



**Green Country Workforce Development Board
Meeting Minutes**

1/10/2023 from 1:00 to 3:00 PM

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

1:01 PM	Chair, Delaney Rea, called the meeting to order. Quorum was established by introductions.
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Board Members Attending in Person: Kathy Adair, Rhonda Archer (arrived after first vote), Yasmin Avila, Jennifer Bentley, Eloy Chavez, Jay Littlejohn, Casi Martin (alternate for Cody Cox), Amy McCready, Jennifer Overmeyer, Janet Pieren (arrived after first vote), Delaney Rea, Rachel Savage, Pete Selden, Lesli Shoals (arrived after first vote), Tim Thompson, Comm. Leon Warner

Absent Board Members: Tom Albaugh, Kelley Beyer, Daniel Bradley, Bill Brock, Robert Brown, Ken Busby, Eric Carter, Eloy Chavez, Ted Cundiff, Joe Epperley, Joseph Fuller, Tony Heaberlin, Ted Jenkins, Diane Kelley, Chris Leffingwell, Chelsea Levo-Feary, David Oliver, Karen Pennington, Christopher Pierce, Ron Ramming, Bill Shelby, Jacob Shivers, Lisa Smith, Amy Spencer, Sarah Stisser, Landon Varnell, Jason Winters,

Guests: Ashley Sellers, Ashley Arenivar, Nicole Cue, Tom Summar

GCW Board Staff: Christi Porter, Mike Branan, Belinda Wall, Wes Mitchell, Julie Van De Wege, Jeanne Blackwell

Item	Description/Discussion	Action
1.	Reviewed and Approved the 12/8/2022 Meeting Minutes as included in the meeting packet and presented by Board Chair.	<u>Motion to Approve:</u> Tim Thompson <u>Second:</u> Eloy Chavez <u>Vote:</u> Motion Carried
2.	The November financial update which was included in the meeting packet was presented by Ashley Sellers, CEO of COWIB and Fiscal Agent/Employer of Record for Green Country Workforce (GCW).	<u>No Action Necessary</u>
3.	Discussed and Approved the recommendation of the Grading Committee to award the Green Country Workforce Service Provider contract to Dynamic Workforce Solutions. Two bids were received--one from Dynamic and another one from Career Team. Dynamic came in 61 points higher than Career Team. Some key decision points for Dynamic were that they have a strong presence in Oklahoma as four of the six workforce boards use them,	<u>Motion to Approve:</u> Eloy Chavez <u>Second:</u> Rhonda Archer <u>Vote:</u> Motion Carried



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	and they have a record of meeting federal performance measurements. The contract will begin February 1, 2023 and will run for 17 months.	
4.	Chair Update: Chair Rea did not have any updates at this time.	
5.	<p>Christi Porter, Executive Director discussed the following items:</p> <ul style="list-style-type: none"> • Mautia Hall resigned 12/28/2022 as she took a new job with a company based in KS. The position of Monitor will be posted. Delaney asked that this posting along with the salary range be sent to the Board so they can share with their contacts. • IT Issues with Apprentice are ongoing. Christi met with the 3 top executives recently to try to resolve the issues. One of the main problems is the lack of response to the 33 open tickets dating back to October 2022. • The lease for the Sun Building at 907 S. Detroit has ended which will result in savings of \$5,000. Cody Cox of OESC has advised Christi that on January 19 there is a walkthrough scheduled of potential new office space to relocate the TAJC. Christi will join for this walkthrough. • Christi has a second meeting scheduled for January 12 with Ken Busby, Chair of the Board Development Committee and Jeanne Blackwell to review the Board composition and make suggestions for any needed changes. We will be focusing on members' attendance and evaluating their participation. • Update on Bank of Oklahoma account. Christi reported at the December 8 Board meeting that the 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. The Bank of Oklahoma will not give access to anyone that is not associated with the former Eastern Workforce Investment Board. OOWD will need to resolve this with former Eastern personnel. Since the last meeting, Christi has requested a letter from Connie Littleton of OOWD stating when the Eastern Workforce Investment Board was dissolved. As of this meeting, the letter has not been received. The suggestion is that the former Local Elected Officials for 	

	<p>Eastern Workforce Investment Board will need to resolve this issue.</p> <ul style="list-style-type: none"> • Part of the responsibilities of the new One Stop Operator, Nicole Cue, will be all surveys and community-based organization meetings. These activities were previously handled by Wes Mitchell and Belinda Wall. • Mike Branan is in the process of tagging all Green Country Workforce assets. • Pathful Explore, a virtual job shadowing program, is up and running. Training is set for the service provider staff. • Wes Mitchell and Christi are working on Impact Partnership Grants (IPG) and how to spend the \$50K. • Julie Van De Wege has started running two weekly reports that are sent to the Service Provider for follow-up: <ul style="list-style-type: none"> ○ Application report ○ "No" list that indicates status of Federal Performance Measures. • OOWD Monitoring for PY21 is scheduled for March 21-24, 2023. • Christi asked for information about the existing Green Country Workforce 501c3 status. Ashley Sellers advised Green Country Workforce now falls under COWIB's 501c3. However, Chair Rae said she wanted to keep the GCW 501c3 in place at this time. Christi to send Chair Rae research and information about this. • Feedback from Board Members and clarification by Christi on the following: <ul style="list-style-type: none"> ○ Regarding DOL response to OOWD/Green Country Workforce's monitoring responses provided in October, there is no deadline for the response from DOL. ○ In response to the discussion about the Apprenticeship contract, a concern was raised whether there would be an impact on the ownership of phone numbers for the job centers if we ended the contract with Apprenticeship. Christi advised she would verify and follow-up. 	
6.	<p>Business Services Update given by Wes Mitchell, Director of Business Services included:</p> <ul style="list-style-type: none"> • Business Services Liaison Regions – the 11 counties of GCW are divided into 3 areas. Wes ran a data analytics report to strategically determine where the most need is for each county. • Business Services Key Performance Indicators (KPI). The performance measurements are still being finalized by the State as there are currently 39 dropdown options under the "Employer" tab in OKJobMatch. • Impact Partnerships – Out of 45 conversations, we currently have 13 partnerships in process across many industries— 	

	<p>cyber skills, manufacturing, construction, fiberoptics/broadband, aerospace, welding, program for neurodiverse individuals, and Create Bridges. The Oklahoma Impact Partnership winner is Premier Logistics.</p> <ul style="list-style-type: none"> • Business Referral Process – The Green Country Workforce website was updated two weeks ago to make the “Apply for Services” button more conveniently located on the front page. This button is used for both job seekers and businesses to allow them to complete a quick 5- question form that is then submitted to the Business Services mailbox. A Business Service Liaison will contact the business and document the outcome on the form. After two weeks, 4 inquiries have been received. 	
7.	<p>Board Training – Christi Porter provided a brief overview of the Basic Eligibility requirements for the 3 WIOA programs (Youth, Adult, and Dislocated Worker) and reviewed the forms associated with each program that were included in the meeting packet. Chair Rea thought this was very helpful information and would like to have Christi present a small portion of WIOA information at each Board meeting.</p>	
8.	<p>Effective January 9th, Nicole Cue was named as the One Stop Operator for Green Country Workforce. Nicole gave a brief overview of the negotiated performance measurements per quarter for Program Year 2022. Nicole will provide updates at future meetings.</p>	
9.	<p>Program Monitoring Update was given by Belinda Wall, GCW Monitoring Manager, who reported on the following:</p> <ul style="list-style-type: none"> • The monitoring team is working on the PY21 monitoring process. • Christi mentioned that Belinda and other GCW staff members created a very comprehensive monitoring tool/form to be used by the Career Coaches. • The Demand Occupation List and the Eligible Training Provider Registry are both current thanks to the efforts of Julie Van De Wege. • Belinda recently attended a meeting of the Eastern Oklahoma Library System. They would like to have a Career Coach present in their library system. 	
10.	<p>EO Update was given by Mike Branan, Director of Operations and EO Officer who reported:</p> <p>The EO report for the months of October to December 2022 was sent to the State.</p> <ul style="list-style-type: none"> • There were three general complaints involving enrollment which were resolved. • There were no EO complaints for this timeframe. 	<p><u>No Action Necessary</u></p>

11.	New Business – There was no new business.	
12.	The meeting was adjourned at 2:34 PM by the Chair.	<p><u>Motion to Approve:</u> Tim Thompson</p> <p><u>Second:</u> Pete Selden</p> <p><u>Vote:</u> Motion Carried</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 McCready, 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: 4/13/23

