



**Green Country Workforce Development Board  
Special Meeting Minutes**

**11/10/2022 from 10:00 AM to 12:00 PM**

**Indian Capital Technology Center – Brackeen Seminar Center – Building C  
2403 N. 41<sup>st</sup> Street East; Muskogee, OK 74403**

10:00 AM	Chair, Delaney Rea, called the meeting to order. Chair Rea advised that, per Oklahoma Open Meetings Act, Board members attending the meeting via Zoom are not allowed to participate in the meeting.
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**Board Members Attending in Person:** Amy McCreedy, Casi Martin (alternative for Cody Cox), Commissioner Leon Warner (CLEO), David Oliver, Delaney Rea, Eloy Chavez, Jay Littlejohn, Jennifer Bentley, Joseph Fuller, Kathy Adair, Kelly Beyer, Ken Busby, Lesli Shoals, Lisa Smith, Pete Selden, Rachel Savage, Rhonda Archer, Ron Ramming, Tim Thompson

**Board Members on Zoom:** Janet Pieren, Karen Pennington, Chris Pierce (not counted towards quorum)

**Absent Board Members:** Amy Spencer, Bill Brock, Bill Shelby, Celia Armstrong, Chelsea Feary, Chris Leffingwell, Daniel Bradley, Danielle Storie, Diane Kelley, Eric Carter, Falen LeBlanc, Jake Shivers, Jason Winters, Jenn Overmeyer, Joe Epperley, Landon Varnell, Lorie Trentham, Robert Brown, Sarah Stisser, Ted Cundiff, Ted Jenkins, Tom Albaugh, Tony Heaberlin, Yasmin Avila

**Guests:** Ashley Sellers, Heather Ellis, Tom Summar

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

Item	Description/Discussion	Action
1.	<b>Compliance with Oklahoma Open Meetings Act:</b> Declaration of quorum was made by Christi Porter, Executive Director for Green Country Workforce Development Board. 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.	
2.	<b>Reviewed and Approved</b> the 9/29/2022 Meeting Minutes as included in the meeting packet and presented by Board Chair.	<b><u>Motion to Approve:</u></b> Ken Busby <b><u>Second:</u></b> Joseph Fuller <b><u>Abstention:</u></b> Kelly Beyer <b><u>Vote:</u></b> Motion Carried
3.	The September financial update was presented by Ashley Sellers, CEO of COWIB and Fiscal Agent/Employer of Record for Green Country Workforce. Items discussed included:	<b><u>No Action Necessary</u></b>




	<ul style="list-style-type: none"> <li>• Annual Budget Column</li> <li>• Year to Date Expenditures</li> <li>• Remaining Balances</li> <li>• Fiscal and Board Admin – both INCOG and COWIB have charged/been paid for July , August, and September</li> <li>• Board Admin – staff is charging to this correctly; only a few people utilize it.</li> <li>• One Stop Operator (OSO) charges</li> <li>• Business Services Grant – Not enough to support staff charges, so Business Services Staff will go to general budget allocations once the Business Services money is depleted.</li> <li>• Transitional Jobs and Work Experience (WEX) are temporary positions currently being funded by COWIB because the Service Provider does not have the funds. COWIB is paying the participants’ wages.</li> <li>• 20% minimum expenditure rate for the work experience (WEX) program element <ul style="list-style-type: none"> <li>○ can include staff time and incentives (e.g., completions &amp; allowable milestones)</li> <li>○ 2-year grant; 1<sup>st</sup> year is vital to success</li> <li>○ New Technical Assistance from OOWD allows for multiple ways to capture allocations towards this requirement.</li> <li>○ Proper staff time allocations will help to improve strides towards meeting/exceeding requirement.</li> </ul> </li> <li>• On the Job Training – Employer pays a portion of the wages. Only \$2,000 of \$250,000 has been spent for this budget line item during the first 3 months of the program year.</li> <li>• Supportive Services are for anyone enrolled in WIOA and in training. <ul style="list-style-type: none"> <li>○ Requirement: Item(s) must be “required of all students.”</li> <li>○ Counts towards the 40% State-imposed required minimum training expenditure rate of Adults and Dislocated Workers.</li> </ul> </li> <li>• Service Provision = Service Provider Budget + One Stop Operator Budget.</li> <li>• System Cost- This is made up of Center costs. Christi is working with staff to reduce system costs, so the savings can go back into funding programs.</li> </ul>	
4.	<p><b>Christi Porter, Executive Director discussed the following items:</b></p> <ul style="list-style-type: none"> <li>• She has been officially in the role of Executive Director for 14 days and is housed at the Muskogee American Job Center with other staff located at: <ul style="list-style-type: none"> <li>○ Tahlequah American Job Center <ul style="list-style-type: none"> <li>▪ Belinda, Michael, &amp; Rob</li> </ul> </li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Tulsa American Job Center <ul style="list-style-type: none"> <li>▪ Amber, De'Andre, Jeanne, Julie, Mautia, &amp; Wes</li> </ul> </li> <li>● Emailed Service Provider Staff – Mistakes are being made, so Christi is working with the Service Provider on those. Christi is working to move liability from Board Staff to be placed upon the Service Provider as appropriate.</li> <li>● Youth Outreach Poster Contest was won by Julie Van De Wege. Business Services will distribute the posters when they are canvasing.</li> <li>● The "Apply for Services" button has been moved to the front page of the website, and a weekly report is run to ensure applicants are served in a timely manner, which is 24 hours for initial response to applicant and 7 days to complete enrollment. The same online application has been modified by Mautia Hall to allow for it to be used as a partner referral as well.</li> <li>● COWIB has been authorized to pay for the Virtual Job Shadow product, which can be counted towards WEX as an educational component.</li> <li>● Currently only 2 active WEX participants with 30 work sites ready to go so that interest/skills matching is available. Christi explained the differences (e.g., max hours, employer of record, etc.) between WEX and On the Job Training (OJT) and advised that \$315,000 must be spent on WEX prior to June 30, 2023. The Chair encouraged Board members to build an opportunity at their company to utilize WEX and/or OJT. OJT can be utilized by an employer who trains their own even if they use a 3<sup>rd</sup> party training provider.</li> <li>● Regarding WEX, GCWDB cannot pay more or less than the company pays for the position. The point of the WEX is for the participants to learn soft skills and to have experience/a reference to add to their resume so that they can progress into a better paying job.</li> <li>● State Policy requires that every Youth participant MUST be offered a WEX immediately followed by the rest of the 14 Youth Elements.</li> </ul> <p>There is too much empty space at the Tulsa American Job Center (AJC). Cody Cox with Oklahoma Employment Security Commission (OESC) has agreed to be the primary lease holder for the Green Country Workforce Development Board Area, and GCWDB will sublease from OESC moving forward. The Tulsa center will still likely move as soon as the lease situation is resolved, but the Board was assured that there will be a Tulsa presence in the form of an American Job Center. Casi Martin, Area Manager Northeast Oklahoma for OESC informed the Board that the Office of Management and Enterprise Services (OMES) does require that State-owned property be given first consideration. Michael Branan</p>	<p>Board Staff will send to the Board the following:</p> <p>The link to GCWDB's Website's "Apply for Services" button.</p> <p>A summary of the differences between WEX &amp; OJT.</p>
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	<p>has been working to get OKDRS to agree to move into the Tulsa AJC.</p> <ul style="list-style-type: none"> <li>• Belinda, Christi, and Rob have developed an exhaustive monitoring tool GCWDB will start using today. <ul style="list-style-type: none"> <li>○ Once policies are approved, Monitoring will be 100% and will be conducted by existing staff to include Belinda and Rob. Mautia Hall serves in the Quality Assurance role.</li> </ul> </li> <li>• USDOL Monitoring Report is in with final issues being addressed.</li> <li>• OOWD's PY21 monitoring report has been put on hold allowing Christi to review and add to the response.</li> <li>• Christi met with all of the Service Provider Staff to communicate expectations, advise that Technical Assistance is available, and address monitoring issues.</li> <li>• Business Services performance negotiations will take place on November 18, 2022. <ul style="list-style-type: none"> <li>○ Previously staff was not trained to enter data appropriately, so performance looked unfavorable. The work that was being done was not being captured for performance outcomes.</li> <li>○ Business Services Team has divided the GCWDB Area by 3, and each member has an assigned 1 of the 3 sub-areas.</li> </ul> </li> <li>• Christi met with the new Tulsa Job Corp team.</li> <li>• The mini storage is in process of being cleaned out to a savings of \$115/month. Anything over 5 years was shredded/destroyed.</li> </ul>	
5.	<p><b>Discussed the</b> Youth Council vs Youth Committee issue that needs to be addressed to be in compliance with the Open Meetings Act. The decision was made to have a separate meeting to include Kelly Beyer (IWOC Chair), Commissioner Leon Warner (CLEO), Jay Littlejohn (YC Chair), and Delaney Rea (Board Chair) to discuss and determine next steps.</p>	<p><b>Executive Director and CLEO to schedule the meeting</b></p>
6.	<p><b>Discussed and Approved</b> designating the official GCWDB Board office address and place of business as Tulsa American Job Center, 14002 E. 21<sup>st</sup> Street, Suite #825, Tulsa, OK 74134</p>	<p><b><u>Motion to Approve:</u></b> Ken Busby <b><u>Second:</u></b> Eloy Chavez <b><u>Vote:</u></b> Motion carried</p>
7.	<p><b>Discussed and Approved</b> Center Certification for the Comprehensive Tahlequah American Job Center as presented by Michael Branan, GCWDB Director of Operations. Michael Branan succeeded in getting the Tahlequah AJC certified as GCWDB's Comprehensive One Stop Center, resolving that issue in the recent USDOL Monitoring report. The Tahlequah AJC is 100% ADA Compliant.</p>	<p><b><u>Motion to Approve:</u></b> Tim Thompson <b><u>Second:</u></b> Lisa Smith <b><u>Vote:</u></b> Motion carried</p>



8.	<p><b>Discussed and Approved</b> awarding the One Stop Operator (OSO) contract to bidder Northeastern Workforce Development Board (NEWDB) instead of the only other applicant, Dynamic Workforce Solutions after COWIB CEO Ashley Sellers addressed the following:</p> <ul style="list-style-type: none"> <li>• COWIB Posted the OSO Request</li> <li>• 3 independent evaluators concluded and recommended NEWDB be awarded.</li> <li>• 7-month contract beginning December 1, 2022 <ul style="list-style-type: none"> <li>○ NEWDB's bid was \$59,092</li> <li>○ Dynamic Workforce Solutions' bid was for \$99,646</li> </ul> </li> <li>• Generally speaking, OSO services cost approximately \$100,000/year.</li> <li>• Ashley Sellers understood the intention to be for NEWDB to have a designated individual, not allocate the duties to existing staff who have other responsibilities to NEWDB.</li> </ul>	 <p><b><u>Motion to Approve:</u></b> Tim Thompson <b><u>Second:</u></b> Pete Selden <b><u>Abstention:</u></b> Casi Martin <b><u>Vote:</u></b> Motion carried</p>
9.	<p><b>Discussed and Tabled any action</b> on the updated Green Country Workforce Development Board Policies</p> <p>GCWDB Board Development Committee Chair and Executive Committee member, Ken Busby, asked about the 23 new policies and indicated that 2 days was not enough time for the Board members to review the materials. In addition, the link provided did not work for some of the members. Christi agreed with the Board's request to email policies out as they are completed to maximize review time for the Board.</p> <p>The decision was made to table the review of the policies and for the 23 updated GCWDB Policies to be re-sent via email to Board members and reviewed for possible action at the December 1, 2022, GCWDB Executive Committee (EC) meeting:</p> <p>The policies are:</p> <ol style="list-style-type: none"> <li>1. Youth Program Policy</li> <li>2. Work Experience Policy</li> <li>3. Programmatic Grievances and Complaints Policy</li> <li>4. Public Relations and Comment Policy</li> <li>5. Individual Training Account Policy</li> <li>6. Data Validation Policy</li> <li>7. Adult Dislocated Worker Programs Policy</li> <li>8. Transitional Jobs Policy</li> <li>9. Self Sufficiency Policy</li> <li>10. Request for Records Policy</li> <li>11. Discrimination Complaint Procedures Policy</li> <li>12. Incumbent Worker Training Policy</li> <li>13. Monitoring Policy</li> <li>14. On the Job Training Policy</li> <li>15. Conflict of Interest Policy</li> <li>16. Center Certification Policy</li> <li>17. Internet User Policy</li> <li>18. Limited English Language Proficiency Policy</li> </ol>	<p><b><u>Motion to Approve:</u></b> Joseph Fuller <b><u>Second:</u></b> Kelly Beyer <b><u>Vote:</u></b> Motion carried</p>

	<p>19. Public Participation Policy</p> <p>20. Priority of Service Policy</p> <p>21. EO Tagline Policy</p> <p>22. Demand Occupations Policy</p> <p>23. After Business Hours Accommodation Policy</p>	
10.	<p><b>Motion to Enter Executive Session</b> was made at 11:14 AM</p> <p>Motion to enter Executive Session pursuant to 25 Oklahoma Statute § 307 (B)(1) to discuss the resignation of OSO John Collins, open positions, staffing needs, and revisions to job descriptions.</p> <p><i>Any vote or action on any item of business considered in an executive session shall be taken in public meeting with the vote of each member publicly cast and recorded.</i></p>	<p><b><u>Motion to Approve:</u></b> Ken Busby</p> <p><b><u>Second:</u></b> Joseph Fuller</p> <p><b><u>Vote:</u></b> Motion carried</p>
11.	<p><b>Motion to Return to Open Session</b></p> <p>Guests &amp; Board Staff were invited back into the meeting room at 11:58 AM at which time Board members were advised that if they are not able to make it to the November 16-17 Board Training in Oklahoma City, they can schedule a meeting with Christi for a personal meeting to go over the training material.</p>	<p><b><u>Motion to Approve:</u></b> Ken Busby</p> <p><b><u>Second:</u></b> Lisa Smith</p> <p><b><u>Vote:</u></b> Motion carried</p>
12.	<p><b>Discussion and Possible Action on Matters Discussed During the Executive Session. Vote taken by roll call.</b></p> <p>It was announced that there were no actions coming out of the Executive Session on which to vote, so the meeting was adjourned at 11:59 AM.</p>	<p><b><u>Motion to Adjourn:</u></b> Ken Busby</p> <p><b><u>Second:</u></b> Kelley Beyer</p> <p><b><u>Vote:</u></b> Motion carried</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-Feary, 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: \_\_\_\_\_

12/8/22

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CEO.



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