



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

**Date: 12/13/2022 Time: 10:00 - 11:30 AM**

**Location: Connors State College, Muskogee Campus**

**Nursing & Allied Health Building, Classroom #145**

**2501 N. 41<sup>st</sup> 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 roll call. CLEO Warner formally introduced Green Country Workforce Development Board Executive Director, Christi Y. Porter. Christi was previously the Executive Director for the Western Oklahoma Workforce Development Board which covers 25 counties. In addition, CLEO Warner introduced Ashley Sellers who is the CEO of Central Oklahoma Workforce Innovation Board (COWIB) which now serves as the Fiscal Agent and Employer of Record for Green Country Workforce Development Board.
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**County Commissioners Present:** Sam Chandler, Ken Doke, Monty Grider Tim Kelley, Steve Talburt, CLEO Leon Warner, Ray Watts, Stan Sallee (arrived at 10:37 AM after voting took place).

**County Commissioners Absent:** Barry Donnelly, Clif Hall, David Walker

**Green Country Workforce Development Board Staff:** Christi Porter, Michael Branan, Belinda Wall, Julie Van De Wege, Jeanne Blackwell

**Guests:** Cindy Murphy, Ashley Arenivar

**Guest on Zoom:** Ashley Sellers

Item	Description / Discussion	Action
1.	<b>Reviewed and Approved</b> the 9/13/2022 Meeting Minutes of the Green Country Workforce Development Board– Local Elected Officials as contained in the meeting packet.	<p align="center"><b><u>Motion to Approve:</u></b> Tim Kelley <b><u>Second:</u></b> Sam Chandler <b><u>Vote:</u></b> Motion passed by roll call vote</p>
2.	<p><b>Reviewed and Approved</b> the proposed 2023 meeting dates for the Green Country Workforce Development Board – Local Elected Officials.</p> <ul style="list-style-type: none"> <li>o March 21</li> <li>o June 27</li> <li>o October 12 – Joint meeting with the GCWDB Board</li> <li>o December 19</li> </ul>	<p align="center"><b><u>Motion to Approve:</u></b> Ray Watts <b><u>Second:</u></b> Tim Kelley <b><u>Vote:</u></b> Motion passed by roll call vote</p>

<p>3.</p>	<p><b>Financial Report</b> was given by Ashley Sellers, CEO for Central Oklahoma Investment Board (COWIB). She presented and discussed the October 2022 financials as well as discussed and addressed questions about the following:</p> <ul style="list-style-type: none"> <li>- GCWDB has 41 grants to manage. Process/plan for closing out old grants <ul style="list-style-type: none"> <li>o Rob Taylor’s last day with GCWDB is Friday, 12/16/2022. He has provided all general ledgers, numbers, available documentation, etc. as requested by OOWD to close out the PY19 Eastern Workforce Investment Board grants. Also, Rob has graciously offered to be available to answer questions or help in any way he can even after his last day of employment.</li> <li>o In response to a LEO’s question about closing out old grants (particularly from the former Eastern Workforce Investment Board), Christi Porter stepped out and telephoned OOWD, returned to the meeting, and announced that OOWD assured her that they will have the PY19 Eastern Workforce Investment Board grants closed out by the end of this week (December 16, 2022).</li> </ul> </li> <li>- High GCWDB System Costs compared to COWIB and other Workforce Development Boards in Oklahoma. <ul style="list-style-type: none"> <li>o Christi explained that the IT contract with Apprentice and the expiring lease at the Sun Building are both opportunities for cost savings. All Tulsa Board staff is now located at the Tulsa American Job Center.</li> </ul> </li> <li>- Explanation tab – CLEO mentioned that he finds this tab especially helpful in understanding the various budget items.</li> </ul> <p>CLEO Warner advised that currently the LEO’s are managing grants that equal \$9 million.</p>	<p>Board Staff to email the LEO’s the October Financials with all the tabs, including the “Explanation” tab.</p>
<p>4.</p>	<p><b>CLEO Report</b> – CLEO Leon Warner facilitated discussion regarding the following:</p> <ul style="list-style-type: none"> <li>- Continued/new county LEO representation – Intentions to serve or be replaced. There were three counties mentioned that may be considering replacing current LEO’s.</li> <li>- Scaling down GCWDB membership to still maintain the required 51% business requirement for Board certification. 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.</li> </ul>	<p><b>No Action Necessary</b></p>



**Executive Director Report**

- LEO Consortium Agreement
  - o Christi and CLEO Warner will be working on revising the document with some updates to be:
    - Corrected to name the current fiscal agent of COWIB.
    - Chief Local Elected Official (CLEO) term will no longer be limited to 1 year but will be voted on annually.
    - Continuing/new LEO representation – will need to identify those LEO’s who will continue representing their county and get names of new Commissioners if needed. Will also need to get signatures of all LEO’s on new document.
- GCWDB Bylaws – Document needs to be updated to include review of committee structure, include a process for alternate designees, etc., to ensure compliance with the Workforce Investment Opportunity Act (WIOA) and the Oklahoma Open Meetings Act (OMA.)
- 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. OOWD approved contract to exceed 1 year.
- Service Provider RFP is out through December 19, 2022. Grading Committee must meet ahead of the January 10, 2023 Board meeting. Board will vote on the selection of the Service Provider at the January 10<sup>th</sup> meeting. The contract will begin February 1, 2023 through June 30, 2024. OOWD approved contract to include an automatic renewal the first year due to starting February 1, 2023.
- Service Provider Performance – Approved for Service Provider Staff to receive a \$500 bonus to stay working with the current provider through January. They are encouraged to keep up with their enrollments and apply with the new, yet to be selected, Service Provider.


5.

**No Action Necessary**

	<ul style="list-style-type: none"> <li>- Federal Performance Measures <ul style="list-style-type: none"> <li>o If a Board doesn't meet any one or multiple performance measure(s) for 3 years consecutively, the Board could be sanctioned.</li> <li>o The "No-report" will be utilized to identify issues to correct while they can still be corrected.</li> <li>o Of the 5 performance measures, GCWDB met: <ul style="list-style-type: none"> <li>• Adult Program: 3 of 5</li> <li>• Dislocated Worker Program: 2 of 5 <ul style="list-style-type: none"> <li>- 16% of the <u>State</u> required 40% minimum expenditure rate for Adult and Dislocated Worker (DLW) funds spent on training that leads to a recognized postsecondary education and/or workforce credential directly linked to an in-demand industry or occupation.</li> <li>- Youth Program: 3 of 5 <ul style="list-style-type: none"> <li>▪ &lt; 1% of the required 20% minimum expenditure rate for the work experience program element.</li> <li>▪ 20% WEX</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> <li>- DOL Monitoring response has been sent; working with COWIB and OOWD on fine-tuning the answers.</li> <li>- PY 21 OOWD Monitoring is scheduled for March 20-24, 2023.</li> <li>- The 23 new policies have replaced previous versions of GCW policies. The GCW Board approved these policies at their December 8, 2022 meeting.</li> <li>- Business Services Performance <ul style="list-style-type: none"> <li>• Major focus on meeting performance</li> <li>• Business shutting down/reducing staff can contact GCWDB Business Services for rapid response</li> </ul> </li> </ul>	
6.	<p><b>EO Update – Mike Branan, Green Country Workforce EO Officer reported the following:</b></p> <p>The quarterly EO report was sent to the State for the months of July through September 2022. There were 2 complaints:</p> <ul style="list-style-type: none"> <li>- A general complaint – a client was trained in a demand occupation and wanted to be trained again for another occupation that is not</li> </ul>	<b>No Action Necessary</b>



	<p>in demand.</p> <ul style="list-style-type: none"> <li>- An EO complaint – Client was from another jurisdiction, and it was resolved by another Board’s response.</li> </ul>	
7.	<p><b>Program Monitoring Update, Belinda Wall</b> who will be overseeing GCWDB Program Monitoring moving forward, and she reported about the following:</p> <ul style="list-style-type: none"> <li>- The GCWDB Board staff has developed a comprehensive checklist to be used for the monitoring. <ul style="list-style-type: none"> <li>• 10 months of Supportive Services have been monitored, and after taking one more pass through them to determine what issues were/were not resolved, results will be sent to Christi to reconcile.</li> <li>• Ahead of OOWD’s upcoming 2021 Monitoring, 100% program monitoring will be conducted by GCWDB; Will be top monitoring priority for a couple of months.</li> </ul> </li> </ul> <p>Christi Porter reported that the general finding has been that any 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. Also, Rob Taylor has been monitoring the service provider invoices for any disallowed costs. His position will not be replaced. His job duties will be delegated among the other GCW Board Staff.</p>	
8.	<p><b>One Stop Operator Report - Ashley Arenivar, the Northeastern Workforce Development Board (NEWDB) Workforce System Coordinator</b> introduced herself, advised regarding the status of the interviews being conducted in search of the next GCWDB One Stop Operator, and advised that she herself would be supervising the candidate awarded the position.</p>	
9.	<p><b>New Business</b> – there was no new business.</p>	<p><b>No Action Necessary</b></p>
10.	<p><b>Meeting adjourned.</b> The meeting was adjourned at 11:40 AM by CLEO Leon Warner.</p>	

CLEO Signature: 

Date: 3/21/2023