



# GREEN COUNTRY WORKFORCE

Green Country Workforce Development Board  
Executive Committee  
08/05/2021 Meeting Minutes

10:01 a.m. The Executive Committee Chair, Delaney Rea, called the meeting to order.		
<b>ATTENDEES</b>		
<b>Members Attending in Person:</b> Celia Armstrong, Kelly Beyer, Ken Busby, Mike Ebert, Joseph Fuller, Amber Hatten, Diane Kelley, Jay Littlejohn, Delaney Rea, Tim Thompson		
<b>Member Attending Virtually:</b> Tom Albaugh		
<b>Absent Members:</b> Peter Selden		
<b>Board Staff in Person:</b> Rachel Hutchings, Julie Van De Wege, Jeanne Blackwell		
<b>Board Staff Virtually:</b> Wesley Mitchell, Cherie Stierwalt, Martha Webb-Jones, John Collins,		
<b>Guests:</b> Gail Armstrong, Travis Alexander		
Item	Description / Discussion	Action
1.	<b>Reviewed &amp; Approved</b> the 06/10/2021 Executive Committee Meeting Minutes.	<b>Motion to Approve:</b> Ken Busby <b>Second:</b> Mike Ebert <b>Vote:</b> Motion carried
2.	<b>Discussed &amp; Approved</b> the 06/30/2021 Executive Committee Special Meeting Minutes.	<b>Motion to Approve:</b> Ken Busby <b>Second:</b> Diane Kelley <b>Vote:</b> Motion carried
3.	<b>Discussed &amp; Approved</b> the Green Country Workforce Development Board Regional Plan.	<b>Motion to Approve:</b> Diane Kelley <b>Second:</b> Celia Armstrong <b>Vote:</b> Motion carried
4.	<b>Discussion &amp; Action on</b> 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 Area Contract with Eckerd.	<b>Motion to Approve:</b> Tim Thompson <b>Second:</b> Ken Busby <b>Vote:</b> Motion carried

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

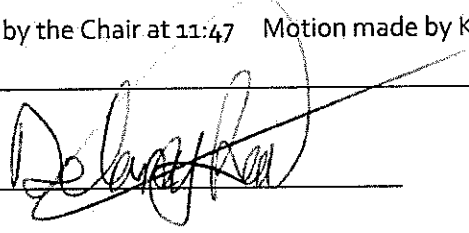
5.	<p><b>Reviewed &amp; Approved</b> the Consent Agenda as contained in the meeting packet and presented by the Green Country Workforce Deputy Director, Cherie Stierwalt. Only two more policies remaining for review.</p>	<p><b>Motion to Approve:</b> Celia Armstrong <b>Second:</b> Jay Littlejohn <b>Vote:</b> Motion carried</p>
6.	<p><b>Committee/Council Reports:</b></p> <ul style="list-style-type: none"> <li>• Board Development Committee (BDDC) Chair, Ken Busby, reported about the following: <ul style="list-style-type: none"> <li>○ Growing Talent for Tomorrow half day hybrid event scheduled for January 12, 2022. Eloy Chavez has offered for NSU Broken Arrow to host and manage registration again this year. Celia Armstrong advised that TTCU will be the presenting sponsor. Thank you to both NSU Broken Arrow and TTCU for their support of this event.</li> </ul> </li> <li>• Business Development Committee Chair, Amber Hatten deferred to Green Country Workforce Business Services Director, Wesley Mitchell's report later in the agenda.</li> <li>• Finance Strategy &amp; Oversight Committee Chair, Celia Armstrong reported about the following: <ul style="list-style-type: none"> <li>○ Grateful to Gail Armstrong for the reports and accountability she has provided. The Finance Strategy &amp; Oversight Committee reviewed the format in the Southern Workforce Board example Gail provided. Beginning with July 1 reporting, the reports will reflect Green Country Workforce data.</li> <li>○ Braided funding</li> </ul> </li> <li>• Innovative Workforce Opportunity Council (IWOC) Chair, Kelly Beyer reported Council is undergoing a restructure. A survey will be sent out to the full Board and other organizations to assist with: <ul style="list-style-type: none"> <li>○ Gathering info about how we can best understand and work together to partner with these organizations. Questions will include what challenges are they facing in addition to recruiting?</li> <li>○ Also, will be used as a recruiting tool for interest in serving on IWOC Council.</li> </ul> </li> <li>• Youth Committee Chair, Jay Littlejohn reported that the committee is regrouping and working on their mission statement. <ul style="list-style-type: none"> <li>○ Updating a resource guide to show what offerings are available and identify gaps in services.</li> <li>○ Also, a hybrid type resource fair is being considered for the near future.</li> <li>○ Meeting schedule revised to meet every other month vs. monthly.</li> </ul> </li> </ul>	<p><b>No Action Necessary</b></p>

7.	<p><b>Quality Assurance Report:</b> Martha Webb-Jones provided a brief overview of the organization's current activity around monitoring:</p> <ul style="list-style-type: none"> <li>• Turned in final responses to OOWD on Friday for Tulsa PY19 monitoring.</li> <li>• New Grantee monitoring process – done for newly formed area working with OOWD team this week re: policies, procedures, contracts, center readiness, branding, outreach, etc.</li> <li>• Negotiating PY21 performance targets with the state.</li> <li>• Fully executed service provider contract out to everyone today.</li> <li>• Implementation of a quality management system.</li> </ul> <p>In addition, Martha reviewed the slides included in the meeting packet. She reported that GCW Data Analyst, Alex Whitfield, is creating a dashboard to track quality measurements. Martha emphasized that the measures belong to everyone (Eckerd and Green Country Workforce) as we are working toward one goal with one dashboard.</p> <p>The Executive Committee thanked Martha for her work on this project.</p>	No Action Necessary
8.	<p><b>Business Services Director Report:</b> Green Country Workforce Business Services Director, Wesley Mitchell gave an update on the following activities:</p> <ul style="list-style-type: none"> <li>• Rapid Response process – customize agenda for the organization. Last week 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, and Wes talked about our services and how they can start a new career. It was suggested that specific companies could be invited to the Rapid Response meeting as a potential employer. Wes said that he will include this committee on any future invites.</li> <li>• Partnership with Skillful – how to design a job description that outlines specific skills needed. How to evaluate, recruit, select, onboard, and retain employees.</li> </ul> <p>Rachel clarified that Wes Mitchell and his two employees, De'Andre Fahie and Amber Cutshaw are the Business Services team that covers the 11 counties in Green Country Workforce. Please reach out to Wes with any contact information for a business who might need our services.</p>	No Action Necessary
9.	<p><b>One Stop Operator Report:</b> Green Country Workforce One Stop Operator, John Collins advised:</p> <ul style="list-style-type: none"> <li>• Still doing some punch list items around center.</li> <li>• OESC lease negotiation IFA and MOU in place shortly.</li> <li>• Held a joint meet/greet with the staffs from Eckerd, OESC, and the Green Country Workforce on July 21. Desk selections were made at that time.</li> </ul>	No Action Necessary

	<ul style="list-style-type: none"> <li>Working toward certification due date of October 1.</li> <li>Continuing to look for new partners to join the center.</li> </ul> <p>Travis Alexander from Eckerd reported on the following activity in the first 30 days of operation:</p> <ul style="list-style-type: none"> <li>8 new enrollments; 15 in review process.</li> <li>\$16,760 allocated for training accounts.</li> <li>Full staffing is 21 staff members – currently have 4 openings and actively recruiting the 4.</li> <li>1 ½ days of staff training</li> <li>Weekly staff meetings</li> <li>Semi-weekly meetings with GCW staff</li> </ul>	
10.	<p><b>Fiscal Agent Report:</b> Gail Armstrong reported that the report she is presenting as contained in the meeting packet is a Grant Activity Tracker and will have more information added (e.g., Number of clients assisted financially) and will look different in the future. The example from the Southern Workforce page will be tweaked to incorporate requested GCW info to include Year to Date comparison and county allocations. This new report will be available at the October 21 Board meeting.</p>	No Action Necessary
11.	<p><b>Chair Update:</b> The chair reported about the following:</p> <ul style="list-style-type: none"> <li>The matter of the appeal at the special meeting held on 6/30/2021 is now closed with the full support of OOWD.</li> <li>NAWB takeaway – How do we keep our board members engaged? Delaney would like to reformat introduction section to allow more networking time for members. Important questions to answer are 1) why are you serving on the board? and 2) what do you hope to get out of it for yourself and your organization? Suggestions were made to develop a survey that answers those questions as well as provides basic directory type information (name, company, contact info, etc.). This info would be used on the name placards. In addition, a directory could be created to include a photo along with the info. Also, to maximize the introduction time in meetings, it was suggested that we focus on 3 or 4 board members at each meeting and rotate through the roster.</li> <li>It is time to do the Executive Director review. Delaney will be requesting feedback from Executive Committee, staff, and maybe some other partners. Delaney's goal is to have this completed this month.</li> <li>First meeting of the Open House Ad Hoc Committee meeting will be held following this meeting. All are welcome to join.</li> </ul>	No Action Necessary
12.	<p><b>Executive Director Update:</b></p> <ul style="list-style-type: none"> <li>ICTC lease info will be in the Board packet.</li> <li>Local plan process same for 30-day review/comment period.</li> <li>Staff mask mandate is still in place for GCW staff with an option to either work remotely or come to the office. She would appreciate any feedback on how other companies are handling this.</li> </ul> <p>Rachel is so proud of the team, and she wants Board members to be proud to be on the Board.</p>	No action Necessary

13.	<b>New Business:</b> Diane Kelley asked about the state funding for the Mid America Industrial Park expansion. Rachel said we probably won't see any additional state funding. She also reported that she and Michelle Bish from Northeastern Workforce Board will be working collaboratively across the 11 counties. Rachel has also asked her directors to put together a budget to assist with a predictive budgeting process vs. allocating dollars given.	No Action Necessary
14.	<b>Old Business:</b> None	No Action Necessary
<b>Meeting Adjourned</b> by the Chair at 11:47 Motion made by Ken Busby and a second made by Kelly Beyer.		

Chair Signature: \_\_\_\_\_



Date: 10/7/21