



**Green Country Workforce Development Board
Regular Meeting Minutes
Northeastern State University – Broken Arrow Campus – Annex Room
3100 E. New Orleans Street, Broken Arrow, OK 74014
9/29/2022 at 10:00 AM**

10:03 AM	Chair, Delaney Rea, called the meeting to order and introduced Dr. Eloy Chavez and thanked him for NSU-BA’s hospitality for hosting our meeting.
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Board Members Attending in Person: Amy Spencer, Christopher Pierce (arrived at 10:28 AM), Danielle Storie, Delaney Rea, Eloy Chavez, Janet Pieren, Jenn Overmeyer, Jennifer Bentley, Joseph Fuller, Kathy Adair, Ken Busby (left at 11:04 AM), Lesli Shoals, Lisa Smith, Robert Brown, Ron Ramming, Tim Thompson

Absent Board Members: Amy McCreedy, Bill Brock, Bill Shelby, Cody Cox, Celia Armstrong, Chelsea Feary, Chris Leffingwell, Daniel Bradley, Danielle Storie, David Oliver, Diane Kelley, Eric Carter, Falen LeBlanc, Jake Shivers, Jason Winters, Jay Littlejohn, Joe Epperley, Karen Pennington, Kelly Beyer, Lorie Trentham, Pete Selden, Rachel Savage, Rhonda Archer, Sarah Stisser, Ted Cundiff, Ted Jenkins, Tom Albaugh, Tony Heaberlin, Yasmin Avila

Guests: Ashley Sellers, Rosaland Rathbun, Candice Thomas

GCW Board Staff: Michael Branan, Wes Mitchell, Julie Van De Wege, Jeanne Blackwell

GCW Board Staff on Zoom: Christi Porter

Item	Description/Discussion	Action
1.	Dr. Eloy Chavez, Dean College of Extended Learning at Northeastern State University welcomed the group to the Broken Arrow campus.	
2.	Compliance with Open Meetings Act (OMA): Declaration of Quorum. Wes Mitchell, Interim Executive Director, declared compliance with the OMA. The agenda was posted at least 24 hours prior to the date and time of this meeting and filed in accordance with the Oklahoma Open Meetings Act.	
3.	Reviewed and Approved the 6/23/2022 Joint Meeting of the Green Country Workforce Development Board and Green Country Workforce Development Board Local Elected Officials Meeting Minutes as included in the meeting packet.	<p>Motion to Approve: Ken Busby</p> <p>Second: Lisa Smith</p> <p>Vote: Motion carried</p>

4.	<p>Reviewed and Approved the Consent Agenda included in the meeting packet as approved by the Executive Committee on 9/22/2022 and presented by the Chair:</p> <ul style="list-style-type: none"> A. Proposed 2023 meeting dates for the Green Country Workforce Development Board Executive Committee and Green Country Workforce Development Board. B. Individual Training Account Policy C. Program Year 2022 Workforce Investment and Opportunity Act, Title 1 Adult, Dislocated Worker and Youth Program Services for the Green Country Workforce Development Area Contract with Eckerd Youth Alternatives, Inc. The contract was updated to list more specific performance measures. 	<p><u>Motion to Approve:</u> Ken Busby <u>Second:</u> Joseph Fuller <u>Vote:</u> Motion carried</p>
5.	<p>Discussed and Approved the Program Year 2022 Green Country Workforce Development Board Budget as presented to and approved by the Green Country Workforce Development Board Local Elected Officials at their 9/13/2022 meeting</p> <p>Ashley Sellers, CEO of Central Oklahoma Workforce Investment Board (COWIB), Fiscal Agent and Employer of Record for Green Country, presented the proposed budget as included in the meeting packet. She gave an overview of the four different funding streams which are Adult, Youth, Dislocated Workers and Business Services.</p> <p>The budget allows for 10% in administrative charges, broken down to Fiscal, Board, One Stop Operator (OSO), and service provision. \$300K is anticipated in carryover with the potential for more carryover from former Fiscal Agent, the Indian Nations Council of Governments (INCOG.)</p>	<p><u>Motion to Approve:</u> Lisa Smith <u>Second:</u> Eloy Chavez <u>Vote:</u> Motion carried</p>
6.	<p>Financial Report – August 2022 Financials presented by Ashley Sellers, who reported that Rosaland Rathbun will provide the reports monthly and they will be shared with the Board.</p> <p>Sellers stated that system costs are heavy, so Christi has plans to reduce these costs by looking at contracts for lease expenses at the Tulsa Board Staff Office, Tulsa American Job Center, and IT services.</p> <p>Delaney Rea explained that the high Tulsa AJC rent is due to the Board having received very short notice from the previous landlord to vacate, so a quick decision had to be made.</p>	
7.	<p>Reviewed and Approved the transfer of up to 100% of Dislocated Worker (DLW) funds to Adult funds. This is a formal request to the State which gives us more flexibility to serve this population.</p>	<p><u>Motion to Approve:</u> Ken Busby <u>Second:</u> Ron Ramming <u>Vote:</u> Motion carried</p>

8.	Delaney Rea introduced the newly hired Green Country Workforce Executive Director, Christi Porter. Christi is joining this meeting via Zoom. Delaney mentioned that Christi is assisting with the DOL monitoring response.	
9.	Discussed and Approved to designate the Tahlequah American Job Center as a Comprehensive Center and to designate the Tulsa American Job Center as an Affiliate Center. Christi Porter explained the difference between the Comprehensive Center and the Affiliate Center.	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> Tim Thompson <u>Vote:</u> Motion carried
10.	<p>Discussion of DOL Monitoring Report and Response – Response is due 10/6/2022.</p> <p>Christi Porter provided an overview of the DOL monitoring report which was included in the meeting packet and the responses the GCW team has put together. The draft response was sent to OOWD on 9/27/2022. We are awaiting more feedback from DOL to the initial response and another draft will be sent by Friday. OOWD is reviewing the responses and information is being uploaded per OOWD requests.</p> <p>Christi provided the corrective actions for each of the GCWDB-related findings:</p> <p>#7 – Making Tahlequah American Job Center the Comprehensive Center and certification as One Stop Center.</p> <p>#8 – Local One Stop Delivery System</p> <ul style="list-style-type: none"> - MOU and IFA – Making Tahlequah the Comprehensive One Stop Center. Mike Branan and Christi Porter will collaborate with the partners to get updated MOU and IFA. - One Stop Operator – The RFP is ready to go for outside agencies. At this time, it is felt that GCW should not bid on this as it puts the GCW Board at risk. <p>#9 – Training costs –</p> <ul style="list-style-type: none"> - The team has been working with Eckerd to get documents uploaded to www.OKJobMatch.com. - The Demand Occupation List is being redone to ensure it is current. <p>#10 – Youth Program – These issues will be resolved by updating the Youth Monitoring policy.</p> <p>#11 – Youth Participant Files – This will require technical assistance for the service provider. Auditing will be done to ensure all 14 elements under WIOA were offered and documented in program</p>	

	<p>notes. This will be included in the Youth Policy.</p> <p>#12 – Access to Records – Before we can release a request for proposal for a forensic audit, which is by transaction, GCW needs to provide backup documentation to verify invoices paid while GCW was their own fiscal agent.</p> <p>#13- Single Audit - Working with the various fiscal agents to get documentation (Southern, Green Country, and INCOG).</p> <p>#14 – Post Subaward Responsibilities – A cover sheet for the contract will resolve this issue.</p> <p>#15 – Equipment inventory – Mike Branani and Rob Taylor are working on this.</p> <p>#16 – Procurement and Contract Management. Uploaded information for the related COWIB policies, but that was not accepted by OOWD. Instead of re-inventing the wheel, we used Southern’s related policies and made them GCW specific. Policies were reviewed by Christi and Mike Branani and uploaded.</p>	
11.	<p>Update on One Stop Operator RFP</p> <p>Ashley Sellers advised that the RFP was opened on 10/4/2022 with the contract start date of 12/1/2022.</p>	
12.	<p>Interim Executive Director/Business Services Director Report – Wes Mitchell gave an update on the Business Services strategic plan, and discussed the following:</p> <ul style="list-style-type: none"> - Oklahoma Rural Water districts – Apprenticeships - Habitat for Humanity/Tulsa Tech – justice involved in contract trade. Working with Tulsa Tech to get them trained. - Premier Logistics won an Impact Partnership Grant. - Ford Motor Company internships with Corporate. - Cybersecurity Skills Center – 24-week intensive training program that leads to cyber security - Out of school youth exploration – kicked off this year, placed them in jobs and WEX’s - Green Country Workforce named Tulsa Job Corps partner of the month. - Satellite office at Oasis Fresh Market. <p>Christi stated that the Business Services Department is going to be focusing on Work Experiences (WEXs.)</p>	
13.	<p>Committee/Council Reports: Due to time constraints, the Committee/Council Reports were suspended.</p> <ul style="list-style-type: none"> - Board Development Committee – Ken Busby - Administrative Strategy Committee – Celia Armstrong - Innovative Workforce Opportunity Council – Kelly Beyer - Youth Council – Jay Littlejohn 	

14.	<p>One Stop Operator – Mike Branan reported in the absence of John Collins:</p> <p>Mike reviewed the One Stop Operator presentation.</p>	
15.	<p>Chair Report by Delaney Rea:</p> <ul style="list-style-type: none"> - Training for Board Members and Local Elected Officials is being held in Oklahoma City at the Embassy Suites on 11/16-17/2022. Jeanne sent out the information about these two days of training and the Alumni celebration. Please let Jeanne know if you are interested in attending. - The Alumni Celebration will be the afternoon of November 17 following the end of the training session. 	
16.	<p>Motion to Enter Executive Session was made at 11:30 AM</p> <p>Motion to enter Executive Session pursuant to 25 Oklahoma Statute § 307(B)(1) to discuss the selection of Executive Director and annual salary for Executive Director.</p>	<p><u>Motion to Approve:</u> Janet Pieren <u>Second:</u> Christopher Pierce <u>Vote:</u> Approved unanimously</p>
17.	<p>Motion to Exit Executive Session and Return to Open Session was made at 11:59 AM.</p> <p>There was no additional discussion or vote needed after returning to Open Session.</p>	<p><u>Motion to Approve:</u> Lisa Smith <u>Second:</u> Joseph Fuller <u>Vote:</u> Approved Unanimously</p>
18.	<p>New Business</p> <p>Motion made related to Green Country financials (both WIOA and non-WIOA) and any accounts including Eastern Workforce Investment Board (EWIB) and Tulsa Workforce Innovation Board (TWIB). The motion is to make accounts available only to Ashley Sellers, Christi Porter, Delaney Rea, and Rosaland Rathbun, and remove any other authorized signers, and no one will be able to open new accounts outside of the named members.</p>	<p><u>Motion to Approve:</u> Ron Ramming <u>Second:</u> Eloy Chavez <u>Vote:</u> Motion carried</p>
<p>Meeting Adjourned at 12:00 noon. Motion made by Janet Pieren and seconded by Lesli Shoals.</p>		

Board Members: Kathy Adair, Tom Albaugh, Rhonda Archer, Celia Armstrong, Jennifer Bentley, Kelly Beyer, Daniel Bradley, Bill Brock, Robert Brown, Ken Busby, Eric Carter, Eloy Chavez, Cody Cox, Ted Cundiff, Joe Epperley, Joseph Fuller, Yasmin Avila Guilla, Tony Heaberlin, Ted Jenkins, Diane Kelley, Falen LeBlanc, Chris Leffingwell, Chelsea Levo-Fearly, Jay Littlejohn, Amy McCready, David Oliver, Jennifer Overmeyer, Karen Pennington, Christopher Pierce, Janet Pieren, Ron Ramming, Delaney Rea, Rachel Savage, Peter Selden, Bill Shelby, Jacob Shivers, Lesli Shoals, Lisa Smith, Amy Spencer, Sarah Stisser, Danielle Storie, Tim Thompson, Lorie Trentham, Landon Varnell, Jason Winters

Chair Signature: _____

Date: _____

11/10/2022

