

Green Country WORKFORCE

Green Country Workforce Development Board Executive Committee 04/08/2021 Special Meeting Minutes

8:31 a.m.	The Executive Committee Chair, Delaney Rea, called the meeting to order.	
ATTENDEES		
<p>Members: Tom Albaugh, Celia Armstrong, Ken Busby, Mike Ebert, Amber Hatten, Diane Kelley, Jay Littlejohn, Delaney Rea, Peter Selden, Tim Thompson</p> <p>Absent Members: Kelly Beyer, Joseph Fuller</p> <p>Board Staff: Rachel Hutchings, Julie Sorrels, Jessica Hays, Cherie Stierwalt, Jerri Shoates-Stoutermire, Taylor Austin, De'Andre Fahie, Amber Cutshaw</p> <p>Guests: Stan Odenthal, Corbin Anderson, Gail Armstrong, Tom Summar, Scott Obomanu</p>		
Item	Description / Discussion	Action
1.	<u>Introductions</u> took place, and quorum was established via roll call.	<u>No Action Necessary</u>
2.	<u>Reviewed & Approved</u> the 03/25/2021 Executive Committee Special Meeting Minutes.	<p><u>Motion to Approve:</u> Ken Busby</p> <p><u>Second:</u> Tom Albaugh</p> <p><u>Vote:</u> Approved Unanimously, by roll call vote Amber Hatten was not yet present at the time of this vote.</p>
3.	<p><u>Presentation:</u> Stan Odenthal presented about regional planning highlighting the following:</p> <ul style="list-style-type: none"> • His background • Timelines • Planning and Goals • Framework • What to expect 	<u>No Action Necessary</u>
4.	<u>Reviewed & Approved</u> on behalf of the Board the selection of Forman Consulting to manage the One Stop Operator Request for Proposal process	<p><u>Motion to Approve:</u> Celia Armstrong</p> <p><u>Second:</u> Diane Kelley</p>

Committee Members: Tom Albaugh, Celia Armstrong, Kelly Beyer, Ken Busby, Mike Ebert, Joseph Fuller, Amber Hatten, Diane Kelley, Jay Littlejohn, Delaney Rea, Peter Selden, & Tim Thompson

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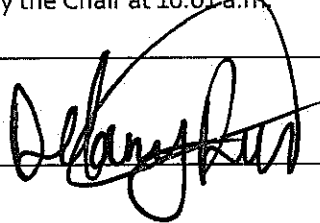
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		<u>Vote:</u> Approved Unanimously, by roll call vote
5.	<u>Reviewed & Approved</u> Center Certification Policy as contained in the meeting packet and presented by Green Country Workforce Deputy Director, Cherie Stierwalt.	<u>Motion to Approve:</u> Diane Kelley <u>Second:</u> Jay Littlejohn <u>Vote:</u> Approved Unanimously, by roll call vote
6.	<u>Reviewed & Approved</u> Board Policies Consent Agenda as contained in the meeting packet, including the following: A. Demand Occupations and Skills Policy B. Fraud and Incident Reporting Policy C. Monitoring Policy D. Policy Development and Revisions Policy	<u>Motion to Approve:</u> Tom Albaugh <u>Second:</u> Diane Kelley <u>Vote:</u> Approved Unanimously, by roll call vote
7.	<u>Committee/Council Reports:</u> <ul style="list-style-type: none"> • Board Development Committee Chair, Ken Busby, reported that this Committee remains focused, but that major 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 Chair, Amber Hatten reported the main focus of the Committee's May meeting was on the merging of the legacy areas' demand occupations list, Business Services Strategy (Big Rules, budget philosophy, ensuring that all Board members are engaged in services, etc.) • Finance Strategy & Oversight Committee Chair, Celia Armstrong reported that the Committee met last month and went over Roberts Rules of Order, the Open Meetings Act, and Conflict of Interest. Rachel Hutchings presented about the Accounting RFP, Gail Armstrong gave a fiscal agent overview, and John Collins provided an update about the Tulsa American Job Center move. • Innovative Workforce Opportunity Council Chair, Kelly Beyer prepared an update presented by Rachel Hutchings with the following: <ul style="list-style-type: none"> ○ On March 23rd Rachel Hutchings, Youth Council Chair, Jay Littlejohn and IWOC Chair, Kelly Beyer met 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, 	<u>No Action Necessary</u>

	<p>collecting and sharing of best practices and community resources. The Youth Council will own the previous youth component of IWOC.</p> <ul style="list-style-type: none"> Youth Council Chair, Jay Littlejohn, reported that the Youth Council is going to meet on Tuesday, April 13th at 2pm to discuss expanding council membership to drive community awareness of the services available to area Youth and businesses. Diane Kelley added that Green Country Workforce can rely on Cherokee Nation for support with any future Summer Youth Employment Program efforts. 	
8.	<p>Fiscal Agent Report: Gail Armstrong reported that she is still in the process of developing reports for the Board. Rachel Hutchings highlighted that once the budgeting work is done, there will be clearly identifiable dedicated funding for each county:</p>	<u>No Action Necessary</u>
9.	<p>Business Services Director Report: Business Services Liaison Amber Cutshaw reported about the following:</p> <ul style="list-style-type: none"> Good news: First completion by a participant in our program in partnership with 12 & 12 20 active Work Experiences/Internships and 5 active On-the-Job Trainings across 15 different employers Pilot (replicable) Program Updates: <ul style="list-style-type: none"> Recovery Oklahomans After Disaster (ROAD) Program Interns for Good <ul style="list-style-type: none"> Expanding to engineering and IT departments One of the Board's interns, Elaine McDonald, has been developed success stories for social media. You can find the first two success stories on Facebook, and more will follow when the series launches the last week of May. Youth Outreach Efforts Focus is on Business Services Strategy <p>Business Services Development Committee Chair, Amber Hatten, expressed how excited she is about the momentum and continuous improvement of the Business Services Team.</p> <p>Board Chair, Delaney Rea, added that Melton Truck Lines have utilized both the WEX & OJT program through which they were provided with quality candidates.</p>	<u>No Action Necessary</u>
10.	<p>One Stop Operator Report: Green Country Workforce Deputy Director Cherie Stierwalt shared about the progress being made on the buildout for the new Tulsa American Job Center and presented photos to show the progress being made.</p>	<u>No Action Necessary</u>

11.	<p>Chair Update: The chair reported about the following:</p> <ul style="list-style-type: none"> • Thomas P. Miller completed consultant contract at the end of March. • Merger Tracker meetings continue with the Oklahoma Office of Workforce Development • Appreciates Executive Committee members for their involvement during the merger. • Service Provider Request for Proposal Ad Hoc Committee work will start work soon. Eloy Chavez, Bruce Force, Leslie Shoals, and Amber Hatten make up the Committee. 	<u>No Action Necessary</u>
12.	<p>Executive Director Report: Rachel Hutchings reported about:</p> <ul style="list-style-type: none"> • Quarterly Rocks Meeting & Core Values for the new Area - Vision Tracker Organizer • Regional Planning • Upcoming opening for another Business Services Representative position – Focus on servicing rural communities. • Service Provider RFP Ad Hoc committee is reviewing the draft to have it prepared for vote at the next Board meeting. • Logos – Committee provided feedback 	<u>No Action Necessary</u>
13.	New Business: None	<u>No Action Necessary</u>
14.	Old Business: None	<u>No Action Necessary</u>
<u>Meeting Adjourned</u> by the Chair at 10:01 a.m.		

Chair Signature: _____



Date: _____

6-10-21