



**Green Country Workforce Development Board
Meeting Minutes**

12/08/2022 from 10:00 AM to 12:00 PM

**Tulsa Technology Center, Client Service Center – 3638 S. Memorial Dr., Tulsa, OK 74145
Training Room #26 – 2nd Floor Training Rooms**

10:01 AM	Chair, Delaney Rea, called the meeting to order. Quorum was established by introductions.	
<p>Board Members Attending in Person: Kathy Adair (arrived after first vote), Rhonda Archer, Jennifer Bentley, Kelley Beyer, Robert Brown, Ken Busby, Joseph Fuller, Jay Littlejohn, Amy McCready, David Oliver, Jennifer Overmeyer, Karen Pennington, Christopher Pierce, Janet Pieren (arrived after first vote), Ron Ramming, Delaney Rea, Rachel Savage, Pete Selden, Tim Thompson, Comm. Leon Warner</p> <p>Absent Board Members: Tom Albaugh, Daniel Bradley, Bill Brock, Eric Carter, Eloy Chavez, Cody Cox, Ted Cundiff, Joe Epperley, Yasmin Avila, Tony Heaberlin, Ted Jenkins, Diane Kelley, Chris Leffingwell, Chelsea Levo-Feary, Bill Shelby, Jacob Shivers, Lesli Shoals, Lisa Smith, Amy Spencer, Sarah Stisser, Landon Varnell, Jason Winters</p> <p>Guest: Ashley Sellers</p> <p>GCW Board Staff: Christi Porter, Julie Van De Wege, Amber Cutshaw, Jeanne Blackwell</p>		
Item	Description/Discussion	Action
1.	<p>Reviewed and Approved the 11/10/2022 Meeting Minutes as included in the meeting packet and presented by Board Chair.</p>	<p>Motion to Approve: Ken Busby Second: Christopher Pierce Vote: Motion Carried</p>
2.	<p>The October financial update was presented by Ashley Sellers, CEO of COWIB and Fiscal Agent/Employer of Record for Green Country Workforce (GCW). Items discussed included:</p> <ul style="list-style-type: none"> • COWIB is managing 41 grants awarded to the former Eastern Workforce Investment Board, the former Workforce Tulsa Board, and Green Country Workforce Development Board. • Waiting for the Oklahoma Department of Commerce and the U.S. Department of Labor to allow access to grants not yet accessible. 	<p><u>No Action Necessary</u></p>



Equal Opportunity Employers/Program. Auxiliary aids and services are available upon request for individuals with disabilities



	<ul style="list-style-type: none"> • GCWDB's bills are all caught up. • With disallowed costs attributable to the Board, we look at what unrestricted money the Board does/does not have available; if none, Local Elected Officials are responsible for those costs. • The general theme has been that disallowed costs are attributable to the Service Provider, in which case, the disallowed costs are deducted from the amount paid to the Service Provider at reimbursement. • Previously, Board Staff was approving expenditures for Work Experiences, On the Job Trainings, and Individual Training Accounts, while the Service Provider was only responsible for approving and paying for Supportive Services. Moving forward, the new Service Provider, as of February 1, 2023, will hold all of those responsibilities. • Because all staff salary was paid with WIOA dollars, all income from the Growing Talent for Tomorrow event is restricted and to be redistributed among WIOA Title I program funding stream(s) according to staff time allocations for preparation, hosting, and follow up related to the event. • \$2 million is not literally missing; rather it needs to be properly allocated, validated, documented, and resolved. • OMES (Oklahoma's Office of Management and Enterprise Services) has been paying their Partner MOU/IFA (Memorandum of Understanding/Infrastructure Funding Agreement) payments to an old account belonging to the former Eastern Workforce Investment Board, despite a direct request for them to pay Green Country Workforce. Christi is working to obtain access to that account for herself, the Chair, and Ashley Sellers. 	
3.	<p>Christi Porter, Executive Director discussed the following items:</p> <ul style="list-style-type: none"> • Scheduling a meeting with GCW Chief Local Elected Official, Commissioner Leon Warner, and Board Development Committee Chair, Ken Busby to discuss the Board Bylaws and the LEO Consortium Agreement. • Service Provider RFP is out through December 19, 2022. Grading Committee must meet ahead of the January 10, 2023, Board Meeting, which will take place in the afternoon. At that meeting is where the Board will vote on the selection of the Service Provider. • US DOL/OOWD (Oklahoma Office of Workforce 	



Development) Monitoring update – response is still pending.

- Send Christi any questions or comments regarding the WEX/OJT (Work Experience/On the Job Training) email she sent on November 23rd.
- Current Board Member Resignations – Christi Porter, Ken Busby, Jeanne Blackwell, Commissioner Warner, and Julie Van De Wege will all be reviewing the Board matrix regarding Board development and composition requirements.
- One Stop Operator (OSO) Contract negotiations are ongoing with OOWD being consulted in regard to the budget before GCW will sign; the OSO will back date the contract to December 1, 2022.
- Business Services Update
 - Women In Recovery (WIR) - Commissioner Warner took Christi Porter to the WIR welding class at Central Tech, and all of the WIR participants in that class went over to the Sapulpa American Job Center and applied for GCW services.
 - Prosper OK – Christi had a good meeting with them regarding possible braiding of funds and/or joint staffing for those with justice involved backgrounds.
- Rob Taylor gave his 2-weeks' notice, and his last day will be Friday, December 16, 2022. His position will not be replaced. His job duties will be delegated among the other Board Staff. Christi will meet one-on-one with each Board Staff member once the organizational chart is updated to discuss titles and job descriptions. Mike Branan will be under Christi, and Belinda Wall will manage monitoring as she has a great deal of experience with WIOA having started as a One Stop Operator.
- Having significant issues with Apprentice not meeting staff's basic IT service needs. Christi has a meeting with Apprentice on December 19th to work toward resolution of the issues.
- Lease Ending – Will be moved out of the Tulsa Sun Building office by December 30, 2022. Board Staff will meet there December 12th to take care of moving out the smaller items, supplies, etc.



4.	<p>Discussion Regarding Changes with Board Members. The Chair facilitated a discussion to clarify the following regarding Board membership:</p> <ul style="list-style-type: none"> • The individual does not hold the seat, the business or organization does. • Report all instances of retirement, changes of employer or job title, etc. to Christi Porter, Ken Busby, and Jeanne Blackwell. • Representative must have "optimum policy making authority" or "hiring authority." • The process will be included in the updated GCW Board Bylaws. 	
5.	<p>Chair Update The Chair provided an update regarding the need for 3-4 volunteers to serve on the Service Provider RFP Grading Committee. Grading Committee Members must meet the first week of January 2023 to review bids. The deadline for bid submissions is December 19, 2022. Karen Pennington volunteered to serve on this Grading Committee. The recommendation(s) will be presented and voted on at the GCW Board Meeting on the afternoon of January 10, 2023.</p>	
6.	<p>Discussed and Approved the proposed meeting dates for the 2023 Green Country Workforce Development Board Executive Committee and full Board as presented in the meeting packet.</p>	<p><u>Motion to Approve:</u> Janet Pieren <u>Second:</u> Rhonda Archer <u>Vote:</u> Motion carried</p>
7.	<p>Reviewed and Approved the updated Green Country Workforce Development Board Policies – Consent Agenda items 1-5 and 7-23. Item 6, Demand Occupations, was voted on separately after updating the SOC codes.</p> <p><i>All items may be approved together, or any item(s) may be voted on separately at the request of any Board member. Copies of all documents are included for review.</i></p> <ol style="list-style-type: none"> 1. Adult Dislocated Worker Programs Policy 2. After Business Hours Accommodation Policy 3. Center Certification Policy 4. Conflict of Interest Policy 5. Data Validation Policy 6. Demand Occupations Policy**** 7. Discrimination Complaint Procedures Policy 8. EO Tagline Policy 9. Incumbent Worker Training Policy 10. Individual Training Account Policy 11. Internet User Policy 12. Limited English Language Proficiency Policy 	



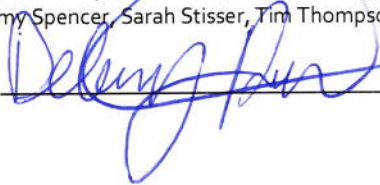
Equal Opportunity Employers/Program. Auxiliary aids and services are available upon request for individuals with disabilities.



	<p>13. Monitoring Policy 14. On the Job Training Policy 15. Priority of Service Policy 16. Programmatic Grievances and Complaints Policy 17. Public Participation Policy 18. Public Relations and Comment Policy 19. Request for Records Policy 20. Self Sufficiency Policy 21. Transitional Jobs Policy 22. Work Experience Policy 23. Youth Program Policy</p> <p>Reviewed and Approved Item 6 on the consent agenda above, Demand Occupations Policy, with the following added SOC codes:</p> <ul style="list-style-type: none"> • (35-) Food Preparation and Serving Occupations, <i>including only</i>: <ul style="list-style-type: none"> ○ 35-1011.00, Chefs and Head Cooks ○ 35-1012.00, First-Line Supervisors of Food Preparation and Serving Workers 	<p>Motion to Approve: Jay Littlejohn Second: Joseph Fuller Motion: Motion carried</p> <p>Motion to Approve: Tim Thompson Second: Pete Selden Motion: Motion carried</p>
8.	<p>EO Update Christi Porter presented the EO (Equal Opportunity) update in the absence of Mike Branan, EO Officer for Green Country Workforce. The quarterly EO report was sent to the State covering the months of July through September 2022. There were 2 complaints:</p> <ul style="list-style-type: none"> • A general complaint – a client was trained in a demand occupation and wanted to be trained again for another occupation that is not in demand. • An EO complaint – Client was from another jurisdiction, and it was resolved by another Board’s response. 	<p><u>No Action Necessary</u></p>
9.	<p>New Business – There was no new business</p>	
10.	<p>The meeting was adjourned at 11:37 AM by the Chair.</p>	

Board Members: Kathy Adair, Tom Albaugh, Rhonda Archer, 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, Chris Leffingwell, Chelsea Levo-Feary, Jay Littlejohn, Amy McCreedy, 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, Tim Thompson, Landon Varnell, Jason Winters

Chair Signature: _____



Date: _____

4/10/23



Equal Opportunity Employers/Program. Auxiliary aids and services are available upon request for individuals with disabilities

