



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

8:30 a.m.	Delaney Rea called the meeting to order.
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Attending Board Members: 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

Absent Members: 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

Board Staff: Amber Cutshaw, Cherie Stierwalt, De'Andre Fahie, Martha Webb-Jones, Rachel Hutchings, Taylor Austin, Jessica Hays, Mike Branan, Julie Sorrels

Guests: Corbin Anderson, Scott Amey, Terri Leisten, Sherry Beadle

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</p>

		<p>did not vote: Robert Brown. The following Board members 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</p>
3.	<p>Reviewed & Approved the Workforce Innovation and Opportunity Act - Title I Integrated Services for Adults, Dislocated Worker & Youth Programs Request for Proposal for release.</p>	<p><u>Motion to Approve:</u> Ken Busby</p> <p><u>Second:</u> Eloy Chavez</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 member abstained: Kelly Beyer The following Board member was not yet present at the time of vote: Rachel James</p>
4.	<p>Reviewed and Approved the Consent Agenda as contained in the meeting packet:</p> <ul style="list-style-type: none"> 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 	<p><u>Motion to Approve:</u> Tom Albaugh</p> <p><u>Second:</u> Janet Pieren</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 member was not yet present at the time of vote: Rachel James</p>
5.	<p>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.</p>	<p><u>No Action Necessary</u></p>

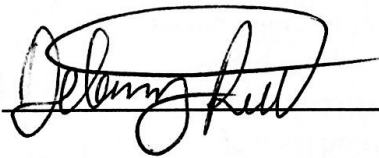
6.	<p>Service Provider Report: Odle Management Group’s Sherry Beadle reported that progress, momentum, and enrollments continue to increase on a weekly basis and presented the following performance information:</p> <ul style="list-style-type: none"> • 58 Adult Participants • 6 served with the COVID-19 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 style="text-align: center;"><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: _____

6/17/21