



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

**Date:** 3/21/2023    **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

10:07 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 introductions.
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**County Commissioners Present:** Sam Chandler, Ken Doke, Monty Grider, Chris Jenkins, Tim Kelley, Curt Mullin, Stan Salee, CLEO Leon Warner, Ray Watts

**County Commissioners Absent:** Steve Talburt, David Walker

**Green Country Workforce Development Board Staff:** Christi Porter, Michael Branan, Wes Mitchell, Belinda Wall, Jeanne Blackwell

**Guests:** Nicole Cue, Ashley Sellers, Stephanie Stone, Tom Summar, Tim Thompson, Donna Weese

Item	Description / Discussion	Action
1.	<b>Reviewed and Approved</b> the 12/13/2022 Meeting Minutes of the Green Country Workforce Development Board– Local Elected Officials as contained in the meeting packet.	<b><u>Motion to Approve:</u></b> Ray Watts <b><u>Second:</u></b> Tim Kelley <b><u>Vote:</u></b> Motion carried
2.	<p><b>Discussed and Proposed Action</b> on the possible reconciliation of two bank accounts and safety deposit box at Bank of Oklahoma for the former Eastern Oklahoma Workforce Investment Board.</p> <p>The ongoing issue has been that a partner has been depositing their rent payment to the wrong account for several months. The partner was notified to stop depositing into an account belonging to the former Eastern Workforce Investment Board and was given the new bank account info for Green Country Workforce Development Board. By continuing to make deposits to the wrong account, there is now \$20,000 of rent payments intended for Green Country Workforce that is in limbo.</p> <p>There have been many roadblocks trying to get this situation resolved due</p>	

	<p>to the former Eastern Workforce Investment Board being dissolved. Christi Porter reported that effective April 2023 the partner will begin making their payments to the correct bank account. However, the issue of transferring the \$20,000 to Green Country Workforce is still not resolved.</p> <p>A motion was made to recommend to OOWD in writing that they appoint Christi Porter, Ashley Sellers, CLEO Leon Warner, and Commissioner Ken Doke as signers on the former EWIB bank account to allow these parties to transfer the \$20,000 to the correct GCW bank account.</p>	<p><b><u>Motion to Approve:</u></b> Stan Sallee <b><u>Second:</u></b> Ken Doke <b><u>Vote:</u></b> Motion carried</p>
3.	<p><b>Financial Report</b> was given by Ashley Sellers, CEO for Central Oklahoma Investment Board (COWIB) and Fiscal Agent for Green Country Workforce Development Board. She presented and discussed the January 2023 financials that were included in the meeting packet.</p> <p>CLEO Warner reiterated that the Local Elected Officials are fiscally responsible for any disallowed costs and missing funds.</p> <p>Christi Porter offered to be available for one-on-one discussions about the budget at any time.</p>	<p><b>No Action Necessary</b></p>
4.	<p><b>CLEO Report</b> – CLEO Leon Warner reported that Tim Thompson will begin serving as the new Board Chair for the Green Country Workforce Development Board effective July 1, 2023.</p>	<p><b>No Action Necessary</b></p>
5.	<p><b>Executive Director Update – Christi Porter reported on the following:</b></p> <ol style="list-style-type: none"> <li>1. April 13<sup>th</sup> – Cynthia Green from DOL will observe the GCWDB meeting.</li> <li>2. Martha Brians, New Monitor</li> <li>3. Nicole Cue, New OSO</li> <li>4. Dynamic Workforce Solutions, New Service Provider effective February 1, 2023. Tom Summar, Regional Director, and Donna Weese, Project Director, were introduced at the meeting.</li> <li>5. Tulsa Lease, still working on this. Cody Cox with OESC is assisting with these issues. OOWD and DOL are also reviewing the contract to give feedback. Cynthia Green with DOL has a copy of the lease.</li> <li>6. I.T. Contract – Apprentice to Data Ward completed. As a follow-up, DataWard will go to each of the GCW offices to ensure firewalls are in place but restrictions causing staff to be unable to print will be removed.</li> <li>7. Phones transferred from Nextiva and Apprentice- Tulsa, Tahlequah, and Sapulpa completed. Company used is Base Communications.</li> <li>8. PY 20 Monitoring OOWD – still pending.</li> </ol>	<p><b>No Action Necessary</b></p>





	<p>9. PY 21 Monitoring OOWD March 20<sup>th</sup> – 24<sup>th</sup>. There will be an exit meeting on March 28<sup>th</sup> in Tahlequah office.</p> <p>10. USDOL Monitoring- having calls with DOL every two or three weeks.</p> <ul style="list-style-type: none"> <li>a. Mike and Christi only have MOU/IFA to complete. The document is almost ready to be reviewed by the partners. Then a meeting with the partners to discuss and get signatures will complete the MOU/IFA.</li> <li>b. COWIB needs to complete: <ul style="list-style-type: none"> <li>i. single audit – Ashley Sellers has sent the engagement letter for the single audit.</li> <li>ii. forensic audit</li> <li>iii. posting all expenditures to the OK grant system for all grants. Rosaland Rathbun has responsibility for this task.</li> </ul> </li> <li>c. OOWD updating policies.</li> <li>d. June 12 - 16, 2023 - DOL technical assistance at Tahlequah office as follow-up of last monitoring.</li> </ul> <p>11. Governor Stitt Executive Order 2023-02 reviewing “Workforce”--- April 15<sup>th</sup> has been extended for task force to submit reports with finding. One of our GCW Board Members, Karen Pennington., is on this task force.</p> <p>12. Regent Bank (two accounts) &amp; Tulsa Community Foundation Account – Christi now has access to these accounts and COWIB has access to all information.</p> <p>13. ETPL Discussion regarding Use of Funds—first local, second state, and third other approved by the ED.</p> <ul style="list-style-type: none"> <li>a. Monitoring Team found fraudulent training provider information on a CDL provider. They reported findings to OOWD. The ETP will be removed for at least two years.</li> </ul> <p>14. Letter for Eastern LEO’s from OOWD. Comm. Warner and Christi Porter received the letter; however, the other former Eastern LEO’s reported they did not receive it. The email was forwarded to former Eastern Chair, Ken Duke.</p>	
6.	<p><b>EO Update – Mike Branan, Green Country Workforce EO Officer reported the following:</b></p> <p>The quarterly EO report ending December 31, 2022 was sent to the State. There were zero EO complaints. Three generalized complaints.</p> <p>The OOWD PY21 preliminary Monitoring report did not find any EO issues.</p>	<p><b>No Action Necessary</b></p>

7.	<p><b>Program Monitoring Update - Belinda Wall, Green Country Workforce Programs Manager.</b> She reviewed the information that was in the meeting packet.</p> <p>It was suggested that for future reports a legend of all acronyms be provided or spelled out for those not so familiar with the WIOA language.</p>	<b>No Action Necessary</b>
8.	<p><b>One Stop Operator Report - Nicole Cue, the One Stop Operator for Green Country Workforce.</b> She reviewed the performance summary document as contained in the meeting packet—Program Year '22 Quarter 3 Report – December to March.</p>	<b>No Action Necessary</b>
	<p><b>Service Provider Update – Donna Weese and Tom Summar of Dynamic Workforce Solutions</b> reported that the contract started February 1, 2023. They hired 12 incumbent staff from Eckerd, 7 new staff, and will be hiring 6 more staff members over the next two weeks. The first few weeks have been focused on training staff in the Dynamic processes and procedures.</p> <p>Donna reported that they will be meeting weekly with the GCW Business Services Team led by Wes Mitchell to transition the WEX, OJT, and Apprenticeships currently managed by GCW Business Services team. Dynamic has a designated Business Services Liaison who will now handle these participants.</p>	<b>No Action Necessary</b>
9.	<b>New Business</b> – there was no new business.	<b>No Action Necessary</b>
10.	<b>Meeting adjourned.</b> The meeting was adjourned at 11:40 AM with a motion made by CLEO Leon Warner and seconded by Sam Chandler.	

The members of the Green Country Workforce Development Board – Local Elected Officials are Commissioners: Sam Chandler, Ken Doke, Monty Grider, Chris Jenkins, Tim Kelley, Curt Mullin, Stan Sallee, Steve Talburt, David Walker, (CLEO) Leon Warner, and Ray Watts

CLEO Signature: 

Date: 6/27/23



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