



Green Country Workforce Development Board (GCWDB)
Executive Committee
02/09/2023
Meeting Minutes

10:07 a.m.	<i>The Board/Executive Committee Chair-Elect, Tim Thompson, called the meeting to order.</i>
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ATTENDEES

Members: Kathy Adair, Kelly Beyer, Eloy Chavez, Joseph Fuller, Peter Selden, Lisa Smith, Tim Thompson
Absent Members: Tom Albaugh, Ken Busby, Diane Kelley, Jay Littlejohn, Delaney Rea
Board Staff: Christi Porter, Michael Branan, Martha Brians, Julie Van De Wege
Guests: Nicole Cue, Tom Summar, Donna Weese

Item	Description / Discussion	Action
1.	<p><u>Compliance with Open Meetings Act (OMA)</u> was declared by GCWDB Executive Director, Christi Porter, who confirmed that the agenda for this meeting 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. Quorum was established at 10:09 a.m.</p>	<p><u>No Action Necessary</u></p>
2.	<p><u>Reviewed & Approved</u> the 09/22/2022 Executive Committee Meeting Minutes, as contained in the meeting packet.</p>	<p><u>Motion to Approve:</u> Kelly Beyer</p> <p><u>Second:</u> Kathy Adair</p> <p><u>Vote:</u> Motion Carried</p>

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



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3.	<p>Discussed & Approved the December Financial update as presented by the CEO of Central Oklahoma Workforce Investment Board, COWIB, Ashley Sellers with the following highlights:</p> <ol style="list-style-type: none"> 1. December Financial Report <ol style="list-style-type: none"> a. Admin/Board Program b. Business Services – Will exceed shortly, at which point BIS Board Staff will allocate time to Board Program, for which there is sufficient funds. c. Transitional Jobs/WEX – Youth WEX is incredibly underspent. d. OSO Admin – Time allocation is no longer a concern. e. On the Job Training (OJT) – also underspent. f. Support Services – Required to aid in the completion of training. g. Training OST (Occupational Skills Training) – Adult money spent well here. h. Service Provision – Client Dollars i. Youth Work Related – Staff time allocated towards the 20% requirement j. System Costs – Improvements since last meeting. 2. OOWD reconciled the pending old grants and released the funds. Upon the approval of GCWDB of a modified budget reallocating these funds back into this PY’s Board Budget, those older grants will be spent on a “first in; first out” basis in order to spend as much of the grants as possible before they expire. 3. Carryover – Typically based on how current spending is going. 	<p>Motion to Approve: Joseph Fuller</p> <p>Second: Eloy Chavez</p> <p>Vote: Motion Carried</p>												
4.	<p>Discussed & Approved the transfer of up to 100% of all Dislocated Worker (DLW) funds received in PY20, PY21, and PY22 to Adult. The motion identified the following grants:</p> <table border="1" data-bbox="363 1283 831 1530"> <thead> <tr> <th>DLW Grant #</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>00254</td> <td>\$951,819.84</td> </tr> <tr> <td>00255</td> <td>\$105,739.00</td> </tr> <tr> <td>00228</td> <td>\$189,578.29</td> </tr> <tr> <td>00263</td> <td>\$119,229.40</td> </tr> <tr> <td>00265</td> <td>\$796,182.80</td> </tr> </tbody> </table>	DLW Grant #	Amount	00254	\$951,819.84	00255	\$105,739.00	00228	\$189,578.29	00263	\$119,229.40	00265	\$796,182.80	<p>Motion to Approve: Peter Selden</p> <p>Second: Eloy Chavez</p> <p>Vote: Motion Carried</p>
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5.	<p>Discussed & Approved the GCWDB Board Budget Modification, as presented by Christi Porter and Ashley Sellers.</p>	<p>Motion to Approve: Eloy Chavez</p> <p>Second: Lisa Smith</p> <p>Vote: Motion Carried</p>												

6.	<p>Reviewed & Approved Board Policies Consent Agenda, as contained in the meeting packet, which included the following:</p> <ol style="list-style-type: none"> 1. Adult and Dislocated Worker Program Policy 2. Data Validation and Source Documentation Requirements Policy 3. Individual Training Account Policy 4. On the Job Training Policy 5. Youth Program Policy 	<p>Motion to Approve: Joseph Fuller</p> <p>Second: Kathy Adair</p> <p>Vote: Motion Carried</p>
7.	<p>Discussion regarding the review of all committees'/council's makeup and existence will be discussed at a later time when committee/council chairs (listed below) are all present, as requested by Kelly Beyer, IWOC Chair. Christi Porter advised that she has been having one-on-one meetings with Ken Busby regarding Board Composition Compliance.</p> <ol style="list-style-type: none"> 1. Board Development Committee – Ken Busby 2. Administrative Strategy Committee – Celia Armstrong 3. Innovative Workforce Opportunity Committee - Kelly Beyer 4. Youth Committee – Jay Littlejohn 	<p>No Action Necessary</p>
8.	<p>Chair-Elect Report: Tim Thompson reported that he believes GCWDB is moving in the right direction.</p>	<p>No Action Necessary</p>
9.	<p>Executive Director Updates were presented by Christi Porter regarding the following:</p> <ol style="list-style-type: none"> 1. New OSO in place, Nicole Cue. 2. New Service Provider, Dynamic Workforce Solutions (DWFS) 3. Continuing Discussions with the Landlord regarding the Tulsa American Job Center Lease. 4. I.T. Contract – Apprentice to Data Ward transition is taking place. 5. Monitoring of GCWDB's PY21 performance by the Oklahoma Office of Workforce Development (OOWD) is scheduled to take place on March 20th – 24th. 6. Additional USDOL Monitoring may take place in May or June this year. <ol style="list-style-type: none"> a. USDOL Monitoring report received 1.27.2023. Reviewed open issues that need to be addressed by March 1, 2023. 7. Governor Stitt executive order 2023-02 reviewing "Workforce" – Main ask from the Local Workforce Boards will be that they and the County Commissioners will have a voice at the table. Board members can contact Christi if they are interested in participating in the planning meetings. 8. Governor Council Meeting 1.27.23 9. Oklahoma Association of Workforce Development Board (OAWDB) 1.26.23 	<p>No Action Necessary</p>

	<ol style="list-style-type: none"> 10. Eastern Bank Accounts are still inaccessible, but we are working on reconciling to determine how much GCWDB money, primarily rent payments from a partner, was deposited into this account. 11. Christi now has access to the Regent Bank account, so she is managing obligations for money, including but not limited to Oasis Fresh Market (Devon donation). Christi was also able to confirm that Tulsa Community Foundation processed and administered Board Member donation tax paperwork. 12. Monitoring team: <ol style="list-style-type: none"> a. 100% PY21 and 22 monitoring. b. Eckerd invoices/monitoring c. Assisting and answering monitoring report from DOL and OOWD. 13. Business Services team: <ol style="list-style-type: none"> a. Impact Partnership Grant- Ashley Sellers is requesting additional clarification from OOWD regarding the ability to spend funds on training. b. All Federal Performance- Goals per week, month, quarter c. Transition to new service provider for all Work Based Learning. Those who began their WEX under the purview of GCWDB will remain as such. New WEX participants will be served by DWFS. d. Working with OOWD Apprenticeship team. Please reach out to a member of the Business Services Team if interested in setting up an apprenticeship program. 14. ETPL Discussion regarding Use of Funds—first local, second state, and third other approved by the ED. 15. Needs related payments explained to the group and the policies will be updated as soon as Board Staff and E.D. finalizes all process. Board will need to approve the updates once finalized. 16. Added one Monitor, Martha Brians, the latest member of the GCWDB Board Staff, who introduced herself. Looking to possibly add an additional Business Services Representative to Board Staff, ideally one who will serve rural businesses. Please forward resumes of anyone interested to Christi Porter. At the request of Joseph Fuller, Christi Porter agreed to send out the latest iteration of the GCWDB Organizational Chart. 	
10.	<p><u>One Stop Operator Report</u> was presented by Nicole Cue, GCWDB's One Stop Operator, who reported that she is focused on Core & co-located partners. Partner meetings and cross training meetings will be taking place at each of the American Job Centers, and this month's focus is Customer Service. At the next meeting, Nicole Cue will present approved customer survey fliers and numbers regarding service delivery integration within GCWD's American Job Centers and partnerships.</p>	<p><u>No Action Necessary</u></p>

11.	<p>Service Provider Report was presented for Dynamic Workforce Solutions (DWFS) by DWFS Regional Director, Tom Summar, who introduced Donna Weese, DWFS Project Director for GCWDB. Tom Summar gave a brief overview of DWFS's transition plan, and he agreed to share with the Board moving forward, some of GCWDB's area KPIs as reviewed at DWFS's regional meetings.</p> <p>Donna Weese described the Youth Focused Team she is assembling (Youth Career Navigator, Youth Outreach, BIS) and the remaining open positions for their GCWDB team, which can be found on their website under "Becoming Dynamic."</p>	
12.	New Business: None	No Action Necessary
<p>Meeting Adjourned by the Chair-Elect at 12:04 p.m.</p>		

Chair-Elect Signature: Tom Thayer

Date: 5-11-23



