



**Green Country Workforce Development Board – Local Elected Officials**  
**Program Year 2021, 2nd Quarter Meeting**  
**Date: 12/14/2021    Time: 10:00 -11:30 am**

10:10 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> Ken Doke, Monty Grider, Clif Hall, Tim Kelley, Steve Talburt, David Walker, CLEO Leon Warner</p> <p><b><u>County Commissioners Absent:</u></b> Charles Brown, Sam Chandler, Stan Sallee, Ray Watts</p> <p><b><u>Green Country Workforce Development Board Staff:</u></b> Rachel Hutchings, Wes Mitchell, Cherie Stierwalt, Jeanne Blackwell</p> <p><b><u>Green Country Workforce Development Board Staff via Zoom:</u></b> Martha Webb-Jones</p> <p><b><u>Guests:</u></b> Cindy Murphy</p>		
Item	Description / Discussion	Action
1.	<p><b>Reviewed and Approved</b> the 9/14/2021 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>Vote:</u></b> Motion passed</p>
2.	<p><b>Reviewed</b> the 11/9/2021 Green Country Workforce Development Board – Local Elected Officials Special Meeting Notes as contained in the meeting packet. The notes were informational only, so no action needed to be taken.</p>	<p><b><u>No Action Necessary</u></b></p>

3.	Reviewed and Approved the Fiscal Agent Memorandum of Understanding naming INCOG as the Fiscal Agent.	<p><b><u>Motion to Approve:</u></b> Ken Doke</p> <p><b><u>Second:</u></b> Steve Talburt</p> <p><b><u>Vote:</u></b> Motion passed</p>
4.	Discussed and Elected Commissioner Monty Grider as the Vice Chief Local Elected Official, Commissioner Grider represents McIntosh County, District 2.	<p><b><u>Motion to Approve:</u></b> Tim Kelley</p> <p><b><u>Second:</u></b> Steve Talburt</p> <p><b><u>Vote:</u></b> Motion Passed</p>
5.	Discussed and Approved the revisions to the Local Elected Officials Consortium Agreement with the addition of INCOG information and the newly elected Vice CLEO, Commissioner Monty Grider.	<p><b><u>Motion to Approve:</u></b> Ken Doke</p> <p><b><u>Second:</u></b> Leon Warner</p> <p><b><u>Vote:</u></b> Motion passed</p>
6.	Quality Assurance Report was given by Martha Webb-Jones. She reviewed the presentation showing the monitoring activity and performance metrics of both Green Country Workforce and Eckerd.	No Action Necessary
7.	<p><b>Business Services Director Report</b> was given by Wes Mitchell, Director of Business Services, reported on industry/marketplace and partnerships.</p> <p><u>Industry/Marketplace:</u></p> <p>90% of the market needs are related to manufacturing.</p> <p>Top training fields currently are CDL or medical (RN or Medical Transcriber).</p> <p><u>Partnerships:</u></p> <p>First pop-up career counseling opportunity in a rural community will be held in Wagoner in January to help eliminate any barrier to going to a job center.</p> <p>Providing rural water apprenticeships.</p>	No Action Necessary



8.	<p><b>One Stop Operator Report</b> was given by Wes Mitchell in the absence of John Collins.</p> <p>Center certifications went well for all three centers in Tulsa, Sapulpa, and Muskogee. They were all certified with Tulsa American Job Center receiving a provisional certification due to the need for permanent signage. Still working on signage that meets the current landlord's and the state's requirements.</p>	No Action Necessary
9.	<p><b>Chair Report</b> was given by Commissioner Leon Warner.</p> <p>CLEO Warner reported that Commissioner Charles Brown has retired, and Commissioner Barry Donnelly will be replacing him as a Local Elected Official for Green Country Workforce Development Board.</p>	No Action Necessary
10.	<p><b>Executive Director Report</b> was given by Rachel Hutchings.</p> <p>DOL offered funding for training through Maher &amp; 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.</p> <p>We are proposing a change in the cadence of meetings on the Board side to be quarterly instead of every other month.</p> <p>We are preparing for grant writing. Our first project is a collaboration with New View and the financial services sector to provide employment opportunities for people who have low vision or are blind.</p>	No Action Necessary
11.	<p><b>New Business:</b> None.</p>	No Action Necessary
12.	<p><b>Old Business:</b> None.</p>	No Action Necessary

13.	Meeting adjourned at 10:57 AM. The meeting was adjourned as motioned by Tim Kelley and seconded by Steve Talburt.
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CLEO Signature: 

Date: 3/8/2022