



**Green Country Workforce Development Board
Minutes from Meeting on August 12, 2021**

10:07 A.M.	Delaney Rea called the meeting to order
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Attending Board Members: Amy McCready, David Oliver, Delaney Rea, Diane Eason Contreras, Diane Kelley, Eloy Chavez, Falen LeBlanc, Jacob Shivers, Jay Littlejohn, Jennifer Overmeyer, Janet Pieren, Kathy Adair, Kelly Beyer, Ken Busby, Lesli Shoals, Lorie Trentham, Pete Selden, Rhonda Archer, Robert Brown, Ron Ramming, Tim Thompson, Tony Heaberlin, and Casi Martin (alt. for Cody Cox)

Attending Via Zoom: Amber Hatten, Terry Goodson, Tom Albaugh

Absent Members: Amy Spencer, Celia Armstrong, Chelsea Feary Levo, Cody Cox, Daniel Bradley, Danielle Storie, Jason Winters, Jennifer Bentley, Joe Epperley, John Vanderheiden, Joseph Fuller, Karen Pennington, Landon Varnell, Lisa Smith, Mike Ebert, Rachel James, Rachel Savage, Sarah Stisser, Ted Cundiff, Ted Jenkins

Board Staff: Rachel Hutchings, Julie Van De Wege, Cherie Stierwalt, Wesley Mitchell, Mike Branan, Jeanne Blackwell

Attending Via Zoom: John Collins, Martha Webb-Jones

Guests via Zoom: Gail Armstrong and Dannielle Brun. In addition, there were many employees of Cherokee Nation in attendance.

Item	Description/Discussion	Action
1.	<p>Introductions took place via roll call to establish quorum.</p> <p>Diane Kelley, Executive Director for Cherokee Nation Career Services, welcomed those in attendance and introduced various members of her team to give updates on their programs.</p>	No Action Necessary

2.	Reviewed & approved the 06/17/2021 Board Meeting Minutes	<p>Motion to Approve: Ken Busby</p> <p>Second: Falen LeBlanc</p> <p>Vote: Motion carried</p>
3.	Reviewed & approved the Indian Capital Technology Center and Green Country Workforce Lease Agreement for July 1, 2021 through June 30, 2022.	<p>Motion to Approve: Diane Kelley</p> <p>Second: Lorie Trentham</p> <p>Vote: Motion carried</p>
4.	<p>Reviewed & Approved Consent Agenda contained in the meeting packet and presented by the Chair:</p> <ul style="list-style-type: none"> A. Green Country Workforce Development Board Regional Plan B. Program Year 2021 Workforce Investment and Opportunity Act, Title 1 Adult and Dislocated Worker Program Services, and Youth Program Services for the Green Country Workforce Development Area Contract with Eckerd C. Priority of Service Policy D. Self Sufficiency Policy E. Access For All Star Accessibility Framework Policy <ul style="list-style-type: none"> • Attachment A: Rubric Scoresheet Access for All Star Accessibility F. Individual Training Accounts Policy <p>The Chair gave special thanks to Cherie Stierwalt and her team in preparing the policies.</p>	<p>Motion to Approve: Ken Busby</p> <p>Second: Tony Heaberlin</p> <p>Vote: Motion carried</p>
5.	<p>Committee/Council Reports:</p> <ul style="list-style-type: none"> • Board Development Committee Chair Ken Busby reported on the January 12, 2022 Growing Talent for Tomorrow event. It will be a hybrid event to keep people safe and to accommodate more people. Thank you to Eloy Chavez from NSU-BA for hosting the event and to Celia Armstrong with TTCU Federal Credit Union which is the presenting sponsor. 	<p>No Action Necessary</p>

	<ul style="list-style-type: none"> • Business Development Committee Chair Amber Hatten deferred to Wes Mitchell due to being on vacation for the Committee meeting. Wes gave an update on how to get our businesses involved with our employers. • Finance Strategy & Oversight Committee Chair Celia Armstrong was not in attendance. In her absence, Janet Pieren gave the update. The FS&OC Committee thanked Gail Armstrong for providing the reports needed and are looking forward to getting the Green Country Workforce data in the future. • Innovative Workforce Opportunity Council Chair Kelly Beyer reported that the IWOC is reformatting things. A survey was done to understand the challenges facing employers and services and workforce programs that are available. Kelly appreciates those who responded to the survey. • Youth Council Chair Jay Littlejohn reported that the Youth Council will be working on building a mission statement to guide the purpose of the Council. Also, to encourage more engagement, the meeting schedule will move to every other month vs. every month. He also advised that a future project is to have a Service Directory of services and providers created to help the various partners in knowing who to contact to assist clients. 	
6.	<p>Business Services Director Report by Wes Mitchell: Wes gave an update on various projects in progress that include:</p> <ul style="list-style-type: none"> • ROADS project - 3 graduates of this program. • Rapid response process – customize agenda for the organization. Recently, the Tulsa Hiland Dairy shut down which displaced 150 employees. They brought in TCC to talk to the employees about educational/certificate opportunities, OEMS talked about how to deal with COBRA insurance, Unemployment rep talked about how to file unemployment, 	No Action Necessary

	<p>and Wes talked about our services and how they can start a new career.</p> <ul style="list-style-type: none"> • CREATE Bridges program • Partnership with Oasis Market in North Tulsa located in a food desert. This grant was provided by WPX powered by Devon Energy. • IT internship program with TCC – hire interns and grow their own IT staff 	
<p>Meeting was paused for 10 minutes to address the technical issues in the room</p> <p>Meeting was reconvened and a roll call conducted to re-establish quorum</p>		
7.	<p>Quality Assurance Report by Martha Webb-Jones:</p> <p>Martha reviewed the Quality Assurance slides that were in the meeting packet. She also reviewed the Quality Metrics System being implemented. She emphasized that there is only one set of measures for both Green Country Workforce and Eckerd. Her team is working on a dashboard type format to track the measurables.</p>	No Action Necessary
8.	<p>One Stop Operator Report by John Collins reported on the following:</p> <ul style="list-style-type: none"> • John gave a video tour of the Tulsa American Job Center. He advised that they held their first employer job fair last Wed. in the Community Room. • Certification of the different AJC's should be completed no later than the October Board meeting. • Current partners in the TAJC are OESC, Tulsa Responds, SNAP, and a commitment from Veteran Affairs. <p>John introduced Dannielle Brun, Operations Director for Eckerd in the absence of Travis Alexander. Dannielle reported that in the first 30 days:</p> <ul style="list-style-type: none"> • Eckerd is up and operational, meeting with clients, and providing services. • 13 new enrollments – 10 in approval process. • \$27K training obligations with 6 new ITA's • Implemented a budget vs. actual tracking mechanism to ensure funding runs through the entire program year. • 4 open positions currently – 2 offers made pending credentialing. 	No Action Necessary

9.	<p>Fiscal Agent Report by Gail Armstrong: Gail reviewed the documents in the meeting packet which included the Green Country Workforce Development Board Grant Activity Report as of 6/30/2021. She also shared the Southern Workforce Board Inc. financials as examples of info she will provide GCW going forward.</p>	No Action Necessary
10.	<p>Chair Update by DeLaney Rea:</p> <ul style="list-style-type: none"> • Open House Committee met last week following the Executive Committee meeting. Decision was made to postpone a big open house due to rising Covid numbers. Official opening will be held after the Growing Talent for Tomorrow event in January 2022. • It's important to have an opportunity for Board members to network. The Chair suggested a quick survey will be sent out to the Board asking why are you interested in being on the GCW Board? And what do you want to get out of serving for yourself and your organization? 	Request for mini bio and answer to survey questions to be sent out on behalf of Chair
11.	<p>Executive Director Report by Rachel Hutchings:</p> <ul style="list-style-type: none"> • Rachel is traveling to various counties to build partnerships and ensure them that we are open and ready to receive and assist clients. • She gave an update on GCW's Covid precautions. • She reported on the success of the grant by WPX powered by Devon Energy for the Oasis Fresh Market in North Tulsa. • The Local plan will be sent out to the Board and placed on the website to allow for the 30-day public comment. • Rachel feels that the current Eckerd service provider contract is the most solid contract we have had as it is clear on roles and responsibilities and how money is spent. • Rachel acknowledged her appreciation to Cherokee Nation for the great partnership. 	No Action Necessary
12.	<p>New Business:</p> <ul style="list-style-type: none"> • Diane Kelley requested following the meeting the group gather for a picture for the Cherokee Nation newsletter. • Diane very generously held a raffle for 10 prizes. 	No Action Necessary

	<ul style="list-style-type: none"> • Casi Martin from OESC mentioned that the Tahlequah office is close to meeting location if anyone wants a tour. Also, she said that they are very close to moving into the Tulsa Center. • The group showed their appreciation to the Cherokee Nation and Diane Kelley for hosting the meeting today. 	
13.	Old Business: None	No Action Necessary
14.	Meeting was adjourned at 11:38 AM.	Motion made by: Ken Busby Second by: Tony Heaberlin Meeting adjourned

Chair Signature _____

Date _____

**Next Board Meeting is scheduled for
Thursday, December 9, 2021 – 9:30 AM to noon
At NSU – Broken Arrow Campus**

Board Members: Kathy Adair, Tom Albaugh, Rhonda Archer, Celia Armstrong, Jennifer Bentley, Kelly Beyer, Daniel Bradley, Robert Brown, Ken Busby, Eloy Chavez, Cody Cox, Ted Cundiff, Diane Eason Contreras, Mike Ebert, Joe Epperley, Joseph Fuller, Terry Goodson, Amber Hatten, Tony Heaberlin, Rachel James, Ted Jenkins, Diane Kelley, Falen LeBlanc, Chelsea Levo-Fearny, Jay Littlejohn, Amy McCready, David Oliver, Jennifer Overmeyer, Karen Pennington, Janet Pieren, Ron Ramming, Delaney Rea, Rachel Savage, Peter Selden, Jacob Shivers, Lesli Shoals, Lisa Smith, Amy Spencer, Sarah Stisser, Danielle Storie, Tim Thompson, Lorie Trentham, John Vanderheiden, Landon Varnell, Jason Winters

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TDD/TTY: 1-800-722-0353