\$24.40
		51-9110	Packaging and Filling Machine Operators and Tenders	\$14.23
		51-9160	Computer Numerically Controlled Tool Operators and Programmers	
		51-9161	Computer Numerically Controlled Tool Operators	\$19.93
		51-9162	Computer Numerically Controlled Tool Programmers	\$27.25
		51-9190	Miscellaneous Production Workers	
		51-9197	Tire Builders	\$35.55
53-0000			Transportation and Material Moving Occupations	

	53-1000	Supervisors of Transportation and Material Moving Workers		
		53-1040	First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators	
		53-1047	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	\$22.83
	53-3000	Motor Vehicle Operators		
		53-3030	Driver/Sales Workers and Truck Drivers	
		53-3032	Heavy and Tractor-Trailer Truck Drivers	\$23.86
		53-3033	Light Truck or Delivery Services Drivers	\$15.52
		53-3050	Passenger Vehicle Drivers	
		53-3052	Bus Drivers, Transit and Intercity	\$16.00
	53-7000	Material Moving Worker		
		53-7020	Crane and Tower Operator	\$27.06
		****	Positions in these SOC Codes must align with career pathways leading to self-sufficiency.	

Section-04 Training	P-0400200	Effective Date: 00/00/2021
Replaces TAWDB P-0400200 Eligible Training Providers dated 06/18/2020		
Delaney Rea, GCWDB Chair		

Eligible Training Providers

The Green Country Workforce Development Board (GCWDB) will establish criteria incorporating performance and information requirements which identify quality training programs and the desired outcomes for GCWDB's clients enrolled in these programs. In addition to the steps and requirements outlined in the Oklahoma Office of Workforce Development policy #09-2020, entitled "Training Provider Eligibility and State List of Eligible Training Providers (ETPs) and Programs", dated October 8, 2020, these criteria will be used to implement the initial and subsequent eligibility policies required under WIOA (Workforce Innovation and Opportunity Act).

I. Eligible Providers of Training Services: With few exceptions, only providers the State determines to be eligible, in accordance with WIOA sec. 122, may receive training funds to provide training for participants who enroll in a WIOA-funded program of training services. The following entities may qualify as eligible training providers:

- A. Institutions of higher education that provide a program or programs that lead to recognized postsecondary credentials.
- B. Apprenticeship programs, including Industry Recognized Apprenticeship Programs (IRAPs) and Registered Apprenticeship Programs (RAPs).
- C. Other public or private providers of training
 - 1. Community-based organizations or private organizations of demonstrated effectiveness that provide training under contract.
 - 2. Joint labor-management organizations, and
 - 3. Eligible providers of adult education and literacy activities under Title II if such activities are provided in combination with occupational skills training.
 - 4. Private vocational schools, including but not limited to, private educational institutions eligible to receive federal funds under Title IV of the Higher Education Act of 1965.

II. Training Programs: A program of training services is defined as one or more courses or classes, or a structured regimen, which lead to a recognized post-secondary credential, secondary school diploma or its equivalent, employment, or measurable skill gains toward such a credential or employment. These training services may be delivered in person, online, or in a hybrid approach.

EQUAL OPPORTUNITY AND NONDISCRIMINATION: All providers 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. Auxiliary aids and services are available upon request to individuals with disabilities. Green Country Workforce is an equal opportunity employer/program.

Section-04 Training	P-0400200	Effective Date: 00/00/2021
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Delaney Rea, GCWDB Chair		

- A. Allowable Training under WIOA Title I WIOA Title I Section 134(c)(3)(D) allows the following types of training:
1. Occupational skills training, including training for nontraditional employment.
 2. On-the-Job Training (OJT).
 3. Incumbent Worker Training (IWT).
 4. Programs that combine workplace training with related instruction, which may include cooperative education programs.
 5. Training programs operated by the private sector.
 6. Skill upgrading and retraining.
 7. Entrepreneurial training.
 8. Job readiness training provided in combination with the training services described in (1) through (7) above, or with transitional jobs, found at WIOA 134(D)(5) and 20 CFR §680.190.
 9. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services provided in any of clauses (1) through (7); and
 10. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
- B. Exempt Training Services:
1. On-the-Job training (OJT),
 2. Customized training,
 3. Incumbent worker training, and
 4. Transitional employment, paid or unpaid work experiences or internships
- C. When the Local Board determines that:
1. There are an insufficient number of eligible training providers, such as in a rural area, or
 2. There is a program of training services with demonstrated effectiveness offered in the local area by a community-based organization or other private organization to serve individuals with barriers to employment, or

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3. It would be most appropriate to award a contract to an institution of higher education or other eligible provider of training services in order to facilitate the training of multiple individuals in in-demand industry sectors or occupations, and such contract does not limit customer choice.
 4. When the Local Board provides training services through a pay-for-performance contract.
- D. Eligible Training Providers and Programs Outside the Local Area or State:
An individual may choose a training provider and program located outside the local area or the State, including an online training program, provided the training program is on Oklahoma's ETPL.

III. Eligibility Requirements:

- A. Training providers must apply for inclusion on the statewide ETPL through Oklahoma's virtual case management system, OKJobMatch.com. Criteria and information requirements are established by OOWD (Office of Workforce Development).
- B. After one year of initial eligibility, these programs are required to meet specific performance data required of all training programs to remain on the ETPL.
- C. After the first year, if the program meets subsequent approval requirements, continued eligibility will be reviewed every two years.
- D. For subsequent approval, performance data will be collected by the GCWDB.
- E. The following factors must be considered by GCWDB, and addressed in the comments section as appropriate, when electronically recommending subsequent eligibility approval to OOWD:
 1. The specific economic, geographic, and demographic factors in the workforce areas in which providers seeking eligibility are located.
 2. The characteristics of the population served by providers seeking eligibility, including the demonstrated difficulties in serving such populations, where applicable.
 3. The degree to which training programs relate to in-demand industry sectors and occupations.

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4. The performance of a provider of program(s) of training services.
5. The program cost of training services.
6. The involvement of employers in the establishment of skills requirements for the training program; and
7. The impact provider performance will have on State-negotiated WIOA Performance Measures for all program participants.

F. With the exception of Registered Apprenticeships, state policy allows local boards to require additional information and/or set higher levels of performance for providers to become or remain eligible to provide services in their particular area. GCWBD is adding the following requirements:

1. Wages at Placement (Hourly): Participants must earn an hourly wage of \$10.42 in their program related field of employment. This figure is based on 70% of the LLSIL of \$21, 691 per year for a family of three ($\$21,691 \div 2080 = \10.42) as established in OWDI #06-2019 entitled U.S. Department of Health and Human Services (HHS) 2019 Poverty Guidelines and U.S. Department of Labor's 2019 70% and 100% Lower Living Standard Income Levels (LLSIL) dated September 11, 2019.
2. Training Providers will provide a list of the provider's partnerships with businesses as requested.

IV. Approval of Training Programs: The approval of training programs/courses, initial and subsequent, will occur on the last business day of each month, when possible.

V. Training Provider Appeal Process: The training provider appeal process must follow the process outlined in OWDI #09-2020 Training Provider Eligibility and State List of Eligible Training Providers (ETPs) and Programs.

VI. 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.

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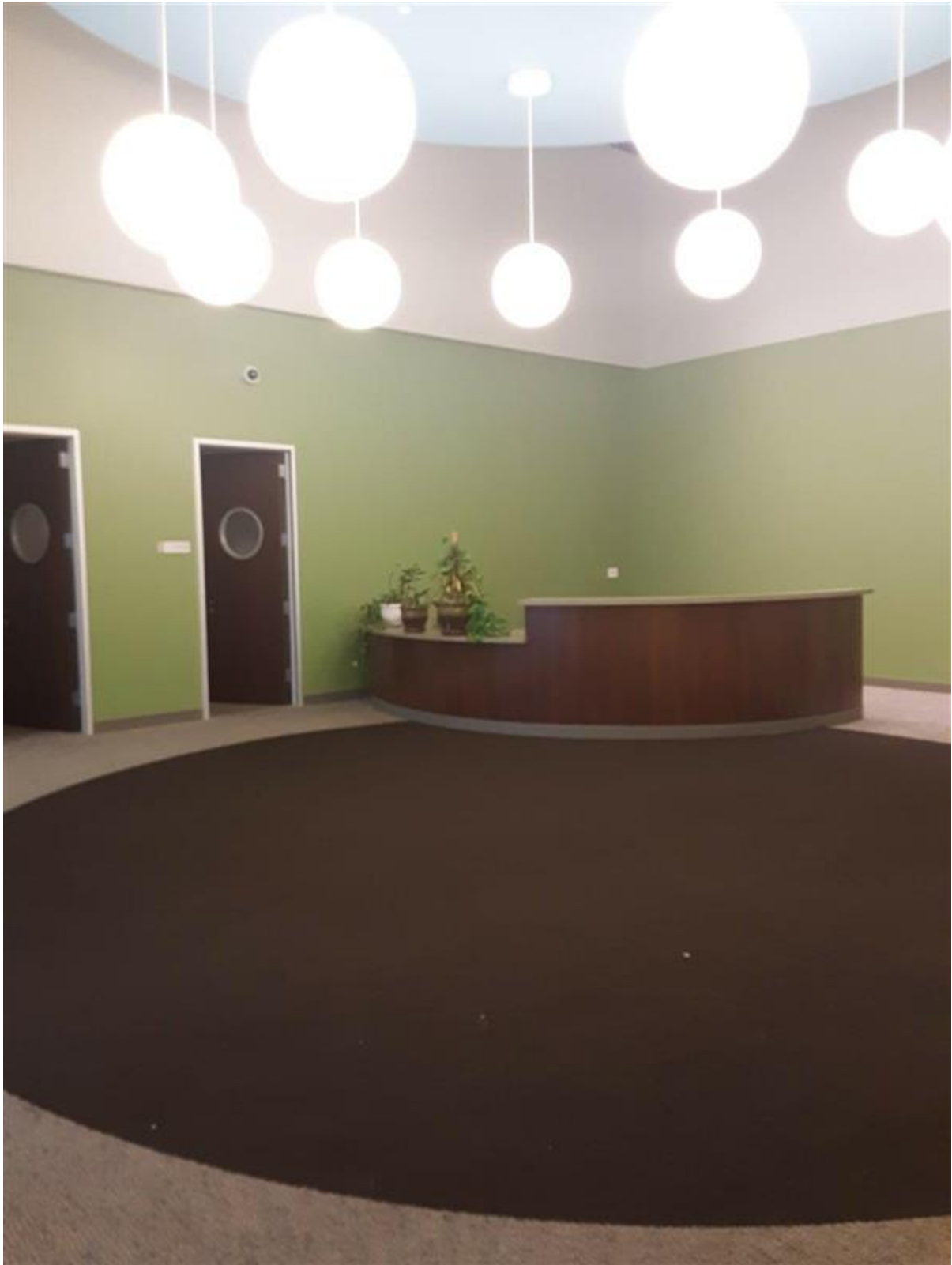
VII. Action: The Executive Director is responsible for compliance of this policy. The Executive Director is responsible for annual review and revisions if needed. Any exceptions to this policy statement will require prior written approval from the Executive Director or chair of the Green Country Workforce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

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

Chair, Green Country Workforce Development Board / Date

EQUAL OPPORTUNITY AND NONDISCRIMINATION: All providers 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. Auxiliary aids and services are available upon request to individuals with disabilities. Green Country Workforce is an equal opportunity employer/program.

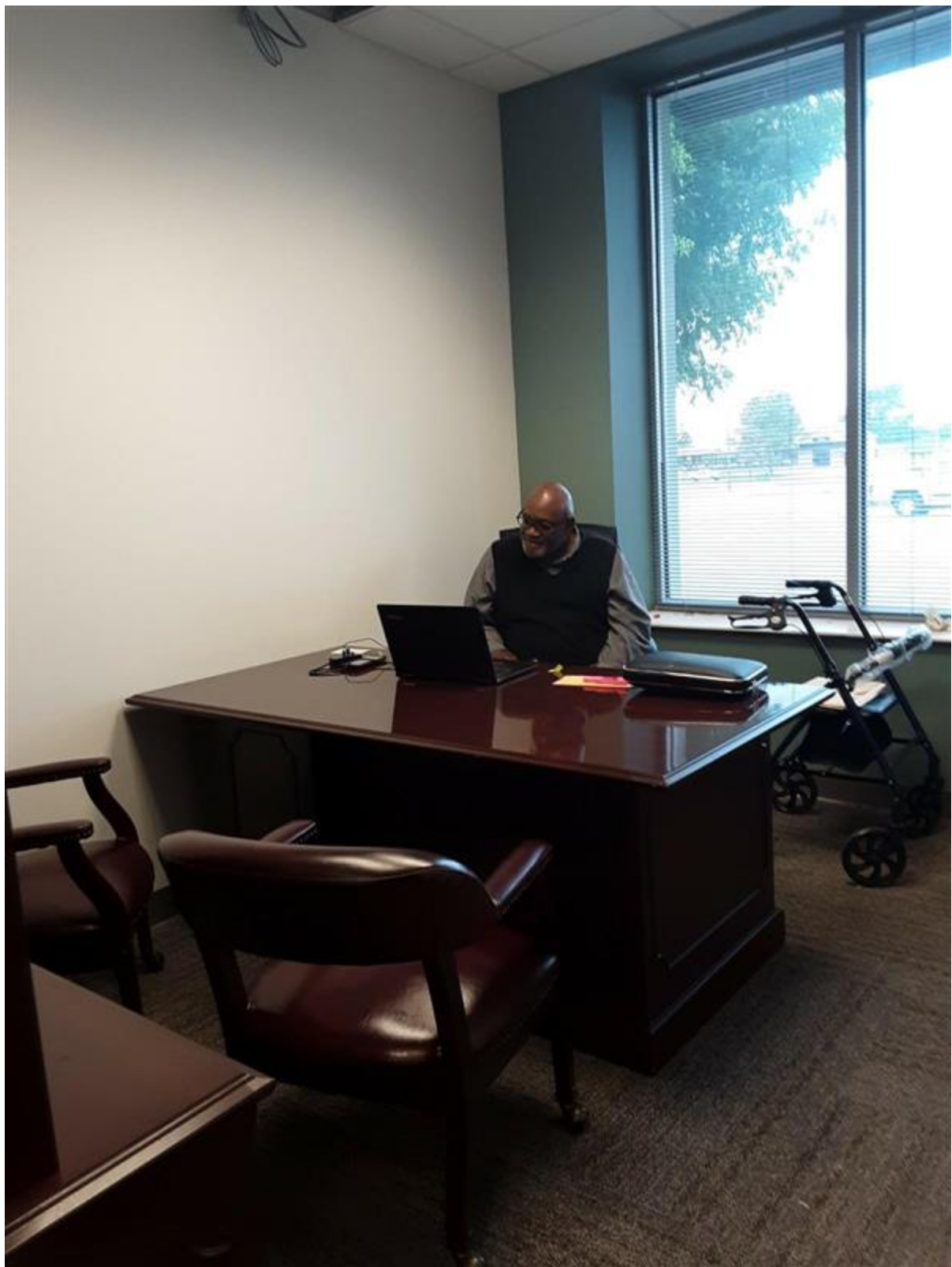














**GREEN
COUNTRY
WORKFORCE**



Business Services 2021 – 2025 Strategic Plan

Oklahoma Works, a proud partner of the American Job Center Network

Green Country Workforce is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. This presentation was financed in whole or part by funds from the US Department of Labor as administered by the Oklahoma Office of Workforce Development.

TDD/TTY: 1-800-722-040 Voice: 1-800-752-6096

Mission: 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.



- **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.
- **Values:** We lead by example:
 - Solution Based
 - Treat others with dignity and respect
 - Trustworthy
 - Accountable

Our Charter

- Green Country Workforce Business Services creates innovative employer-based solutions utilizing Workforce Innovation and Opportunity Act (WIOA) portfolio of services to assist businesses in developing the long-term strength of their workforce.



What differentiates GCW Business Services and our Guarantee

- Unique 3 characteristics
 - We are a “YES” Team
 - Quality over Quantity
 - We eliminate barriers to employment, not introduce barriers
- Our guarantee: We provide the premier customer service experience in the Workforce industry.

Guiding Principles – Big Rules

1. We start futures.
2. We solve Employer Business Problems utilizing ~~participants~~ customers with barriers to employment.
3. Our solutions are for our Businesses but benefit the ~~participants~~ customers we place.
4. Place ~~participants~~ customers on a path to a Family Sustainable Wage goal \$22.30.
5. Holy Grail: Employers hire the ~~Participants~~ customers we place.
6. We play the long game, not the short game.
7. We make financial investments, and our return on investment is creating family economic and community upward mobility.
8. We pursue strategic partnerships that diversify our limited resources.
9. We listen to our employers and focus on placing the right ~~participant~~ customer in the right seat for our employer.



Climbing to Success - Goals

Rebuild: Reputation and Relationships

Create: Top Tier Employer Process to guide customers to best environment and opportunity.

Develop: Strategic Partnerships and employer solutions replicable across State Business Services teams.

Expand: Solutions in rural areas.

Execute: Say what you do and do what you say.



Rebuild Reputation & Relationship

Internships ~~Work Based Learning~~

75 Total ~~participants~~ customers across 27 employers and humanitarian organizations and 23 industries

62 ~~Work Experience (WEX)~~ Interns & 13 hired trainees (OJT)

80 new prospective Employers (10 in the new counties)

Intern ~~WEX~~ average wages raised to \$15.21 from \$12 an hour.

Exceeded Fiscal Year 2019 Work Based Learning expenditures by 160% in 1st 6 months.

Contributed over \$369,386 to Employer profitability

Engaged with over 15 employers supporting dislocated workers with our Rapid Response program.



Create: Top Tier Employer Process to guide customers to best environment and opportunity.

The purpose of the Business Services Top Tier process is to create an environment that identifies and rewards top tier employers. Employers are rated 0 – 5 by the Business Services Liaison across the following attributes to calculate a preferability score:

- Employer effectiveness metrics from OWDI-06-2018:
 - Retention with same Employer - Participants hired after exiting program
 - Repeat Business Customer – Employers using the program multiple times a year
- Employer Quality of employment metrics
 - Family Sustainable wage 1-year goal = \$17.00 3-year goal = \$22.00
 - Diversity and Inclusion
 - Benefits
 - Work environment
 - Employer – Business Services working relationship
 - Access to public transportation
 - Advancement/ Career opportunities



Create: Top Tier Employer Process to guide customers to best environment and opportunity.

Top Tier Employer Benefits may include:

- Expedited Concierge Intake process
- Premium rate subsidies
- Workforce Tulsa Website Branding
- Preferential Candidate selection
- Industry Recognition
- Special State and Regional Chamber Recognition



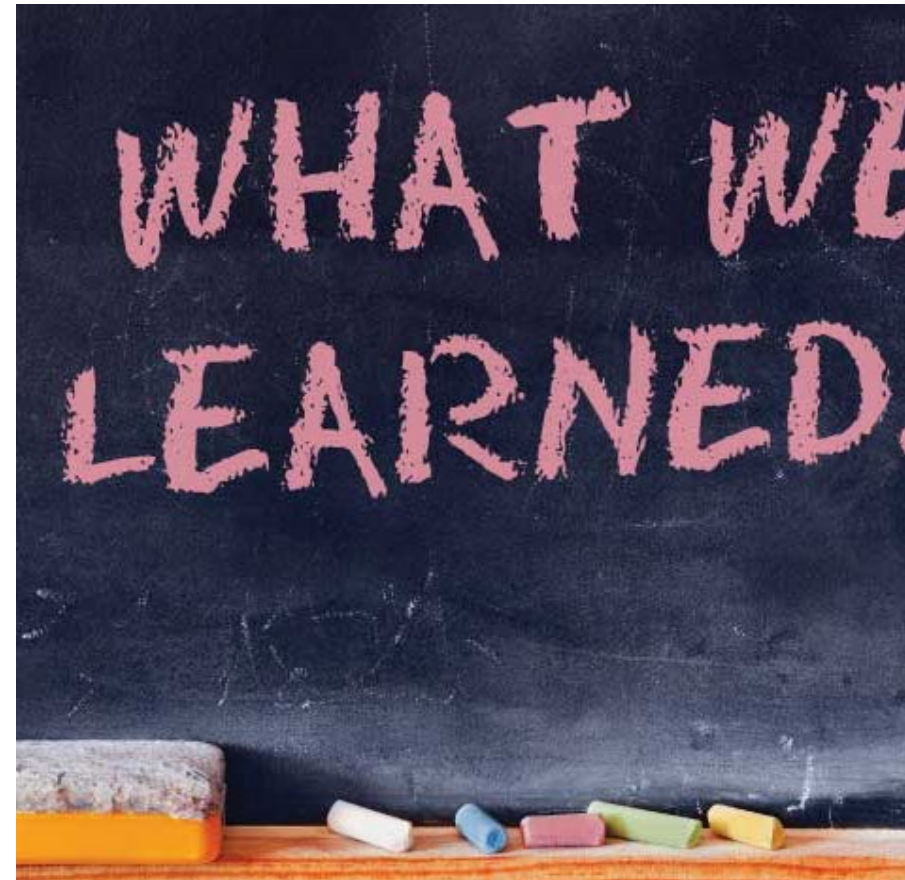
Develop: Strategic Partnerships and employer solutions replicable across State Business Services teams.

Collaborator	Initiative	Impact
City of Tulsa / Goodwill	Financial Empowerment Center	Supplied and trained 6 Certified Financial Counselors to provide 1 on 1 community counseling to underserved populations
Northeastern State University / University of Tulsa	Interns 4 Good	With unemployment around 40% for College graduates 21 – 24, 10 marketing media students were placed with primarily non-profits to gain the much-needed experience leading to employment.
Career Tech /Recovering Oklahomans After Disasters (ROADS) / Tulsa Dream Center	Post Disaster Home Repair	Oklahoma has dealt with what is arguably the most extreme weather in the United States, Since 2000, 37 presidential emergency declarations have been issued. Created a State replicable program supplying and training 7 Supplied and trained 7 OSHA certified home repair employees to hep repair the homes of Oklahoma's most vulnerable citizens that cannot afford to repairs.
Create Bridges	Incumbent Worker training	Oklahoma State University Extension Educators partnered with local leaders in Sandstone Hills region comprised of Creek, Pawnee and Osage Counties to develop and implement strategies to strengthen retail, tourism, accommodations, and entertainment sectors



Strategic Plan

- Nonprofits make great partners based their need and our shared mission.
- Demand for our services far exceeds our resources. Diversify our funding streams.
- Build transferable business solutions even if they must be put on the shelf.
- There is a “right seat” for all our customers, and it may not be a family sustainable path now.
- Youth programs are not the problem, trying to recruit youth articulating the program in adult terms is the problem.
- Don’t let processes create barriers to employment. Continually improve processes with the customer at the center.
- Continue rural outreach and expansion.
- Continue improvement in usage of Data to drive the team.



Workforce GPS Integrated Business Services Self Assessment

1. Vision = 4.6
2. Demand Planning = 3.4
3. Engaging with Businesses and Delivering Solutions = 4.6
4. Outreach & Communication = 4.25
5. Sustainability & Continuous Improvement = 3.8

Scale 1 = not at all 5 = we are flying high



Services Self Assessment – Opportunities for improvement

Vision:

- Periodically review region's overall business and economic climate, including key industries, business lifecycles, workforce trends and needs
- Continue working on institutionalizing the vision of partners working collectively to expand the breadth of services offered to business which is a positive for all.

Demand Planning:

- Share Labor Market Information (LMI) data to build consensus among partners on key target industries, critical occupations.
- Develop methodology to share Business Intelligence across partners without a shared Customer Relationship Management system.



Services Self Assessment – Opportunities for improvement cont.

Demand Planning cont.:

- Create a process for Business outreach representatives (across partners) to share intelligence, coordinate and strategize to connect businesses to a full range of partner services.

Engaging with Businesses and Delivering Solutions

- Utilize partner meetings to coordinate planning Roles and responsibilities, as it relates to business engagement and follow up, are understood and embraced by all.



Services Self Assessment – Opportunities for improvement cont.

Outreach & Communication :

- Continue presenting solutions to expressed business needs.
- Promote consolidated brand that is embraced by all partners serving businesses.

Sustainability & Continuous Improvement

- Develop cross-partnership measures (i.e. quantifiable goals that likely go beyond WIOA measures) around engaging and serving businesses



Conclusion



- Next steps
 - Develop detailed plans for lessons learned and opportunities for improvement.
 - Develop KPI to measure success
- Projects on the shelf or in progress
 - Statewide Rural Water District apprenticeships.
 - Statewide introduction to automation/robotics in manufacturing incumbent training.
 - Mid American Industrial Park internship
 - Food Desert elimination workforce initiative
 - Collaborative youth programs:
 - Opportunity Project and Tulsa Public Schools (10)
 - The Tulsa Job Corps

Business Services Key Performance Indicators (KPI's)

- Customer Satisfaction Survey Results (3.5 out of 5)
- Number of Employer focused events per quarter (2)
- Number of Sector partnerships per year (2)
- Number of Registered Apprenticeship presentations/programs per quarter (3)
- Number of Core Business program Services per quarter (36) ¹

¹ (OWDI #06-2018-Attachment 1)



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[We Start Futures!](#)

Stay Connect



**GREEN
COUNTRY
WORKFORCE**

www.greencountryworks.org



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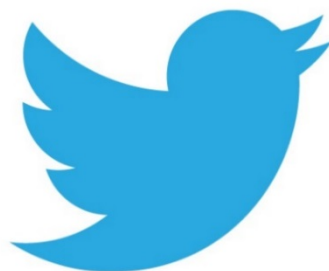
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Amber Cutshaw

Business Services Representative

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Questions?



Reports as of:					PY20 Exp @	Southern WIB		
4/30/2021		Budget Total	3/31/2021	4/30/2021	6/30/21	G-T-D Exp	Grant Balance	Unliq Oblig
Adult Grants								
Admin - Fiscal		122,477.00	10,218.45	660.20	10,878.65	10,878.65	111,598.35	
Admin - Board		18,372.00	13,472.46	7,180.88	20,653.34	20,653.34	(2,281.34)	
Admin - OSO		12,247.44	-	-	-	-	12,247.44	
Admin Subtotal		153,096.44	23,690.91	7,841.08	31,531.99	31,531.99	121,564.45	7.03%
Board Program		206,680.00	41,722.53	3,905.29	45,627.82	45,627.82	161,052.18	
Service Provision		578,705.00	49,379.95	37,972.16	87,352.11	87,352.11	491,352.89	
Direct Participant Trng		164,531.74	41,714.27	-	41,714.27	41,714.27	122,817.47	
Work Experience/OJT		331,500.26	200,097.99	23,587.07	223,685.06	223,685.06	107,815.20	
SS - Training \$		1,402.78	-	-	-	-	1,402.78	
SS - Non-Training		54,893.00	1,402.78	10,431.10	11,833.88	11,833.88	43,059.12	
Sys Costs-OSO		14,000.00	5,843.13	1,244.64	7,087.77	7,087.77	6,912.23	
System Costs-Normal		13,557.96	-	-	-	-	13,557.96	
Program Subtotal		1,365,270.74	340,160.65	77,140.26	417,300.91	417,300.91	947,969.83	92.97%
Adult Totals		1,518,367.18	363,851.56	84,981.34	448,832.90	448,832.90	1,069,534.28	-
						265,399.33	19.4%	Trng %
DLW Grants								
Admin - Fiscal		99,295.00	8,708.32	494.62	9,202.94	9,202.94	90,092.06	
Admin - Board		14,894.00	11,524.12	5,379.92	16,904.04	16,904.04	(2,010.04)	
Admin - OSO		9,929.28	-	-	-	-	9,929.28	
Admin Subtotal		124,118.28	20,232.44	5,874.54	26,106.98	26,106.98	98,011.30	17.47%
Board Program		167,560.00	29,167.90	2,925.85	32,093.75	32,093.75	135,466.25	
Service Provision		469,167.00	51,027.00	22,009.64	73,036.64	73,036.64	396,130.36	
Direct Participant Trng		352,143.00	10,451.25	-	10,451.25	10,451.25	341,691.75	
Work Experience-Trng		50,000.00	1,750.35	-	1,750.35	1,750.35	48,249.65	
SS - Training \$		10,000.00	-	-	-	-	10,000.00	
SS - Non-Training		45,853.00	80.00	-	80.00	80.00	45,773.00	
Sys Costs-OSO		10,000.00	4,990.21	932.46	5,922.67	5,922.67	4,077.33	
System Costs-Normal		12,341.52	-	-	-	-	12,341.52	
Program Subtotal		1,117,064.52	97,466.71	25,867.95	123,334.66	123,334.66	993,729.86	82.53%
DLW Totals		1,241,182.80	117,699.15	31,742.49	149,441.64	149,441.64	1,091,741.16	-
						12,201.60	1.1%	Trng %
Youth Grants								
Admin - Fiscal		59,789.00	-	1,844.76	1,844.76	1,844.76	57,944.24	
Admin - Board		47,831.00	-	20,064.68	20,064.68	20,064.68	27,766.32	
Admin - OSO		11,957.33	-	-	-	-	11,957.33	
Admin Subtotal		119,577.33	-	21,909.44	21,909.44	21,909.44	97,667.89	28.10%
Board Prog		51,657.00	-	10,912.12	10,912.12	10,912.12	40,744.88	
Svc Provision		277,658.00	-	22,262.81	22,262.81	22,262.81	255,395.19	
Training - Classroom		320,707.00	-	-	-	-	320,707.00	
WEX/OJT Taining		320,707.00	-	19,394.07	19,394.07	19,394.07	301,312.93	
SS - Training \$		62,420.00	-	-	-	-	62,420.00	
SS - Non-Training		-	-	-	-	-	-	
Sys Costs-OSO		24,000.00	-	3,477.75	3,477.75	3,477.75	20,522.25	
System Costs		19,046.95	-	-	-	-	19,046.95	
Program Subtotal		1,076,195.95	-	56,046.75	56,046.75	56,046.75	1,020,149.20	71.90%
Youth Totals		1,195,773.28	-	77,956.19	77,956.19	77,956.19	1,117,817.09	-
		OSY Costs	-	51,290.50	51,290.50	51,290.50	809,666.26	79.37%
		ISY Costs	-	4,756.25	4,756.25	4,756.25	210,482.94	20.63%
			-	56,046.75	56,046.75	56,046.75	1,020,149.20	100.00%
		WEX % Spent	-	19,394.07	19,394.07	19,394.07	301,312.93	34.60%
		WEX % Auth				19,394.07	1.8%	