



Green Country Workforce Development Board – Local Elected Officials (LEOs)
Program Year 2020, Quarter 4 Meeting Minutes
06/08/2021

11:09 a.m.	The meeting was called to order by Chief Local Elected Official (CLEO), Creek County Commissioner, District 2, Leon Warner.	
<p><u>Voting County Commissioners Present:</u> Ken Doke, Tim Kelley, Steve Talbert, David Walker, Leon Warner, Ray Watts</p> <p><u>Non-Voting County Commissioners Attending via Zoom:</u> None</p> <p><u>County Commissioners Absent:</u> Charles Brown, Sam Chandler, Clif Hall, Stan Sallee</p> <p><u>Workforce Development Board Staff:</u> Rachel Hutchings, Julie Sorrels</p> <p><u>Workforce Development Board Staff via Zoom:</u> Cherie Stierwalt, John Collins, Gail Armstrong</p> <p><u>Guests:</u> Ron Ramming, Calvin Chapman</p>		
Item	Description / Discussion	Action
1.	<p><u>Introductions:</u> Connors State College President, Ron Ramming, introduced and welcomed the Commissioners to the training institution. Quorum was established by roll call.</p>	<p align="center"><u>No Action Necessary</u></p>
2.	<p><u>Reviewed & Approved</u> the 01/06/2021 Green Country Workforce Development Board – Local Elected Officials Special Meeting Minutes with the start time to be corrected.</p>	<p><u>Motion</u> to Approve: Commissioner Ken Doke</p> <p><u>Second:</u> Commissioner Steve Talbert</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>

3.	<p>Reviewed & Approved the 03/09/2021 Green Country Workforce Development Board – Local Elected Officials Special Meeting Minutes as contained in the meeting packet.</p>	<p>Motion to Approve: CLEO, Commissioner Leon Warner.</p> <p>Second: Commissioner Steve Talbert</p> <p>Vote: Approved by Unanimous Vote</p>
4.	<p>Reviewed & Approved the 04/07/2021 Green Country Workforce Development Board – Local Elected Officials Special Meeting Minutes as contained in the meeting packet.</p>	<p>Motion to Approve: Commissioner Tim Kelley</p> <p>Second: CLEO, Commissioner Leon Warner</p> <p>Vote: Approved by Unanimous Vote</p>
5.	<p>Reviewed & Approved the 04/19/2021 Green Country Workforce Development Board – Local Elected Officials Special Meeting Minutes as contained in the meeting packet.</p>	<p>Motion to Approve: Commissioner Tim Kelley</p> <p>Second: CLEO, Commissioner Leon Warner</p> <p>Vote: Approved by Unanimous Vote</p>
6.	<p>Reviewed & Approved the Program Year 2021 Green Country Workforce Development Board Budget as presented as "preliminary" by the Financial Officer for Green Country Workforce, Gail Armstrong, via Zoom. Gail Armstrong reported that there will be an updated budget ready for the next LEO meeting.</p> <p>Green Country Workforce Executive Director, Rachel Hutchings fielded questions about the budget and explained that the Board has a goal of funding diversification with a structure set up, with help from the Tulsa Community Foundation, to receive and manage grant, State, and corporate funding, like the \$50,000 donation from WPX, powered by Devon.</p>	<p>Motion to Approve: Commissioner Ken Doke</p> <p>Second: Commissioner Ray Watts</p> <p>Vote: Approved by Unanimous Vote</p>



GREEN COUNTRY WORKFORCE

7.	<p>Discussion regarding meeting venues and the 2022 meeting calendar was facilitated by Rachel Hutchings. Attendees agreed:</p> <ul style="list-style-type: none"> • No Monday Meetings • INCOG meeting dates are good but must end by noon. (i.e., This meeting’s date, time, and location.) 	<u>No Action Necessary</u>
8.	<p>One Stop Operator Report: Green Country Workforce One Stop Operator, John Collins, shared photos of the progress at the Tulsa American Job Center (TAJC). John Collins added that at this location, neighbors include Department of Motor Vehicles & Social Security, which affords our clients & employees access to those services in close proximity.</p> <p>Rachel Hutchings explained why the move was necessary (previous landlords sold) and how service provider and partner staff have adapted to continue providing services. Rachel Hutchings added information about:</p> <ul style="list-style-type: none"> • Open House planning • Large Community Room, training rooms, etc. at TAJC <ul style="list-style-type: none"> ○ Possible location for a future LEO meeting 	<u>No Action Necessary</u>
9.	<p>Fiscal Agent Report: Gail Armstrong presented the preliminary numbers by way of a Grant Activity Report to show how the grants are tracked and how required measures are reported to the State. Gail Armstrong reported that a report based on the budget will be provided at the LEO’s next meeting and advised the Commissioners to let her know if there is anything else they want included in her reports to them.</p>	<u>No Action Necessary</u>
10.	<p>Executive Director Report: Rachel Hutchings reported about the following:</p> <ul style="list-style-type: none"> • Tulsa Community Foundation Account • Made an offer for the Board and Media Liaison Position. • \$50,000 Grant from WPX, powered by Devon. • Regional Plan – Stan Odenthal • Thank LEOs for their continued engagement even through multiple special meetings. 	<u>No Action Necessary</u>

11.	Chair Report: The CLEO mirrored Rachel's sentiment that the heavy lifting around the merger is behind the LEOs. The CLEO would appreciate knowing about if any of the other LEOs hear of any concerns regarding workforce in the Green Country Area. The CLEO added that Rachel Hutchings is planning to meet individually with each Commissioner each of their counties.	<u>No Action Necessary</u>
12.	Old Business: None.	<u>No Action Necessary</u>
13.	New Business: None.	<u>No Action Necessary</u>
14.	12:11 p.m. – The meeting was adjourned as motioned by Commissioner Ken Doke and seconded by CLEO, Commissioner Leon Warner.	

CLEO Signature:  Date: 9/14/21