



**Green Country Workforce Development Board
Executive Committee Meeting
9/22/2022 Meeting Minutes**

10:02 AM	The Executive Committee Chair, Delaney Rea, called the meeting to order. Introductions were made to establish quorum.	
<p>ATTENDEES</p> <p>Members Attending in Person: Kathy Adair, Celia Armstrong, Kelly Beyer, Ken Busby, Eloy Chavez, Joseph Fuller, Diane Kelley, Jay Littlejohn, Delaney Rea, Lisa Smith, Tim Thompson</p> <p>Members Attending via Zoom: Tom Albaugh</p> <p>Absent Members: Pete Selden</p> <p>GCW Board Staff in Person: Wes Mitchell, Mike Branan, Rob Taylor, Jeanne Blackwell</p> <p>Guests in Person: Don Morris, Susannah Gravely, Ashley Sellers, Christi Porter</p>		
Item	Description / Discussion	Action
1.	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.	
2.	Reviewed and Approved the 6/16/2022 Executive Committee Meeting Minutes	<p>Motion to Approve: Ken Busby Second: Tim Thompson Vote: Motion Carried</p>
3.	Reviewed the slate of Green Country Workforce Development Board Executive Committee members as included in the meeting packet. The Executive Committee was expanded from 10 to 13 members per the change to the Green Country Workforce Development Board Bylaws dated 3/8/2022.	No Action Necessary
4.	Reviewed and Approved the proposed 2023 meeting dates for the Green Country Workforce Development Board Executive Committee and Green Country Workforce Development Board.	<p>Motion to Approve: Celia Armstrong Second: Lisa Smith Vote: Motion Carried</p>
5.	Discussed and Approved the change to the Individual Training Account Policy. The change is to increase the program year cost limitation from \$5,000 to \$6,000 for programs leading to a Commercial Driver's License.	<p>Motion to Approve: Celia Armstrong Second: Ken Busby Vote: Motion Carried</p>

6.	Financial Report – Ashley Sellers, CEO of COWIB and Fiscal Agent for Green Country Workforce Development Board presented the budget vs. actual for month ending August 2022 as included in the meeting packet. Areas for improvement include the systems costs specifically at the Tulsa American Job Center.	<u>No Action Necessary</u>
7.	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.	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> Celia Armstrong <u>Vote:</u> Motion Carried
8.	Discussed and Approved the 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. Eckerd is currently on year 1 of their contract. Delaney Rea thanked Ashley Sellers for the handling of the negotiation of this relationship and the new contract.	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> Joseph Fuller <u>Vote:</u> Motion Carried
9.	Administrative Oversight Update was given by Interim Executive Director, Wes Mitchell. Wes thanked Ashley Sellers for her assistance and sharing her knowledge of financial best practices .	<u>No Action Necessary</u>
10.	Discussion of DOL Monitoring Report was given by Wes Mitchell. He reported that the response is due Tuesday. Christi Porter is assisting with the response. Western has allowed Christi to split her time between GCW and Western. Delaney reminded the group that the responses are action plans.	<u>No Action Necessary</u>
11..	Ashley Sellers gave an Update on the Green Country Workforce One Stop Operator RFP. The RFP opened October 4, 2022, and the contract will start December 1, 2022. COWIB and OOWD will be scoring the RFP.	<u>No Action Necessary</u>
12.	Committee/Council Reports: <ul style="list-style-type: none"> • Board Development Committee - Ken Busby advised that the Open House for the Tulsa American Job Center is permanently on hold. • Administrative Strategy Committee - Celia Armstrong reported that she likes the financial reporting format and is happy to know that most of the outstanding invoices are being paid. • Innovative Workforce Opportunity Council - Kelly Beyer – Kelley will be hosting a virtual partner fair on October 4. If you would like an invitation to the Zoom meeting, please let Kelly know. • Youth Council - Jay Littlejohn – The Youth Council meeting was held on September 20. There was a wide cross section of youth partners, organizations and businesses . The November 7 presentation will be in regard to the foster care system. 	<u>No Action Necessary</u>
13.	One-Stop Operator Report was given by Wes Mitchell on behalf of John Collins, One Stop Operator. <ul style="list-style-type: none"> • New partners – Tulsa Job Corps, Job Corps in Tahlequah, Job Corps in Sapulpa. • Satellite offices are located in Wagoner and at the Oasis Fresh Market in North Tulsa. • Partner meeting held on September 14, 2022, was well attended. 	<u>No Action Necessary</u>

14.	Chair Report – Delaney Rea reported that she was heavily involved with Ashley Sellers in the hiring of the new Green Country Workforce Development Board Executive Director, Christi Porter.	<u>No Action Necessary</u>
15.	Interim Executive Director Report/Business Services Director Report – Wes reported on some of the Business Services initiatives including: <ul style="list-style-type: none"> • Financial Empowerment Center • Project search – a partnership with TTC, DRS, and St. Francis Hospital to train neurodiverse individuals to fill specific customized employment in the healthcare industry. • Sen. Kevin Mathews Construction School – provides training, work experience and potential career opportunities for prior justice system involved. <p>Wes reiterated that the mission of Business Services is to put an individual on the path to a family sustainable wage.</p>	<u>No Action Necessary</u>
16..	Motion to Enter Executive Session was made at 11:52 AM Motion to Enter Executive Session 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. <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>	<u>Motion to Approve:</u> Diane Kelley <u>Second:</u> Ken Busby <u>Vote:</u> Motion Carried
17.	Motion to Exit Executive Session was made at 12:25 PM	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> Diane Kelley <u>Vote:</u> Motion Carried
18.	Motion to Return to Open Session was made at 12:26 PM	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> Lisa Smith <u>Vote:</u> Motion Carried
19.	Discussion and Possible Actions on Matters Discussed During the Executive Session. Vote taken by roll call. There was no additional discussion or vote needed upon return to Open Session.	
20.	New Business Motion was made for the Green Country Workforce Development Board staff to make the fiscal piece and documentation a top priority. This includes providing all financial information and documentation from both formerly Tulsa Workforce Innovation Board (TWIB) and Eastern Workforce Investment Board (EWIB). Christi Porter and Rob Taylor will work on this over the next few days to get the info to COWIB. Upcoming Event: Lisa Smith invited the group to the Regional Alliance Summit at NSU in	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> Diane Kelley <u>Vote:</u> Motion Carried

Tahlequah on October 25, 2022. The cost is \$75 which includes breakfast, lunch and breakout sessions. Registration link available.	
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Meeting Adjourned at 12:32 PM by the Chair. Motion made by Diane Kelley and second made by Ken Busby.

Chair Signature: Tim Thompson
BOARD CHAIR Elect

Date: 2-17-23

Executive Committee Members: Kathy Adair, Tom Albaugh, Celia Armstrong, Kelly Beyer, Ken Busby, Eloy Chavez, Joseph Fuller, Diane Kelley, Jay Littlejohn, Delaney Rea, Pete Selden, Lisa Smith, Tim Thompson