



**Green Country Workforce Development Board – Local Elected Officials**

**Date: 9/13/2022    Time: 10:00 - 11:30 AM**  
**Location: Connors State College, Muskogee Campus**  
**Nursing & Allied Health Building, Classroom #145**  
**2501 N. 41st Street East**  
**Muskogee, OK 74403**

10:04 AM	The meeting was called to order by Chief Local Elected Official (CLEO), Creek County Commissioner, District 2, Leon Warner, and quorum was established by introductions.	
<p><b>County Commissioners Present:</b> Ken Doke, Clif Hall, Ray Watts, Steve Talburt, Tim Kelley, Monty Grider, CLEO Leon Warner, Sam Chandler</p> <p><b>County Commissioners Absent:</b> Stan Sallee, Barry Donnelly, Dave Walker</p> <p><b>Green Country Workforce Development Board Staff:</b> Wes Mitchell, Julie Van De Wege, Michael Branan, John Collins, Jeanne Blackwell</p> <p><b>Guests:</b> Cindy Murphy, Ashley Sellers</p>		
Item	Description / Discussion	Action
1.	<p><b>Reviewed and Approved</b> 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 contained in the meeting packet.</p>	<p><b>Motion to Approve:</b> Ken Doke <b>Second:</b> Steve Talburt <b>Abstention:</b> Tim Kelley <b>Vote:</b> Motion carried</p>

2.	<p><b>Reviewed and Approved</b> the Notification of cancellation of the 6/23/2022 Special Meeting of the Green Country Workforce Development Board – Local Elected Officials as contained in the meeting packet.</p>	<p><b><u>Motion to Approve:</u></b> Ray Watts <b><u>Second:</u></b> Steve Talburt <b><u>Abstention:</u></b> Tim Kelley <b><u>Vote:</u></b> Motion carried</p>
3.	<p><b>Administrative Oversight Update</b> CLEO Warner asked Ashley Sellers, CEO of Central Oklahoma Workforce Innovation Board (COWIB) to give some background on how COWIB was selected to be the Fiscal Agent and the Employer of Record for the Green Country Workforce Development Board.</p> <p>Ashley reported that OOWD approached Ashley and her Controller to ask if they would be willing to be the Fiscal Agent and Employer of Record for Green Country Workforce Development Board. After two meetings of the COWIB Executive Committee and the understanding from OOWD that this arrangement would be for a minimum of three years, COWIB's Executive Committee voted for the arrangement.</p> <p>The DOL Monitoring report responses are provided to OOWD who will respond to DOL. CLEO Warner stated that the main issues involved a general lack of processes which resulted in missing documentation and the absence of clear communication. He added that now OOWD and GCW are all pulling in the same direction and must communicate well with each other moving forward.</p> <p>GCW's forensic audit will look to match charges with correct grants and will be procured through a 3<sup>rd</sup> party. COWIB will do the two annual fiscal audits and will reach out to the former fiscal agents, Southern and TCC.</p>	<p><b>No Action Necessary</b></p>
4.	<p><b>Financial Report</b> – Ashley Sellers presented the financials, definitions of expense lines, and best practices and shared about the following:</p> <ul style="list-style-type: none"> <li>- The contract with INCOG as acting as fiscal agent is ending in September 2022.</li> <li>- COWIB charging \$45,000/year as fiscal agent/employer of record</li> <li>- Paid \$450,000 in invoices in July.</li> <li>- System Costs are the biggest concern. Board Staff will be moving out of the Sun Building at the end of December 2022, ending that lease.</li> </ul>	<p><b>No Action Necessary</b></p>




5.	<p><b>Reviewed and Approved</b> the Program Year 22 Green Country Workforce Development Board Budget as presented by Ashley Sellers, Fiscal Agent/Employer of Record for Green Country Workforce Development Board.</p>	<p><b><u>Motion to Approve:</u></b> Tim Kelley <b><u>Second:</u></b> Ken Doke <b><u>Vote:</u></b> <u>Motion carried</u></p>
6.	<p><b>Discussed and Approved</b> Commissioner Leon Warner serving as the Chief Local Elected Official of Green Country Workforce Development Board through January 6, 2023.</p>	<p><b><u>Motion to Approve:</u></b> Tim Kelley <b><u>Second:</u></b> Ray Watts <b><u>Vote:</u></b> <u>Motion carried</u></p>
7.	<p><b>Business Services, Partnerships &amp; Programs Director Report</b> as presented by Wes Mitchell. Highlights include:</p> <ul style="list-style-type: none"> <li>- Wagoner After Hours event was held at the satellite office. It was well attended. Also, Adult Basic Education classes are being held there now with 6 participants.</li> <li>- Partners Conference will be September 14, 2022, in Muskogee.</li> <li>- Partnering with Okmulgee Aerospace school</li> <li>- Partnering with the Department of Commerce for rural healthcare.</li> </ul>	<p style="text-align: center;"><b>No Action Necessary</b></p>
8.	<p><b>One Stop Operator Report</b> was given by John Collins, One Stop Operator, who reported about the following:</p> <ul style="list-style-type: none"> <li>- Tulsa Job Corp is moving into Tulsa AJC and Sapulpa AJC.</li> <li>- Partnering with Department of Rehabilitation on an upcoming career fair on October 6, 2022.</li> <li>- Traffic counts at each of the AJC's were presented for the month of July.</li> <li>- OESC holds job fairs monthly at the TAJC.</li> </ul>	<p style="text-align: center;"><b>No Action Necessary</b></p>

	<ul style="list-style-type: none"> <li>- Veteran-specific job fairs are held every other Wednesday at the TAJC</li> </ul>	
9.	<p><b>Chair Report</b> was presented by Commissioner Leon Warner as follows:</p> <p>CLEO Warner reported that there are 5 candidates to interview for the open Executive Director position. Interviews are being held on September 16, 2022. Once the decision is made, there will be a communication about the decision.</p> <p>In the interim since the former Executive Director, Rachel Hutchings, left, Wes Mitchell has done a great job of keeping things going as the Interim Director. Wes and Green Country Workforce Board Chair, Delaney Rea, met with OOWD to review the findings from the DOL monitoring report and determine next steps.</p>	<b>No Action Necessary</b>
10.	<p><b>Interim Executive Director Report</b> was presented by Wes Mitchell. Wes gave an update on the DOL Monitoring Status as included in the meeting packet. The 16 findings included:</p> <ul style="list-style-type: none"> <li>2 for OOWD</li> <li>2 for OESC</li> <li>10 for Green Country Workforce</li> </ul> <p>Responses are being prepared and submitted to OOWD who will send them to DOL. Responses to DOL are due by October 6, 2022.</p> <p>Forensic audit and 2 single audits will be conducted on GCW.</p> <p>Wes has weekly meetings with Emmit Grayson, OOWD's Director of Programs. Ashley Sellers has also been providing technical assistance and support as well.</p> <p>GCW's Board certification was on the agenda for the last scheduled governor's council meeting; however due to lack of quorum, they could not vote about it.</p>	<b>No Action Necessary</b>
11.	<p><b>Open Discussion</b></p> <p>Tim Kelley thanked both Leon Warner and Wes Mitchell for their leadership in this interim period.</p> <p>Ashley talked about the Board/LEO training scheduled for November 16-17, 2022. Hotel reservation will be covered by Green Country Workforce incentive dollars. More information will be sent out. The first day is</p>	<b>No Action Necessary</b>



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	training, the second day is ½ day of training followed by the Alumni Celebration at the Oklahoma State Capital Building.	
12.	<b>New Business</b> – there was no new business.	<b>No Action Necessary</b>
13.	<b>Old Business</b> – there was no old business.	<b>No Action Necessary</b>
14.	<b>Meeting adjourned.</b> The meeting was adjourned at 11:32am as motioned by Leon Warner and seconded by Ken Doke.	

CLEO Signature: 

Date: 12/13/22