



# GREEN COUNTRY WORKFORCE

**Green Country Workforce Development Board – Local Elected Officials  
Program Year 2021, 1<sup>st</sup> Quarter Meeting  
Date: 09/14/2021    Time: 10:00 -11:00 am**

10:04 AM	The meeting was called to order by Chief Local Elected Official (CLEO), Creek County Commissioner, District 2, Leon Warner, and quorum was established via roll call.	
<p><b><u>County Commissioners Present:</u></b> Sam Chandler, Ken Doke, Tim Kelley, Steve Talburt, David Walker, CLEO Leon Warner, Ray Watts</p> <p><b><u>County Commissioners Absent:</u></b> Charles Brown, Monty Grider, Clif Hall, Stan Sallee</p> <p><b><u>Green Country Workforce Development Board Staff:</u></b> Rachel Hutchings, Julie Van De Wege, Jeanne Blackwell</p> <p><b><u>Green Country Workforce Development Board Staff via Zoom:</u></b> John Collins, Wes Mitchell, Martha Webb-Jones</p> <p><b><u>Guest via Zoom:</u></b> Gail Armstrong</p>		
Item	Description / Discussion	Action
1.	<p><b>Review and Approved</b> the 06/08/2021 Green Country Workforce Development Board – Local Elected Officials Meeting Minutes as contained in the meeting packet.</p>	<p><b><u>Motion to Approve:</u></b> Tim Kelley</p> <p><b><u>Second:</u></b> Ken Doke</p> <p><b><u>Abstention:</u></b> Sam Chandler</p> <p><b><u>Vote by Roll Call:</u></b> Vote was approved</p>
2.	<p><b>Presentation</b> of Financials @ 6/30/2021 given by Gail Armstrong. She showed the format that Southern Workforce Board uses and reported on the \$1.48 million in grant activity for the three funding streams.</p>	<p><b><u>No Action Necessary</u></b></p>

3.	<p><b>Reviewed and Approved</b> the Program Year 2021 Green Country Workforce Development Board Budget, Revision 1 as included in the meeting packet and presented by Gail Armstrong.</p>	<p><b><u>Motion to Approve:</u></b> Ken Doke</p> <p><b><u>Second:</u></b> Ray Watts</p> <p><b><u>Vote by Roll Call:</u></b> Vote was unanimous</p>
4.	<p><b>Reviewed and Approved</b> the Financials @ 7/31/2021 as included in the meeting packet and presented by Gail Armstrong.</p>	<p><b><u>Motion to Approve:</u></b> Ken Doke</p> <p><b><u>Second:</u></b> Tim Kelley</p> <p><b><u>Vote by Roll Call:</u></b> Vote was unanimous</p>
5.	<p><b>Discussed and Revised</b> the Local Elected Officials Consortium Agreement with revisions to be made as follows:</p> <ul style="list-style-type: none"> <li>• Item 2 change the title to "Term of Agreement"; change date to be effective until June 30, 2022; and change the wording to read that any party may terminate their county's participation in this agreement by giving advance written notice to each of the parties on or before January 1 of the year in which termination is to occur.</li> <li>• Item 3 will have term language added after the first paragraph wording. The language regarding the term proposed by CLEO Warner is as follows: Term will be one year for CLEO with an option for another year if agreed and approved by the LEO's.</li> <li>• Item 4 will be updated with the information for INCOG as the new Fiscal Agent Designation.</li> <li>• Item 7 will be revised to indicate that a quorum will be a simple majority.</li> </ul>	<p><b><u>Motion to Approve:</u></b> Ken Doke</p> <p><b><u>Second:</u></b> Sam Chandler</p> <p><b><u>Vote by Roll Call:</u></b> Vote was unanimous</p>




6.	<p><b>Discussed and Approved</b> the recommendation from the Green Country Workforce Development Board’s Finance Strategy &amp; Oversight Committee to move forward with naming INCOG as the new Fiscal Agent for Green Country Workforce. The formal start date for INCOG is January 1, 2022 but could be earlier if they get a person onboarded and trained before then. The cost of the contract will be \$175K for the first year and \$160K for subsequent years. In the interim period of October 18, 2021, to January 1, 2022, Gail Armstrong offered that she is willing to work with Green Country Workforce and INCOG to ensure a smooth transition to INCOG.</p>	<p><b><u>Motion to Approve:</u></b> Ken Doke</p> <p><b><u>Second:</u></b> Leon Warner</p> <p><b><u>Vote by Roll Call:</u></b> Vote was unanimous</p>
7.	<p><b>Discussed and Approved</b> the Local Elected Officials 2022 Regular Meeting Calendar. Meetings will be on Tuesdays from 10:00 -11:30 AM and will be held at Connors State College with the meeting room to be determined closer to meeting dates. Dates are:</p> <ul style="list-style-type: none"> <li>• March 8</li> <li>• June 7</li> <li>• September 13</li> <li>• December 13</li> </ul>	<p><b><u>Motion to Approve:</u></b> Tim Kelley</p> <p><b><u>Second:</u></b> Sam Chandler</p> <p><b><u>Vote by Roll Call:</u></b> Vote was unanimous</p>
8.	<p><b>Quality Assurance Report</b> was given by Martha Webb-Jones. She reviewed the slides showing the monitoring activity. The presentation was sent out to the LEO’s following the meeting.</p>	<p><b><u>Presentation sent to LEO’s</u></b></p>
9.	<p><b>Business Services Director Report</b> was given by Wes Mitchell. He shared a presentation which was sent out to the LEO’s following the meeting on the Oasis Market which is a full-service grocery store in North Tulsa. A grant by WPX powered by Devon was recently received which will be used to close the gap with online training for new employees and upskilling for current employees for leadership opportunities. We are subsidizing some OJT training and WEX interns. Wes reviewed the online training modules.</p> <p>In addition, Rachel mentioned that there are plans to open a grocery store in West Tulsa and in Collinsville. As they expand their stores, we will be able to replicate this training model with them.</p>	<p><b><u>Presentation sent to LEO’s</u></b></p>

10.	<p><b>One Stop Operator Report</b> was given by John Collins. John reported that the current partners that are already in the TAJC or committed to move in the Center include:</p> <ul style="list-style-type: none"> <li>• OOWD, Tulsa Responds, OESC, OK Dept. of Veteran Affairs, and OK Office of Rehabilitation Services.</li> <li>• Facility is up and running and we're working on getting signage.</li> <li>• OESC is committed to be in the building October 1<sup>st</sup>.</li> <li>• Event was held on Aug 31<sup>st</sup> – Community Navigators through Flourish Tulsa with Green Country Workforce. The goal was to have 20-25 attendees receive info in their languages on services GCW provides.</li> <li>• Center Certification will be done around Oct. 15<sup>th</sup> so the information can get to the Board for approval for TAJC, Sapulpa, and Muskogee centers. John has a committee in place to do the certifications as he cannot do that as the One Stop Operator.</li> <li>• We lost our Eckerd Program Manager last week, but things are still moving forward. Regional numbers are: <ul style="list-style-type: none"> <li>• 25 new enrollments; \$113K in ITA's spent so far.</li> <li>• 18 additional enrollments in review and processing for 9 ITA's.</li> <li>• Still moving forward serving clients from previous provider to get them in the system.</li> </ul> </li> </ul> <p>CLEO Warner mentioned that he is hearing good comments from the State about what John has been doing at the TAJC.</p>	<u><b>No Action Necessary</b></u>
11.	<p><b>Chair Report</b> was given by Commissioner Leon Warner. CLEO Warner reported that our staff is still going through a lot and the State has indicated that we are now the largest workforce board in the state of Oklahoma. State is very keenly aware, and they are very involved in various aspects of the merger. Currently, we have provisional board certification that is dependent on the Fiscal Agent Designation.</p> <p>The LEO's appreciate the communication by Rachel to keep them updated and gave her kudos on making the merger happen.</p>	<u><b>No Action Necessary</b></u>
12.	<p><b>Executive Director Report</b> was given by Rachel Hutchings. Eckerd Program Manager passed away this week due to COVID. They are taking cases from both areas as well as taking in new clients. They have some real challenges at this time, but they are moving forward.</p> <p>Rachel is still working on getting out to the communities throughout the eleven counties. She currently has been to Stilwell, Sallisaw, Okmulgee, Northern Oklahoma Regional Alliance, and Broken Arrow. If your counties have an Economic Development Officer, let Rachel know as she would like to form relationships to help with economic development in your counties.</p> <p>Looking at the staffing structure to assist us with getting dollars that are outside of WIOA.</p>	<u><b>No Action Necessary</b></u>



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13.	<b>New Business:</b> None.	<u>No Action Necessary</u>
14.	<b>Old Business:</b> None.	<u>No Action Necessary</u>
15.	<b>Meeting adjourned</b> at 11:07 AM. The meeting was adjourned as motioned by Commissioner Ken Doke and seconded by Commissioner Tim Kelley.	

CLEO Signature: 

Date: 12/14/21