



**Green Country Workforce Development Board
Executive Committee
06/10/2021 Meeting Minutes**

8:31 a.m.	<i>The Executive Committee Chair, Delaney Rea, called the meeting to order.</i>	
ATTENDEES		
Members Attending in Person: Celia Armstrong, Ken Busby, Mike Ebert, Joseph Fuller, Amber Hatten, Delaney Rea, Peter Selden, Tim Thompson		
Member Attending Virtually: Tom Albaugh		
Absent Members: Kelly Beyer, Diane Kelley, Jay Littlejohn		
Board Staff: Rachel Hutchings, Julie Sorrels, Wesley Mitchell, Cherie Stierwalt, John Collins		
Guests: Gail Armstrong, Travis Alexander, Jonathan Zeigler, Sherry Beadle, Tina Griffith		
Item	Description / Discussion	Action
1.	Introductions took place among the Committee members physically present.	<u>No Action Necessary</u>
2.	Reviewed & Approved the 04/08/2021 Executive Committee Special Meeting Minutes.	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> Mike Ebert <u>Vote:</u> Approved Unanimously
3.	Reviewed & Approved the Executive Committee slate to reflect the election of Tim Thompson as the Chair-Elect of the Board. His two-year term will begin July 1, 2021, upon Board approval.	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> Celia Armstrong <u>Vote:</u> Approved Unanimously
4.	Reviewed & Approved the Program Year 2021 Lease Agreement with Central Technology Center for the Sapulpa American Job Center as presented by Green Country Workforce Executive Director, Rachel Hutchings, with the caveat that item 3 of the agreement be clarified.	<u>Motion to Approve:</u> Tim Thompson <u>Second:</u> Amber Hatten

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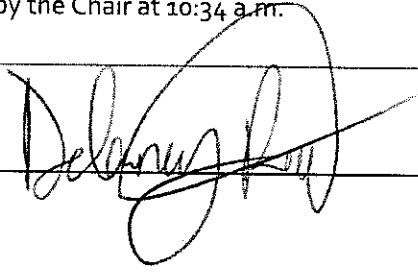
This presentation was financed in whole or part by funds from the US Department of Labor as administered by the Oklahoma Office of Workforce Development.

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		<u>Vote:</u> Approved Unanimously
5.	<u>Reviewed & Approved</u> , following discussion by Executive Committee members present, the final Request for Proposal (RFP) Bidder Ad-Hoc Committee's Recommendation to select Eckerd for the Program Year 2021 Service Provider for Workforce Investment and Opportunity Act, Title 1 Adult and Dislocated Worker Program Services, and Youth Program Services for the Green Country Workforce Development. Rachel Hutchings shared a pros and cons list presented as a handout.	<u>Motion to Approve:</u> Celia Armstrong <u>Second:</u> Ken Busby <u>Vote:</u> Approved by Majority Vote Yeas: 4 Nays: 3
6.	<u>Reviewed & Approved</u> the Program Year 2021 Green Country Workforce Development Board Budget presented as a preliminary budget by Fiscal Officer, Gail Armstrong.	<u>Motion to Approve:</u> Peter Selden <u>Second:</u> Tim Thompson <u>Vote:</u> Approved Unanimously
7.	<u>Reviewed & Approved</u> the Consent Agenda as contained in the meeting packet and presented by Rachel Hutchings and the Green Country Workforce Deputy Director, Cherie Stierwalt.	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> Joseph Fuller <u>Vote:</u> Approved Unanimously
8.	<u>Committee/Council Reports:</u> <ul style="list-style-type: none"> • Board Development Committee (BDDC) Chair, Ken Busby, reported about the following: <ul style="list-style-type: none"> ○ Executive Committee – Thanked those having formerly served on the legacy Eastern Board for accepting leadership roles serving the new Area. ○ BDDC will start with future programming after things are settled such as service provider contract negotiations. • Business Development Committee Chair, Amber Hatten deferred to Green Country Workforce Business Services Director, Wesley Mitchell's report later in the agenda. • Finance Strategy & Oversight Committee Chair, Celia Armstrong reported about the following: <ul style="list-style-type: none"> ○ Reviewed and approved for recommendation the fiscal policies on today's consent agenda. ○ Appreciate the Tulsa American Job Center Move updates and pictures. ○ Grateful to Gail Armstrong for the reports and accountability she has provided. ○ Grateful for Rachel Hutchings' regular updates. 	<u>No Action Necessary</u>

	<p>In the absence of the</p> <ul style="list-style-type: none"> • Innovative Workforce Opportunity Council (IWOC) Chair, Kelly Beyer, and the • Youth Council Chair, Jay Littlejohn, <p>Rachel Hutchings reported that the Youth Council is meeting monthly, and that both Councils will participate together in strategic planning that will result in a statement of work for staff that identifies gaps, opportunities for improvement, etc. Belinda Wall is staffing the Youth Council. John Collins will staff the IWOC.</p>	
9.	<p>Fiscal Agent Report: Gail Armstrong reported that the report she is presenting as contained in the meeting packet is a Grant Activity Tracker will have more information added (e.g., Number of clients assisted financially) and will look different in the future.</p>	<u>No Action Necessary</u>
10.	<p>Business Services Director Report: Green Country Workforce Business Services Director, Wesley Mitchell, presented the Business Services 2021 – 2025 Strategic Plan via PowerPoint covering the following:</p> <ul style="list-style-type: none"> • Mission, Vision, & Values • Charter • What differentiates GCW Business Services? and our Guarantee • Guiding Principles – Big Rules • Goals <ul style="list-style-type: none"> ○ Rebuild: Reputation & Relationships ○ Create: Top Tier Employer Process ○ Develop: Strategic Partnerships and Employer Solutions across State Business Services teams ○ Expand: Solutions in rural areas ○ Execute: Say what you do and do what you say. • Workforce GPS Integrated Business Services Self-Assessment <p>Rachel Hutchings emphasized that the Business Services Team's accomplishments so far happened within their 1st year under Wesley Mitchell's leadership.</p>	<u>No Action Necessary</u>
11.	<p>One Stop Operator Report: Green Country Workforce One Stop Operator, John Collins shared about the pictures contained in the meeting packet and reported that the Fire Marshall was at the Tulsa American Job Center yesterday, and that after correcting a couple of issues, at the first of next week, the Certificate of Occupancy should be obtained. Once we have the Certificate of Occupancy, John shared, the center can be open for business.</p>	<u>No Action Necessary</u>

12.	<p>Chair Update: The chair reported about the following:</p> <ul style="list-style-type: none"> • One-Stop Operator Request for Proposal <ul style="list-style-type: none"> ○ Green Country Workforce awarded/sole bidder with significant score ○ Packet is with the State for the request for waiver. • Bi-weekly meetings with the State – checking things off the list. • Open House Ad-hoc Committee – volunteered as members, but still need a Chair: <ul style="list-style-type: none"> ○ Delaney Rea ○ Ken Busby ○ Celia Armstrong • Several Board members and staff will be attending the annual National Association of Workforce Boards (NAWB) convention, some in person and others virtually. 	<u>No Action Necessary</u>
13.	<p>Executive Director Report: Rachel Hutchings reported about:</p> <ul style="list-style-type: none"> • Traction Entrepreneur Operating System (EOS) Annual Meeting – Review and establish new 1-year goals. • Updated Core Values – Friday Full Staff Meetings reinforce • Shifting from a Workforce Investment Opportunity Act (WIOA) funded organization to a non-profit. • Compensation Review – Raises went into effect this month. • Hiring Jeanne Blackwell as Board Liaison • Regional Plan, in conjunction with the Northeastern Workforce Board draft will be reviewed by staff and then released for a 30-day public comment period. • NAWB – Divide and conquer the topics on the agenda. 	<u>No Action Necessary</u>
14.	New Business: None	<u>No Action Necessary</u>
15.	Old Business: None	<u>No Action Necessary</u>
<p>Meeting Adjourned by the Chair at 10:34 a.m.</p>		

Chair Signature:  Date: 8/5/21