



**Green Country Workforce Development Board  
Meeting Minutes 06/17/2021**

8:33 a.m.	Delaney Rea called the meeting to order.
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**Attending Board Members:** Kathy Adair, Rhonda Archer, Celia Armstrong, Jennifer Bentley, Kelly Beyer, Ken Busby, Eloy Chavez, Mike Ebert, Joseph Fuller, Terry Goodson, Traci Gower, Susan Hartzler, Diane Kelley, Jay Littlejohn, David Oliver, Jennifer Overmeyer, Janet Pieren [via Zoom, not counted towards quorum or during votes], Ron Ramming, Delaney Rea, Peter Selden, Jacob Shivers, Lesli Shoals, Tim Thompson, Landon Varnell

**Absent Members:** Tom Albaugh, Daniel Bradley, Robert Brown, Cody Cox, Ted Cundiff, Diane Eason Contreras, Joe Epperley, Bruce Force, Amber Hatten, Tony Heaberlin, Rachel James, Ted Jenkins, Falen LeBlanc, Chelsea Levo Feary, Karen Pennington, Rachel Savage, Lisa Smith, Amy Spencer, Sarah Stisser, Danielle Storie, Lorie Trentham, John Vanderheiden, David White, Jason Winters

**Board Staff:** Rachel Hutchings, Julie Sorrels, via Zoom: John Collins, Cherie Stierwalt, Martha Web-Jones, Wesley Mitchell

**Guests:** Janet Foreman, Travis Alexander, Corbin Anderson, via Zoom: Cherisa Price-Wells, Dannielle Brun, Scott Amey, Terri Leisten

Item	Description / Discussion	Action
1.	<b>Introductions</b> took place and established quorum. Ron Ramming, President, Connors State College, welcomed those in attendance and shared the history and current state of Connors State College.	<b><u>No Action Necessary</u></b>
2.	<b>Reviewed &amp; Approved</b> the 04/15/2021 Green Country Workforce Development Board Special Meeting Minutes.	<p><b><u>Motion to Approve:</u></b> Ken Busby</p> <p><b><u>Second:</u></b> Jay Littlejohn</p> <p><b><u>Vote:</u></b> Approved by unanimous vote</p>

		<b>The following Board members abstained:</b> Kathy Adair, Celia Armstrong, and Jacob Shivers
3.	<b>Reviewed &amp; Approved</b> Program Year 2021 Green Country Workforce Development Board Budget presented by the Green Country Workforce Fiscal Officer, Gail Armstrong, based on grants received so far for the Area. Gail Armstrong explained that this is a projected budget and that she hopes to have the final version ready for the Board to review at the August 2021 meeting. The Finance Strategy and Oversight Committee Chair, Celia Armstrong, on behalf of the Committee commended Gail Armstrong for her work on the Area Budget.	<b>Motion to Approve:</b> Joseph Fuller  <b>Second:</b> Celia Armstrong  <b>Vote:</b> Approved by unanimous vote.
4.	<b>Reviewed &amp; Approved</b> the 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.	<b>Motion to Approve:</b> Ken Busby  <b>Second:</b> Joseph Fuller  <b>Vote:</b> Approved by unanimous vote.
5.	<b>Reviewed and Approved</b> the Consent Agenda as contained in the meeting packet and presented by the Chair:  A. Executive Committee Slate • The appointment of Tim Thompson as the Board's Chair-Elect. B. Program Year 2021 Lease Agreement with Central Technology Center for the Sapulpa American Job Center C. Fiscal Agent Memorandum of Understanding Policy D. Fiscal Management Policy E. Nondiscrimination and Equal Opportunity Policy F. Demand Occupation List G. Eligible Training Provider Policy	<b>Motion to Approve:</b> Diane Kelley  <b>Second:</b> Eloy Chavez  <b>Vote:</b> Approved by unanimous vote.

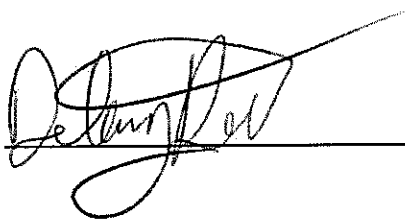
6.	<p><b>One Stop Operator Report:</b> Green Country Workforce One Stop Operator John Collins who reported that the Certificate of Occupancy has been granted, so Green Country Workforce will be moving forward toward opening the new Tulsa American Job Center. John Collins shared photos of the progress.</p>	<p><u>No Action Necessary</u></p>
7.	<p><b>Service Provider Report:</b> The Odle Management Group report was presented by Janet Foreman who presented the following information:</p> <ul style="list-style-type: none"> <li>• Out-of-School Youth Participant Success Story: 23-year-old married father was laid off from work and had to move his family into a travel trailer. He received services through the Muskogee office in support of Heavy Equipment Operation Training. Recruited for employment before he ever left the campus, he now: <ul style="list-style-type: none"> <li>○ earns \$34/hour,</li> <li>○ moved his family into a 3-bedroom house,</li> <li>○ has medical, vision, and dental insurance for his family through his employer, and</li> <li>○ the sky is the limit for his advancement.</li> </ul> </li> <li>• So far this program year: <ul style="list-style-type: none"> <li>○ Participant Enrollments: <ul style="list-style-type: none"> <li>▪ 203 Adult</li> <li>▪ 78 Youth</li> </ul> </li> <li>○ 102 participants were provided with Occupational Skills Training.</li> <li>○ 7 Work Experiences are currently active.</li> <li>○ Over 300 Business Contacts made</li> <li>○ Developed 53 Work Sites for Participants</li> <li>○ About 75% of program enrollees come from partner referrals.</li> <li>○ Traffic at the McIntosh office has increased so much that the Career Manager is now going twice a week.</li> </ul> </li> </ul>	<p><u>No Action Necessary</u></p>
8.	<p><b>Service Provider Report:</b> The Dynamic Workforce Solutions Report was presented by Corbin Anderson who reported:</p> <ul style="list-style-type: none"> <li>• Honored to serve as the Project director over the past year</li> <li>• Over the course of the entire service provision contract, over 100% contract compliance on each of the previous completed years.</li> <li>• Highlights over the past year despite issues around the Tulsa American Job Center's COVID-19 response and relocation: <ul style="list-style-type: none"> <li>○ 230 Participant Enrollments: <ul style="list-style-type: none"> <li>▪ 187 Adult/Dislocated Worker</li> <li>▪ 43 Youth</li> </ul> </li> </ul> </li> </ul>	<p><u>No Action Necessary</u></p>

	<ul style="list-style-type: none"> <li>○ 132 Individual Training Accounts have been written for over \$360,000.</li> <li>○ 100 Support Services were provided at over \$42,000.</li> <li>○ Provided the enrollment portion of what the Business Services. <ul style="list-style-type: none"> <li>▪ Enrolled 14 participants for On-the-Job Training.</li> <li>▪ Enrolled 65 participants for Work Experiences.</li> </ul> </li> <li>○ Accuracy rate regarding case files per their monitoring was at 95.5% .</li> <li>○ Equity and Demographic Contract Measures</li> </ul>	
9.	<p><b>Chair Update:</b> The Chair reported about the following:</p> <ul style="list-style-type: none"> <li>● One Stop Operator Request for Proposal Process: <ul style="list-style-type: none"> <li>○ Eddie Foreman selected an RFP Committee completely outside of the Board</li> <li>○ The RFP Committee selected Green Country Workforce to serve as the Area’s own One Stop Operator</li> <li>○ Request for a waiver from the State submitted and pending approval.</li> </ul> </li> <li>● Shout out to the Executive Committee <ul style="list-style-type: none"> <li>○ Great representation at the physical meeting that took place at Northeast State University’s Broken Arrow Campus</li> <li>○ Several members attending the National Associate of Workforce Boards’ Conference next week</li> </ul> </li> <li>● Tulsa American Job Center Open House Committee – Request for a chair &amp; members.</li> </ul>	<u><b>No Action Necessary</b></u>
10.	<p><b>Executive Director Report:</b> Rachel Hutchings reported about:</p> <ul style="list-style-type: none"> <li>● June 28, 2021 – Jeanne Blackwell will join the Board Staff as the Board and Media Liaison.</li> <li>● Planning to have physical Board meetings rotate between these three locations with polls out soon to adjust the 8:30am start time: <ul style="list-style-type: none"> <li>○ Broken Arrow</li> <li>○ Muskogee</li> <li>○ Tahlequah</li> </ul> </li> <li>● Transition Policies are being developed.</li> <li>● Strategically planning to grow as a non-profit beyond WIOA funds <ul style="list-style-type: none"> <li>○ 2 weeks ago, an area company offered \$50,000 for Workforce Development.</li> <li>○ Working with the Tulsa Community Foundation about rolling some things out too.</li> </ul> </li> </ul>	<u><b>No Action Necessary</b></u>

11.	<p><b>Business Services Director Report:</b> Green Country Workforce Business Services Director, Wesley Mitchell, presented a few key points regarding the Business Services Strategic Plan:</p> <ul style="list-style-type: none"> <li>• What differentiates GCW Business Services and our Guarantee: <ul style="list-style-type: none"> <li>○ Unique 3 characteristics <ul style="list-style-type: none"> <li>▪ We are a "YES" Team</li> <li>▪ Quality over Quantity</li> <li>▪ We eliminate barriers to employment, not introduce barriers</li> </ul> </li> <li>○ Our guarantee: We provide the premier customer service experience in the Workforce industry.</li> </ul> </li> <li>• Goals <ul style="list-style-type: none"> <li>○ Rebuild: Reputation and Relationships</li> <li>○ Create: Top Tier Employer Process to guide customers to best environment and opportunity.</li> <li>○ Develop: Strategic Partnerships and employer solutions replicable across State Business Services teams.</li> <li>○ Expand: Solutions in rural areas.</li> <li>○ Execute: Say what you do and do what you say.</li> </ul> </li> <li>• Next steps <ul style="list-style-type: none"> <li>○ Develop detailed plans for lessons learned and opportunities for improvement.</li> <li>○ Develop KPI to measure success</li> </ul> </li> <li>• Projects on the shelf or in progress <ul style="list-style-type: none"> <li>○ Statewide Rural Water District apprenticeships.</li> <li>○ Statewide introduction to automation/robotics in manufacturing incumbent training.</li> <li>○ MidAmerica Industrial Park internship</li> <li>○ Food Desert elimination workforce initiative</li> <li>○ Collaborative youth programs: Opportunity Project and Tulsa Public Schools</li> <li>○ The Tulsa Job Corps</li> </ul> </li> </ul> <p>Celia Armstrong stated that internships are good for public relations and that with the end of Federal Unemployment Funds in Oklahoma nearing, she is grateful that Green Country Workforce has been ahead of the curve in preparing clients.</p>	<u>No Action Necessary</u>
11.	<p><b>Fiscal Agent Report:</b> Gail Armstrong shared the tracking system that she uses that is by no means the report that the Board will be seeing in the future. Gail Armstrong reported that it depicts the following with percentage requirements:</p> <ul style="list-style-type: none"> <li>• Grants that the Southern Workforce Board has received on behalf of Green Country Workforce as fiscal agent. <ul style="list-style-type: none"> <li>○ Adult</li> <li>○ Dislocated Worker</li> <li>○ Youth</li> </ul> </li> </ul>	<u>No Action Necessary</u>

	<ul style="list-style-type: none"> <li>• Tracks: <ul style="list-style-type: none"> <li>○ Monthly Expenses</li> <li>○ Budget vs. Actual</li> <li>○ Training (40%)</li> </ul> </li> <li>• Dislocated Worker grant money can be transferred to Adult funds.</li> <li>• Compare costs for In School Youth (25%) vs. Out of School Youth (75%)</li> <li>• Work Experience (20%)</li> </ul> <p>Gail Armstrong added that she has it under control and is able to track these grants and program requirement percentages. Gail Armstrong added that Green Country has great staff and programs and that she is particularly impressed with the work that Wesley Mitchell and his team do for the community. Gail Armstrong asked that if there is something in particular that members want to see in her reporting to please let her know. At the request of the Chair, Gail Armstrong shared her experience as it qualifies her to serve as the Board's Fiscal Officer.</p> <p>Wesley Mitchel shared that the 501(c)(3) paperwork has been submitted and that upon achieving active status, Green Country Workforce will be in a position to pay off roughly half of a million dollars in debt and move forward with a clean slate.</p>	
12.	<p><b>Committee/Council Reports:</b></p> <ul style="list-style-type: none"> <li>• Board Development Committee Chair, Ken Busby, reported about plans for diversity and inclusion training for the Board and planning for another Growing Talent for Tomorrow Event.</li> <li>• Business Development Committee: In the absence of Committee Chair, Amber Hatten, Wesley Mitchel referred to the Business Services Strategic Plan contained in the meeting packet.</li> <li>• The Finance Strategy &amp; Oversight Committee Chair Celia Armstrong reported about the following: <ul style="list-style-type: none"> <li>○ Complements to Gail Armstrong because they are starting to see the internal financial policies and processes that the Committee is responsible for overseeing</li> <li>○ Appreciation of Rachel Hutchings' continuous transparent communication</li> <li>○ Regional Planning</li> <li>○ Policy Reviews</li> </ul> </li> <li>• Innovative Workforce Opportunity Council Chair. Kelly Beyer reported that this body is restructuring.</li> </ul>	<b><u>No Action Necessary</u></b>

	<ul style="list-style-type: none"> <li>Youth Council Chair, Jay Littlejohn reported that the Youth Council will be meeting this afternoon and are still working to expand membership.</li> </ul>	
13.	<b>New Business: None.</b>	<b><u>No Action Necessary</u></b>
14.	<b>Old Business: None.</b>	<b><u>No Action Necessary</u></b>
15.	<b>Announcements: None.</b>	<b><u>No Action Necessary</u></b>
16.	<b>10:02 a.m. -- The meeting was adjourned.</b>	<b><u>No Action Necessary</u></b>

Chair Signature:  Date: 8/12/2021