



**Green Country Workforce Development Board
Minutes from Meeting on October 21, 2021**

10:03 A.M.	Chair, Delaney Rea called the meeting to order
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Attending Board Members: Amy McCreedy, Bill Shelby, Casi Martin (alt. for Cody Cox), Christopher Pierce, Danielle Storie, Delaney Rea, Diane Kelley, Falen LeBlanc, Jay Littlejohn, Jennifer Overmeyer, Joseph Fuller, Karen Pennington, Kathy Adair, Kelly Beyer, Ken Busby, Lesli Shoals, Lisa Smith, Pete Selden, Rachel Savage, Rhonda Archer, Robert Brown, Ron Ramming, Tim Thompson, Tony Heaberlin

Attending Via Zoom: Eloy Chavez, Janet Pieren

Absent Members: Amy Spencer, Celia Armstrong, Chelsea Feary Levo, Cody Cox, Daniel Bradley, David Oliver, Diane Eason Contreras, Jacob Shivers, Jason Winters, Jennifer Bentley, Joe Epperley, John Vanderheiden, Landon Varnell, Lorie Trentham, Sarah Stisser, Ted Cundiff, Ted Jenkins, Terry Goodson, Tom Albaugh

Board Staff: Rachel Hutchings, Cherie Stierwalt, Jeanne Blackwell, John Collins, Julie Van De Wege

Attending Via Zoom: Martha Webb-Jones, Belinda Wall

Guests via Zoom: Gail Armstrong

Item	Description/Discussion	Action
1.	<p>Dr. Ron Ramming, President of Connors State College welcomed the Board to the Muskogee campus.</p> <p>Chair Delaney Rea introduced three Board Members who each gave a brief professional bio as well as shared why they choose to serve on the Green Country Workforce Development Board. Those introduced were:</p> <p>Dr. Ron Ramming, President, Connors State College</p> <p>Tim Thompson, Community Affairs Manager Eastern Oklahoma / Muskogee OG&E</p> <p>Janet Pieren, Director, Administrative Operations and Compliance Tulsa Economic Development Corporation (TEDC)</p>	

2.	Reviewed & Approved the 10/21/2021 Board Meeting Minutes	<p>Motion to Approve: Ken Busby</p> <p>Second: Rhonda Archer</p> <p>Vote: Motion carried</p>
3.	Reviewed the Green Country Workforce Board Annual Fundraising Plan - 2021-2022 as included in the meeting packet.	No action necessary
4.	<p>Review & Action on Consent Agenda: All items may be approved together, or any item(s) may be voted on separately at the request of any Board member. Copies of all documents were included in the meeting packet. The following items were reviewed and approved by the Executive Committee on 10/7/2021.</p> <p>Following the Executive Committee on 10/7/2021, it was brought to our attention that two documents needed to have corrections made to them. The two documents were the Local Plan and the Youth Policy. Please see below for the requested corrections:</p> <ul style="list-style-type: none"> A. Green Country Workforce Development Local Plan . A correction was asked to be made after the Executive Committee approved this document in their 10/7/2021 meeting. Correction is to page 11 of this document to revise the verbiage in the Unemployment Data and Wage Data section. Last sentence on the page should read "Two counties, Adair and Sequoyah, of 11 counties in the region had a lower unemployment rate currently as compared to the previous data. The other 9 counties all saw increases in their unemployment rate." B. Workforce Partner Memorandum of Understanding (July 2021 – June 2022) Policies: C. P-0200200 – Data Integrity, Validation, and Program Notes - Attachments A – O D. P-0300100 – Adult and Dislocated Worker Policy E. P-0300400 – Youth Program Policy . A correction was asked to be made after the Executive Committee approved this document in their 10/7/2021 meeting. Correction is to change the name from Youth Committee to Youth Council. F. P-0300500 – Youth Incentive Policy - Attachments A-D 	<p>Motion to Approve Corrections and Consent Agenda: Karen Pennington</p> <p>Second: Kelly Beyer</p> <p>Vote: Motion carried</p>

	<p>Consent Agenda continued:</p> <p>G. P-0300600 – Interns and Work Experience Policy - Attachments A – F</p> <p>H. P-0300700 – Supportive Services Policy</p> <p>I. P-0400300 – Incumbent Worker Training Policy - Attachments A-F</p>	
5.	<p>Review & Action on 2022 Dates for Open Meetings approved by Board Development Committee at the 9/16/2021 meeting and Executive Committee 10/7/2021 meeting. These dates must be approved and to the Secretary of State by December 15th. Currently, there is no legislation to allow for virtual meetings.</p>	<p>Motion to Approve: Tony Heaberlin</p> <p>Second: Amy McCready</p> <p>Vote: Motion carried</p>
6.	<p>Review & Action on the Acceptance of Comprehensive Center Certification reports presented by One Stop Operator, John Collins. The certifications for the three centers located in Tulsa, Sapulpa, and Muskogee is due to the State on 10/22/2021. If anyone would like a copy of the certification documents, please let John Collins know. John mentioned that David Crow of OOWD did the certifications for the Sapulpa American Job Center and Muskogee American Job Center. Pete Selden did the certification for the Tulsa American Job Center.</p> <p>Tulsa American Job Center was given provisional certification due to needing signage and the kit for use by those with disabilities. For the signage to meet the mall requirement it must be lighted and permitted which will cost about \$20-25K. The kit for those with disabilities will need to be purchased if can't locate one from inventory for TAJC. The price is about \$5K.</p> <p>Please let John know if you have any info or contacts to assist with helping with either one of these expenses.</p>	<p>Motion to Approve: Ken Busby</p> <p>Second: Tony Heaberlin</p> <p>Vote: Motion carried</p>
7.	<p>Committee/Council Reports:</p> <p>Board Development Committee Chair Ken Busby reported on the Growing Talent for Tomorrow event to be held on 1/12/2022. 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>	

	<p>Committee/Council Reports continued: Format includes the Opening by Brent Kisling and Matt Pinnell will be the keynote speaker. There will be three sessions to include the topics of 1) Benefits of hiring those that have been justice involved; 2) Benefits of hiring immigrants and refugees; and 3) Retention strategies in the "Great Resignation".</p> <p>Deadline for Corporate Sponsorship pledge is 12/3/2021. For more information contact Rachel Hutchings or Jeanne Blackwell.</p> <p>Business Development Committee report was combined with the Business Services update given by Brenda Wall in the absence of Wes Mitchell.</p> <p>Finance Strategy & Oversight Committee Chair Celia Armstrong was not in attendance. In her absence, Janet Pieren gave the update. The FS&OC Committee met on 9/27/2021 to review for the RFP for the Fiscal Agent because the contract with Southwestern Board ended on 10/15/2021. The Committee met on 9/13/2021 to discuss and review the findings. One bid received by INCOG. INCOG will have staff trained by 1/1/2022. In the interim time, Rob Taylor, a Green Country Workforce employee, will serve as the Fiscal Agent.</p> <p>Special thank you to the FS& OC Committee as well as to Rachel Hutchings, Martha Webb-Jones, and the Green Country Workforce team.</p> <p>Innovative Workforce Opportunity Council Chair Kelly Beyer reported 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. For the next meeting on 11/4/2021 Ashlie Casey will present about the 211 of Eastern Oklahoma. Let Kelly know if you would like to attend the virtual meeting.</p> <p>Youth Council Chair Jay Littlejohn reported that the Youth Council met on 10/5/2021. During this meeting they reviewed results of a Youth Council survey. The group met again on 10/15/2021 for a SWOT analysis. The information gathered in the SWOT on 10/15 supported the information we had found in the SWOT done for the regional plan. A strong mission statement is to be created.</p>	<p>No Action Necessary</p>
<p>8.</p>	<p>Business Services Director Report was given by Brenda Wall in the absence of Wes Mitchell:</p> <p style="text-align: center;"><u>Workforce Update:</u></p> <p>Our demand includes over 60 entry level, Path to Family Sustainable wage career jobs including 20 internships (work-based learning) opportunities across our entire region, primarily manufacturing.</p>	<p>No Action Necessary</p>

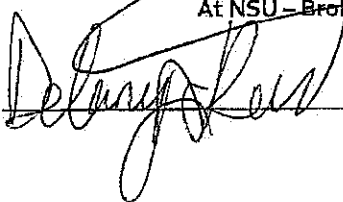
	<p>Business Services Director Report continued: With no applicants, employers are starting to refer potential employees to our program without understanding the strict Federal Workforce Innovation and Opportunity Act (WIOA) eligibility requirements. We want to present this summary so that the Board understands and can articulate the limitations. The one-page WIOA Eligibility Summary in the meeting packet was reviewed.</p> <p>The good news is in the training pipeline. This fiscal year we currently have in high demand occupations 11 nursing and 25 in Commercial Driver's License (CDL) training programs.</p> <p style="text-align: center;"><u>Industry Updates</u></p> <p>Aging Baby Boomer employee base combined with the need for net new employees has resulted in the demand for workers exponentially exceeding the supply.</p> <ol style="list-style-type: none"> 1. Highlighted needs include electrical linemen, rural water workers, and manufacturing. 2. Many companies are removing hiring pre-requisites like High School Diploma, and drug and background checks. 	
9.	<p>Quality Assurance Report by Martha Webb-Jones: Martha reviewed the Quality Assurance slides that will be sent out to the Board following the meeting.</p>	<p>Presentation to be sent out to the Board</p>
10.	<p>One Stop Operator Report by John Collins reported on the following: Tulsa American Job Center is opened as of 10/4/2021. Current partners in the building are OESC, OOWD, OK Dept of Veteran Affairs, Tulsa Responds, and Amerisource personnel.</p> <p>John shared two short videos from the Community Navigator event held in August 2021 at the TAJC. The event was in partnership with Flourish Tulsa. Rachel mentioned that the videos will be on the Green Country Workforce social media platforms.</p>	<p>No Action Necessary</p>
11.	<p>Fiscal Agent Report: Gail Armstrong provided updates on the three financial reports included in the meeting packet.</p> <p>Reviewed the Green Country Workforce Development Board Financials as of 6/30/2021.</p>	<p>No Action Necessary</p>

	<p>Fiscal Agent Report continued:</p> <p>Reviewed & Approved the Green Country Workforce Development Board PY21 Budget –revised 9/2/2021.</p> <p>Review & Approved the Green Country Workforce Development Board Financials as of 8/31/2021</p> <p>In closing, Gail mentioned that she will provide a list of items pending as well as what has been accomplished. In addition, Gail will be available to help during the transition to the new Fiscal Agent.</p>	<p>Motion to Approve: Ken Busby</p> <p>Second: Karen Pennington</p> <p>Vote: Motion carried</p> <p>Motion to Approve: Pete Selden</p> <p>Second: Diane Kelley</p> <p>Vote: Motion carried</p>
<p>12.</p>	<p>Chair Update: Delaney Rea reported that we have received 28 responses to the Board Directory information request. Diane Kelley requested a similar type of directory for the Green Country Workforce staff.</p> <p>Chair Delaney Rea's due date is 11/21/2021 and Tim Thompson, Board Chair-Elect will be serving in the interim for the next Board meeting.</p>	<p>No Action Necessary</p>
<p>13.</p>	<p>Executive Director Update: Rachel Hutchings shared that there were some adjustments to the Board staff effective 10/4/2021. Rachel reviewed the changes involving the teams led by Wes Mitchell and Martha Webb-Jones. Brenda Wall and John Collins are now part of the Business Services, Programs, and Partnerships. We adjusted HR and QA to add Administration under Martha. Mike Branan will assist with infrastructure, reports, contracts, etc. Rachel will send out the Accountability Chart to the Board members.</p> <p>Preparing for DOL monitoring.</p> <p>Communications committee is established now. If you are active on social media, please like, share, comment on Green Country Workforce social media which includes Facebook, LinkedIn and Instagram.</p>	<p>Accountability Chart to be sent out to the Board</p>

	<p>Executive Director Update continued: INCOG relationship is going well. Really happy that they wanted to work with us. Designation came through Local Elected Officials meeting on 9/14/2021.</p> <p>Eckerd onboarding – Currently there are 600 open cases between the two areas. Even though they are not fully staffed at the time and recently lost their Program Director to COVID, they are doing a great job.</p> <p>Working on getting an appointment with Sen. Leewright to see how we can help all the constituents in the area. Rachel is still trying to determine how to effectively communicate with the legislators. If you have any ideas or suggestions, please let Rachel know. Ken Busby suggested we hold a Legislative reception.</p>	
14.	<p>New Business: Jennifer Overmeyer and Chair Delaney Rea had a great prior conversation about bringing people into the workforce previously justice involved. Jennifer is compiling a list of organizations that are involved. If you have any organizations to add to her list, please contact Jennifer.</p>	Contact Jennifer with any additional information
15.	<p>Old Business: None</p>	No Action Necessary
16.	Meeting was adjourned at 11:55 AM	<p>Motion to Adjourn: Tony Heaberlin</p> <p>Second: Ken Busby</p> <p>Meeting adjourned</p>

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

Chair Signature: _____



Date: _____

3/7/22

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, Joe Epperley, Joseph Fuller, Terry Goodson, Tony Heaberlin, Ted Jenkins, Diane Kelley, Falen LeBlanc, Chelsea Levo-Feary, Jay Littlejohn, Amy McCready, David Oliver, Jennifer Overmeyer, Karen Pennington, Christopher Pierce, Janet Pieren, Ron Ramming, Delaney Rea, Rachel Savage, Peter Seider, Bill Shelby, Jacob Shivers, Lesli Shoals, Lisa Smith, Amy Spencer, Sarah Stisser, Danielle Storie, Tim Thompson, Lorie Trentham, John Vanderheiden, Landon Varnell, Jason Winters