



**Agenda for  
Green Country Workforce Development Board  
Executive Committee Meeting**

**May 11, 2023 from 10:00 AM to 12:00 PM at  
Northeastern State University – Broken Arrow  
Business & Technology Building – Room 138  
3100 E. New Orleans St.  
Broken Arrow, OK 74014**

**All voting members of the body must attend  
in person at the physical location**

	<b>Activity / Item</b>	<b>Who</b>	<b>Page</b>
1.	<b>Call Meeting to Order</b>	Delaney Rea Board Chair	
2.	<b>Compliance with Open Meetings Act:</b> Declaration of quorum. 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.	Christi Porter Executive Director	
3.	<b>Discussion and Possible Action</b> on the 2/9/2023 Executive Committee meeting minutes.	Tim Thompson Board Chair- Elect	1-5
4.	<b>Discussion and Possible Action</b> on 1. Monthly Financial Update for March 2023 2. 9130 – see separate attached document 3. Explanation of the monies being re-allocated from Green Country Workforce Development Board.	Ashley Sellers CEO of COWIB	6
5.	<b>Discussion and Possible Action</b> on the Single Audit Findings Note: Waiting on complete audit report.	Ann Cole, CPA Senior Manager, Mike Green CPA	
6.	<b>Discussion and Possible Action</b> on re-appointing the following GCWDB Board members for another 3-year term July 1, 2023 to June 30, 2026. 1. Kelly Beyer – confirmed Yes 2. Ken Busby – confirmed Yes 3. Ted Jenkins <b>Resignations or Replacements</b> 1. Janet Pieren – resigned / no replacement 2. Jennifer Overmeyer – resigned/requested replacement	Christi Porter	



7.	<p><b>Discussion and Possible Action</b> on the structure of the Green Country Workforce Development Board Committees: Current structure is outlined in the GCWDB Bylaws approved 3/8/2022.</p> <ol style="list-style-type: none"> <li>1. Board Development Committee – Ken Busby, Chair</li> <li>2. Administrative Strategy Committee –no Chair since Celia Armstrong resigned</li> <li>3. Innovative Workforce Opportunity Committee – Kelly Beyer, Chair</li> <li>4. Youth Committee– Jay Littlejohn, Chair</li> </ol>	Chair	
8.	<b>Board Training – Incumbent Worker Training Policy (see attached)</b>	Christi Porter and Belinda Wall	7-28
9.	<b>Chair Report</b>	Delaney Rea	
10.	<p><b>Discussion and Possible Action on Executive Director Update</b></p> <ol style="list-style-type: none"> <li>1. I.T. Contract – Data Ward replaced equipment to improve internet access and functions.</li> <li>2. PY 20 Monitoring OOWD – still pending.</li> <li>3. PY 21 Monitoring OOWD March 20<sup>th</sup> – 24<sup>th</sup> Waiting for initial report.</li> <li>4. USDOL Monitoring- having calls with DOL every two or three weeks. <ol style="list-style-type: none"> <li>a. Mike and Christi have completed the MOU/IFA and have held the partner meeting. Mike is now calling partners to get remaining signatures.</li> <li>b. COWIB needs to complete: <ol style="list-style-type: none"> <li>i. single audit-- Complete</li> <li>ii. forensic audit</li> <li>iii. posting all expenditures to the OK grant system for all grants.- Complete</li> </ol> </li> <li>c. OOWD updating policies--Complete.</li> <li>d. June 12 - 16, 2023 - DOL technical assistance at Tahlequah office as follow-up of last monitoring.</li> </ol> </li> <li>5. Bank Account Update <ol style="list-style-type: none"> <li>a. Old Eastern accounts at Bank of Oklahoma – OOWD sent the letter to the Bank of Oklahoma to add Christi Porter. The bank’s Legal Department is reviewing. Dana Coons is contact person.</li> </ol> </li> <li>6. Looking to repurpose the joint meeting of the</li> </ol>	Christi Porter	

	Board and LEO's on October 12 <sup>th</sup> . The proposed ½ day format will be a Board/LEO Summit to include training. 7. Green Country Workforce Development Board Local Plan and SWOT Analysis.		
11.	<b>Discussion and Possible Action on the Business Services Report</b> 1. Incumbent Worker Training (IWT) 2. Impact Partnership Grants (IPG) 3. Other Special Projects 4. Business services will have a "business success" monthly.	Wes Mitchell GCW Business Services Manager	
12.	<b>Discussion and Possible Action on the Program Monitoring Update</b> 1. Eckerd 2. WEX/OJT 3. Update on 100% Monitoring 4. Technical Assistance for Service Providers scheduled for July 20-21.	Belinda Wall GCW Programs Manager	29
13.	<b>Discussion and Possible Action on the EO Update</b>	Mike Branan GCW Director of Operations and EO Officer	
14.	<b>Motion to Enter Executive Session</b> Motion to enter Executive Session pursuant to 25 Oklahoma Statute § 307 (B)(1) to discuss the Green Country Workforce Development Board Executive Director's Performance and Compensation.	Chair	
15.	<b>Motion to Return to Open Session</b>	Chair	
16.	<b>Discussion and Possible Actions on Matters Discussed During the Executive Session.</b>	Chair	
17.	<b>Discussion and Possible Action on New Business</b>	Chair	
18.	<b>Adjourn Meeting</b>	Chair	

**Executive Committee Members:** Kathy Adair, Kelly Beyer, Ken Busby, Eloy Chavez, Joseph Fuller, Diane Kelley, Jay Littlejohn, Delaney Rea, Pete Selden, Tim Thompson

**SEE OTHER SIDE FOR UPCOMING EVENTS**

**UPCOMING EVENTS:**

**June 12-16, 2023**

**Dept. of Labor visit to Tahlequah office to provide technical assistance as a follow-up of last monitoring.**

**June 21, 2023**

**Workplace Stability Workshop**

**Session 1 at 8:30 AM and Session 2 at 1:00 PM**

**Connors State College – Port Campus**

**See attached flyer for more information**

**June 27, 2023 from 10:00 to 11:30 AM**

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

**Connors State College – Location to be Confirmed**

**July 13, 2023 from 9:30 AM to Noon**

**Green Country Workforce Development Board Meeting**

**Location to be Confirmed**

**July 27, 2023**

**Oklahoma Association of Workforce Development Boards Meeting (OAWDB) 1:30 pm to 3:00 pm**

**Community Hope Center 7201 NW 10<sup>th</sup> OKC, OK**

**August 10, 2023 from 10:00 AM to Noon**

**Green Country Workforce Development Board – Executive Committee Meeting**

**NSU-BA Campus – Specific Meeting Room to be Confirmed**

**August 28-29, 2023**

**Oklahoma Conference on Economic Development**

**Omni Oklahoma City**

**See attached flyer for more information**



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