



**Green Country Workforce Development Board
Executive Committee
10/7/2021 Meeting Minutes**

2:04 PM	The Executive Committee Chair, Delaney Rea, called the meeting to order.	
ATTENDEES		
Members Attending in Person: Celia Armstrong, Kelly Beyer, Joseph Fuller, Jay Littlejohn, Delaney Rea, Pete Selden, Tim Thompson		
Absent Members: Tom Albaugh, Ken Busby, Amber Hatten, Diane Kelley		
Board Staff in Person: Rachel Hutchings, Cherie Stierwalt, John Collins, Wes Mitchell, Martha Webb-Jones, Julie Van De Wege, Jeanne Blackwell		
Guests: Gail Armstrong		
Item	Description / Discussion	Action
1.	Reviewed and Approved the 08/05/2021 Executive Committee Meeting Minutes as included in the meeting packet.	<u>Motion to Approve:</u> Jay Littlejohn <u>Second:</u> Kelly Beyer <u>Vote:</u> Motion carried
2.	Reviewed and Approved the Green Country Workforce Board Annual Fundraising Plan –2021-2022 as included in the meeting packet.	<u>Motion to Approve:</u> Celia Armstrong <u>Second:</u> Jay Littlejohn <u>Vote:</u> 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

3.	Reviewed and Approved the Green Country Workforce Development Board Local Plan as included in the meeting packet.	<p><u>Motion to Approve:</u> Pete Selden</p> <p><u>Second:</u> Kelly Beyer</p> <p><u>Vote:</u> Motion carried</p>
4.	Reviewed and Approved the Workforce Partner Memorandum of Understanding (July 2021 – June 2022) as included in the meeting packet.	<p><u>Motion to Approve:</u> Jay Littlejohn</p> <p><u>Second:</u> Celia Armstrong</p> <p><u>Vote:</u> Motion carried</p>
5.	<p>Reviewed and Approved the Consent Agenda as included in the meeting packet and presented by the Green Country Workforce Deputy Director, Cherie Stierwalt.</p> <ul style="list-style-type: none"> A. P-0200200 - Data Integrity, Validation and Program Notes - Attachments A - O B. P-0300100 - Adult and Dislocated Worker Policy C. P-0300400 - Youth Program Policy D. P-0300500 – Youth Incentive Policy - Attachments A – D E. P-0300600 - Interns and Work Experience Policy - Attachments A - F F. P-0300700 - Supportive Services Policy G. P-0400300 - Incumbent Worker Training Policy - Attachments A - F 	<p><u>Motion to Approve:</u> Tim Thompson</p> <p><u>Second:</u> Pete Selden</p> <p><u>Vote:</u> Motion carried</p>
6.	Reviewed and Approved the 2022 Dates for Open Meetings as included in the meeting packet.	<p><u>Motion to Approve:</u> Kelly Beyer</p> <p><u>Second:</u> Jay Littlejohn</p> <p><u>Vote:</u> Motion carried</p>
7.	<p><u>Committee and Council Reports:</u></p> <p>Board Development Committee – Rachel Hutchings gave the update in absence of Ken Busby, Chair.</p> <p>Growing Talent for Tomorrow hybrid event on January 12, 2022 from 8:00 AM to 1:30 PM. NSU-BA will be our host sponsor with the only expense to us being catering costs for lunch.</p> <p>The resignation of two Board members has created two openings on the Executive Committee. Rachel reported she will be talking to Ken Busby</p>	

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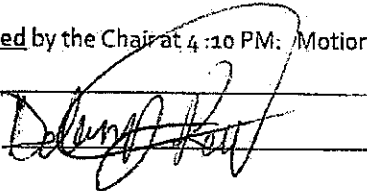
	<p>about filling the openings.</p> <p>Ken Busby and Rachel Hutchings are discussing options for restructuring the Committees to better align with the Board Staff accountability chart.</p> <p>Business Development Committee – Wes Mitchell, Director of Business Services, will provide this report in the Business Services update.</p> <p>Finance Strategy & Oversight Committee – Chair, Celia Armstrong reported on the following:</p> <p>Committee met to review the bid for designation of new Fiscal Agent and discuss any concerns. One bid was received which was from INCOG. They will begin serving as the Fiscal Agent in January 2022 (or sooner if they get the person hired and trained before then). The current Fiscal Agent end date is October 18, 2021. Rachel Hutchings advised that in the interim, Rob Taylor, a Green Country Workforce staff member will be managing the Fiscal Agent duties. The recommendation to move forward with naming INCOG as the new Fiscal Agent was approved and will be voted on by the full Board and the Local Elected Officials.</p> <p>Also, Celia Armstrong gave kudos to Martha Webb-Jones and the entire team for compiling the comprehensive package along with the scoring sheets in a very short window of time and for being available to answer any questions throughout the process</p> <p>Innovative Workforce Opportunity Council – Chair, Kelly Beyer reported that the recent IWOC survey results showed that this group is not sure who to refer people to when they have a need. To address this concern, Kelly Beyer has invited Ashlie Casey to the November 4th IWOC meeting to give a presentation on the 211 of Eastern Oklahoma.</p> <p>Youth Council - Chair, Jay Littlejohn reported that the October 5th meeting was well attended. In the breakout sessions, partners discussed the results of the recent Youth Council survey and identified gaps and needs. One of the main areas identified was outreach. Jay mentioned that partners should take advantage of the programs offered for youth through Business Services led by Wes Mitchell which includes paid internships, etc.</p> <p>The process of creating a generic Youth Council mission statement using the results of the recent survey will be developed in a special meeting on October 8th and will be led by a member of the YC.</p>	
8.	<p>Quality Assurance Report: Martha Webb-Jones reviewed the Quality Update presentation that was sent out to the Committee following the meeting.</p>	

9.	<p>Business Services Director Report – Wes Mitchell, Director of Business Services reported:</p> <p>We want to become a data driven organization. A service we provide is data analytics to various employers (employment trends, growing businesses, as well as overall summary of economic summary by county).</p> <p>Workforce update – over 60 entry level and 20 internships open with no takers.</p> <p>WIOA Eligibility summary one page document was reviewed. This document was sent out to the group following the meeting.</p> <p>Training pipeline – 25+ customers in some type of medical training and 25+ customers in training for CDL.</p>	
10.	<p>One Stop Operator Report: Green Country Workforce One Stop Operator, John Collins advised:</p> <p>We are a One Stop with OESC joining on October 4th.</p> <p>Other partners include Tulsa Responds and Tulsa Housing Authority. Continuing to look for new partners to join the center.</p> <p>AARP has provided 2 individuals and 1 intern provided by the Business Services team to cover the TAJC front desk at no cost to us.</p> <p>Working toward certification due date of October 1. Comprehensive center certification for the Tulsa AJC. Have a certification team working on Monday and Tuesday next week. Will have info to the Board for review/action at the 10/21 Board meeting. Troy, a regional representative from Eckerd, is on site to help with the center certification since Travis Alexander passed away.</p> <p>Events: TAJC is participating as a One Stop Operator at the Veteran Employment virtual training.</p> <p>John attended the Partners Conference in OKC where two Green Country Workforce clients and one business received an Outstanding Alumni of the Year award as well as a Business Leader of the Year award. John participated in the session of ADA requirements within a new facility.</p> <p>Tulsa Housing Authority – Business Services will be part of the event at Comanche Park to register folks for our services. This is an ongoing outreach effort.</p> <p>Hosted Community Navigators event in August. A video of the highlights of the event will be shared at the Board meeting on 10/21.</p>	

11.	<p>Fiscal Agent Report: Gail Armstrong provided updates on the following reports as included in the meeting packet:</p> <p>Review the Green Country Workforce Development Board Financials from 3/10/2021 to 6/30/2021</p> <p>Review & Action on the Green Country Workforce Development Board PY21 Budget –revised 9/2/2021</p> <p>Review & Action on the Green Country Workforce Development Board Financials as of 8/31/2021</p>	<p>No Action Necessary</p> <p>Motion to Approve: Jay Littlejohn</p> <p>Second: Celia Armstrong</p> <p>Vote: Motion carried</p> <p>Motion to Approve: Jay Littlejohn</p> <p>Second: Celia Armstrong</p> <p>Vote: Motion carried</p>
12.	<p>Chair Update: The chair reported about the following:</p> <p>Trying to create more opportunities for networking at our Board meetings. Going forward, intros at the Board meetings will be 2-3 people sharing what they do professionally and why they are serving on the Board. We'll have nameplates for identification purposes. Also, we will try to have food available during the networking time. Thank you to Celia Armstrong who volunteered to provide food for one of the meetings.</p> <p>A suggestion was made that service providers be invited to give a presentation about educational opportunities in addition to those services offered through Business Services.</p>	

13.	<p>Executive Director Update: Rachel Hutchings reported:</p> <p>Working on DOL monitoring preparations.</p> <p>DOL offered some funding for training for Board Members and LEO's which Rachel has accepted. We are getting more information and will keep you updated.</p> <p>Internal Communications team is being developed to assist with social media presence. This Committee will also assist with providing the Executive Director with the data needed to allow for important and timely updates and an annual report.</p> <p>Legislative activity – WJOA is up for reauthorization. Rachel participated in the Tulsa Chamber Education and Workforce taskforce yesterday. Effective February 2022, a CDL license will be required for transporting over 16 people.</p> <p>Rachel reported we have about 50 legislators in our area. She is working to set up a meeting with Sen. Leewright to discuss what do legislators know about public workforce and what do they need to know.</p>	
14.	<p>New Business: Tim Thompson reported it was nice to see both Rachel Hutchings and Wes Mitchell at various workforce related meetings in Muskogee recently.</p>	
15.	<p>Old Business: None</p>	
<p>Meeting Adjourned by the Chair at 4 :10 PM: Motion made by Tim Thompson and a second made by Kelly Beyer.</p>		

Chair Signature:



Date:

3/7/22