

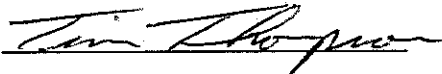


**Green Country Workforce Development Board
Executive Committee
12/2/2021 Meeting Minutes**

2:05 PM	The Executive Committee Chair-Elect, Tim Thompson, called the meeting to order.	
ATTENDEES		
<p>Members Attending in Person: Celia Armstrong, Ken Busby, Joseph Fuller, Jay Littlejohn, Pete Selden, Tim Thompson, Tom Albaugh via Zoom</p> <p>Absent Members: Diane Kelley, Kelly Beyer, Delaney Rea</p> <p>Board Staff in Person: Rachel Hutchings, Cherie Stierwalt, Martha Webb-Jones, Wes Mitchell, Jeanne Blackwell</p>		
Item	Description / Discussion	Action
1.	Reviewed and Approved the 10/7/2021 Executive Committee Meeting Minutes as included in the meeting packet.	<p>Motion to Approve: Joseph Fuller Second: Pete Selden Vote: Motion passed</p>
2.	Reviewed and Approved rescinding P-0600200 "Fiscal Agent Memorandum of Understanding" approved 6/17/2021 as presented by Cherie Stierwalt due to Green Country Workforce ending the Fiscal Agent MOU with Southern Workforce Board. Motion was carried to move this item forward to the full Board at the December 9 th meeting.	<p>Motion to Approve: Joseph Fuller Second: Celia Armstrong Vote: Motion carried</p>
3.	<p>Discussed the proposed changes to the Total Rewards Program. One concerning development is that the short- and long-term insurance previously provided under OMES is no longer available to Green Country Workforce employees as their legal counsel considers us a new entity. Finding a replacement insurance is a priority for the organization and Rachel is asking for assistance from the Committee and Board for suggestions of third parties.</p> <p>After indepth discussion, it was determined that the Total Rewards Program, which includes the holiday policy, is an operational procedure tied to the Uniform Personnel policy standard. As such, the Executive Director has authorization to approve changes. Therefore, no action is required from the Executive Committee. Based on the input from this Committee, the Executive Director advised that some language will be updated.</p>	No Action Necessary

4.	<p>Reviewed and Approved the New Committee Structure that aligns more with a non-profit board and proposed change of meeting frequency to 4 times per year as presented by Ken Busby and Rachel Hutchings. The change in Committee structure requires a change to the current bylaws. The motion passed and will move forward to the full Board at the December 9th meeting.</p>	<p><u>Motion to Approve:</u> Ken Busby <u>Second:</u> Jay Littlejohn <u>Vote:</u> Motion passed</p>
5.	<p><u>Committee and Council Reports</u></p> <p>Board Development Committee - Chair, Ken Busby reported the Growing Talent for Tomorrow hybrid event will be held on January 12, 2022 from 8:00 AM to 1:30 PM. NSU-BA will be our host sponsor, and TTCU is the presenting sponsor. The website will be up shortly which will increase registrations and communication about the event.</p> <p>Business Development Committee – Wes Mitchell, Director of Business Services, will report in the Business Services update. There was a joint meeting with Board Development and Business Development on November 18th.</p> <p>Finance Strategy & Oversight Committee – Chair, Celia Armstrong, reported that this Committee did not meet.</p> <p>Innovative Workforce Opportunity Council – In the absence of Chair, Kelly Beyer, Rachel Hutchings reported that the guest speaker for the November 4th IWOC meeting was Ashlie Casey who gave a presentation on the 211 of Eastern Oklahoma. This organization is a great resource for our region.</p> <p>Youth Council - Chair, Jay Littlejohn reported that the meeting scheduled for December 7th was cancelled. We will reconvene in 2022.</p>	
6.	<p>Quality Assurance Report: Rachel Hutchings reviewed the Quality Update presentation. We received the final report for PY19 monitoring from last March. The conclusion was we are doing great and have made progress. The measurements for both Eckerd and Green Country Workforce were reviewed.</p>	<p>No Action Necessary</p>
7.	<p>Business Services Director Report: Wes Mitchell, Director of Business Services reported on both industry/marketplace and partnerships:</p> <p><u>Industry/Marketplace info:</u> Currently 90% of jobs are manufacturing with top 10 tier jobs. However, there is a disconnect between what the market needs and what the job-seekers want. To help educate about what manufacturing is, AAON is going to high schools.</p> <p>Top fields currently are nursing and CDL.</p> <p><u>Partnerships:</u> First pop-up career counseling opportunity in a rural community will be held in Wagoner in January.</p> <p>Partnered with YWCA to assist with the Afghan Refugee program.</p> <p>Presented to Wagoner Rotary Club and Jenks Chamber of Commerce.</p>	<p>No Action Necessary</p>

8.	<p>One Stop Operator Report: given by Wes Mitchell in the absence of John Collins, One Stop Operator. Center certification went well. All centers were certified with Tulsa American Job Center receiving a provisional certification due to signage. Still working on signage that meets the current landlord's and the state's requirements.</p> <p>During a recent visit to the Tulsa American Job Center, Wes observed great teamwork with our partners as clients were being served.</p>	
9.	<p>Fiscal Agent Report: Rachel Hutching reported the following: Finalizing MOU with INCOG for signature at the December 14th LEO meeting. The transition period has been extended due to hiring being an issue for INCOG. It is expected to have INCOG fully engaged as the new Fiscal Agent in March 2022 with working level team meetings beginning after the holidays. Also, we are meeting with TCF to make sure everything is ready.</p> <p>With Martha's HR expertise, we are insourcing the WEX payable process.</p> <p>Martha has put in a request for \$1.9M which we should have by next Wednesday so we can pay off past due invoices. Regarding the Dynamic issue, it has been resolved and acknowledged in writing by Dynamic that we are in good standing with them now that the bulk of the outstanding invoice has been paid. The remaining \$29K still owed will be paid from Southern Workforce Board once Southern receives the requested documentation.</p>	
10.	<p>Chair-Elect Report: None</p>	
11.	<p>Executive Director Report: Rachel Hutchings reported: Two of the three panels for the Growing Talent for Tomorrow event are final. She is still working on the immigration panel.</p> <p>DOL offered funding for training through Maher & Maher for Board Members and LEO's which Rachel has accepted. The 4-hour sessions will be offered on January 24, 2022 for the Board Members, and February 1, 2022 for the LEO's. Details will be sent to these two groups and Green Country Workforce staff are being encouraged to attend one of the sessions.</p> <p>Making plans to diversify the funds and will be working with subject matter experts.</p> <p>The Build Back Better bill in the current form is basically a workforce development bill that includes a \$5-8M healthcare grant.</p>	
12.	<p>New Business: None</p>	
13.	<p>Old Business: None</p>	
<p>Meeting Adjourned by the Chair-Elect at 3:29 PM: Motion made by Ken Busby and seconded by Jay Littlejohn.</p>		

Chair-Elect Signature: 

Date: 2-10-22

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

