



**Green Country Workforce Development Board
Meeting Minutes**

April 13, 2023 from 9:30 AM to Noon

**NSU – Broken Arrow Campus; 3100 E. New Orleans Street, Broken Arrow, OK 74014
Administrative Building – Annex Room**

There was an optional networking opportunity from 9:30 to 10:00 AM.

Chair Delaney Rea called the meeting to order at 10:00 AM. She thanked Dr. Chavez for his and NSU-BA's hospitality in hosting the Green Country Workforce Development Board at this and many other meetings.

Dr. Eloy Chavez, Dean – College of Extended Learning for NSU, welcomed the group to the NSU-Broken Arrow campus. Chair Rea welcomed Cynthia Green, representative from the Department of Labor, and Susannah Gravley with Oklahoma Office of Workforce Development who were observing the meeting.

Individual introductions were made to establish the quorum. A special welcome was given to the two newest GCW Board members, Tammy Taylor and Teresa Inhofe.

Board Members Attending in Person: Kathy Adair, Kelly Beyer, Ken Busby, Eloy Chavez, Ted Cundiff, Joseph Fuller, Yasmin Avila Guillen, Teresa Inhofe, Jay Littlejohn, Casi Martin (alt. for Cody Cox), Amy McCready, Jennifer Overmeyer, Karen Pennington, Christopher Pierce, Delaney Rea, Pete Selden, Lesli Shoals, Tammy Taylor, Tim Thompson, Comm. Leon Warner

Absent Board Members: Rhonda Archer, Jennifer Bentley, Tony Heaberlin, Ted Jenkins, Diane Kelley, Janet Pieren, Ron Ramming, Rachel Savage, Amy Spencer, Landon Varnell, Eric Wells

Guests: Ashley Sellers, Ashley Arenivar, Nicole Cue, Tom Summar, Donna Weese, Susannah Gravley, Cynthia Green

GCW Board Staff: Christi Porter, Mike Branan, Belinda Wall, Wes Mitchell, Julie Van De Wege, Jeanne Blackwell, Amber Cutshaw, De'Andre Fahie

Item	Description/Discussion	Action
1.	Reviewed and Approved the 1/10/2023 Meeting Minutes as included in the meeting packet and presented by Board Chair.	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> Kathy Adair <u>Vote:</u> Motion Carried



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<p>2.</p>	<p>Ashley Sellers, CEO of COWIB and Fiscal Agent/Employer of Record for Green Country Workforce (GCW) presented the February 2023 financial update which was included in the meeting packet.</p> <p>In addition, Ashley presented the budget modification included in the meeting packet which reflected all carryover funds.</p> <p>Ashley mentioned that the 9130 for each open grant will be prepared this weekend. This report is usually submitted to OOWD quarterly. However, this will be the first one prepared for GCW in a year.</p>	<p style="text-align: center;"><u>Motion to Approve the Budget Modification:</u> Ken Busby <u>Second:</u> Karen Pennington <u>Vote:</u> Motion Carried</p>
<p>3.</p>	<p>Board Chair-Elect Tim Thompson reviewed the consent agenda as he Chaired the 2/9/2023 Executive Committee meeting where these items were approved.</p> <p>Reviewed and Approved the Consent Agenda as follows: All items may be approved together, or any item(s) may be voted on separately at the request of any Board member. Copies of all documents were included in the meeting packet.</p> <ol style="list-style-type: none"> 1. Ratify Executive Committee actions taken on 2/9/2023: <ol style="list-style-type: none"> a. Budget modification approved at the 2/9/2023 meeting of the Executive Committee of the Green Country Workforce Development Board. b. The following Green Country Workforce Development Board policies: <ul style="list-style-type: none"> • Adult and Dislocated Worker Program Policy • Data Validation and Source Documentation Requirements Policy • Individual Training Account Policy • On the Job Training Policy • Youth Program Policy 2. New Policies <ul style="list-style-type: none"> • Adult and Dislocated Worker Program Policy- change in wording for Needs Related Payments (NRP's). Wording reads: Green Country Workforce Development Board elects to use NRP's as allowed under WIOA. • Youth Policy- change in wording for Needs Related Payments (NRP's). Wording reads: Green Country Workforce Development Board elects to use NRP's as allowed under WIOA. 	<p style="text-align: center;"><u>Motion to Approve:</u> Ken Busby <u>Second:</u> Amy McCready <u>Vote:</u> Motion Carried</p>



	Demand Occupations Policy – No changes – annual review as required by the policy.	
4.	<p>Chair Update was given by Delaney Rea</p> <ol style="list-style-type: none"> 1. All six of the Oklahoma Workforce Development Boards will need to re-certify their Board membership in PY23 per OOWD policy. 2. Chair Rea announced that the Executive Committee on May 11th will be her last meeting to serve as Chair and that Tim Thompson will begin his term July 1, 2023. She said that he is fully ready to step into the Chair position. 	<u>No Action Necessary</u>
5.	<p>Executive Director update was given by Christi Porter.</p> <ol style="list-style-type: none"> 1. Martha Brians, New Monitor 2. Nicole Cue, New OSO 3. Dynamic Workforce Solutions, New Service Provider 4. 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 reported that DOL would be unable to assist with this as it is a state issue. Susannah Gravley reported that the General Council for the Department of Commerce is reviewing the lease contract. 5. 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. In response to a question, Christi Porter advised the new laptops purchased are GCW's equipment. 6. Phones transferred from Nextiva and Apprentice-Tulsa, Tahlequah, and Sapulpa completed. The new company's name is Base Communications located in Norman, OK. 7. PY 20 Monitoring OOWD – still pending. 8. PY 21 Monitoring OOWD March 20th – 24th. There was an exit monitoring meeting with OOWD personnel on March 28th in the Tahlequah office to review preliminary findings. 9. USDOL Monitoring- having calls with DOL every two or three weeks. <ol style="list-style-type: none"> a. Mike and Christi have completed the MOU/IFA and have held the partner meeting. Waiting for the signatures. b. COWIB needs to complete: <ol style="list-style-type: none"> i. single audit – Ashley Sellers has 	<u>No Action Necessary</u>

	<p>sent the engagement letter for the single audit.</p> <ul style="list-style-type: none"> ii. forensic audit iii. posting all expenditures to the OK grant system for all grants. Rosaland Rathbun has responsibility for this task. <p>c. OOWD updating policies.</p> <p>d. June 12 - 16, 2023 - DOL technical assistance at Tahlequah office as follow-up of last monitoring. Per Cynthia Green, there will not be a report given for this visit since it is technical assistance.</p> <p>10. Governor Stitt Executive Order 2023-02 reviewing "Workforce"--- April 15th has been extended for task force to submit reports with finding. GCW Board member, Karen Pennington, serves on the task force and advised the report with findings will be submitted April 14, 2023.</p> <p>11. Bank Account Update</p> <ul style="list-style-type: none"> a. Regent Bank (two accounts) & Tulsa Community Foundation Account – Christi now has access to these accounts and COWIB has access to all information. b. Old Eastern accounts at Bank of Oklahoma – OOWD sent the letter to the Bank of Oklahoma to add Christi Porter. <p>12. ETPL Discussion regarding Use of Funds—first local, second state, and third other approved by the ED.</p> <ul style="list-style-type: none"> a. The 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. <p>13. Looking to repurpose the joint meeting of the Board and LEO's on October 12th. The proposed ½ day format will be a Board/LEO Summit to include training.</p> <p>14. Green Country Workforce Development Board Local Plan and SWOT Analysis. Mike Branan will update the Local Plan for posting on the GCW website by June 1st</p>	
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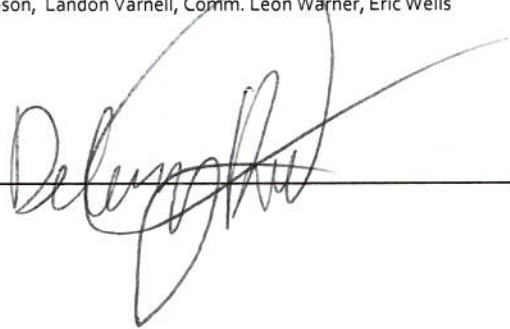


	for the 30-day public comment period which ends June 29 th .	
6.	<p>Business Services Update was given by Wes Mitchell, Business Services Manager</p> <ol style="list-style-type: none"> 1. Impact Partnership Grant/alignment with State, Local and Regional Plan. 2. All Federal Performance- Goals per week, month, quarter. 3. Transition to new Service Provider for all Work Based Learning. 4. Working with OOWD Apprenticeship team. 5. Will be looking at adding another Business Service Rep to the team that will be located in the rural area. 6. Business Services information tables are set up outside the meeting room. Please stop by, pick up information, and schedule a date for a follow-up visit from your BSR. 7. A Workplace Stability workshop is planned for June 21, 2023 at Connors State College in Muskogee. Partners for this event are Green Country Workforce, Port of Muskogee, Bridges out of Poverty Muskogee, ICTC, Oklahoma Works, and several rural manufacturers. Info will be sent out to the group. 	<u>No Action Necessary</u>
7.	<p>One Stop Operator Report was given by Nicole Cue, the One Stop Operator for Green Country Workforce. She reviewed the presentation that was included in the meeting packet. In addition, she shared about the new SharePoint site she has created where current information can be accessed. Nicole will be sending out the SharePoint link to GCW Board members, LEO's, Staff, Service Provider, and other partners.</p>	<u>No Action Necessary</u>
8.	<p>Service Provider Update was given by Donna Weese with Dynamic Workforce Solutions. She presented the 60-day update with highlights being:</p> <ol style="list-style-type: none"> 1. Fully staffed with 12 incumbent staff and an additional 14 people hired. 2. Completed onboarding and new hire training for all staff. 3. 363 customers served <ol style="list-style-type: none"> a. Currently serving 220 active customers (145 Adult / 28 DLW / 47 Youth b. 143 Exited customers for Program Year beginning July 1, 2022. 111 Adults / 10 DLW / 22 Youth 4. Established and re-established partnerships and relationships with partners, employers, and training providers. 	<u>No Action Necessary</u>

9.	Program Monitoring Update was given by Belinda Wall, Green Country Workforce Programs Manager. She reviewed the monitoring update that was included in the meeting packet. The Monitoring Team has completed the WEX/OJT monitoring ahead of the projected completion date.	<u>No Action Necessary</u>
10.	EO Update was given by Mike Branan, Green Country Workforce Director of Operations and EO Officer. He reported the quarterly EO report for January-March 2023 found zero EO complaints and two general complaints (password reset and no response from the previous service provider). The OOWD PY21 preliminary Monitoring report did not find any EO issues.	<u>No Action Necessary</u>
11.	New Business – There was no new business.	
12.	The meeting was adjourned at 12:02 PM by the Chair.	<u>Motion to Adjourn:</u> Karen Pennington <u>Second:</u> Eloy Chavez <u>Vote:</u> Motion Carried

Board Members: Kathy Adair, Rhonda Archer, Jennifer Bentley, Kelly Beyer, Ken Busby, Eloy Chavez, Cody Cox, Ted Cundiff, Joseph Fuller, Yasmin Avila Guillen, Tony Heaberlin, Teresa Inhofe, Ted Jenkins, Diane Kelley, Jay Littlejohn, Amy McCready, Jennifer Overmeyer, Karen Pennington, Christopher Pierce, Janet Pieren, Ron Ramming, Delaney Rea, Rachel Savage, Peter Selden, Lesli Shoals, Amy Spencer, Tammy Taylor, Tim Thompson, Landon Varnell, Comm. Leon Warner, Eric Wells

Chair Signature: _____



Date: _____

7/26/23



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