

Green Country Workforce Development Board Meeting Agenda

July 26, 2023 from 9:30 AM to Noon Connors State College, Muskogee Campus Nursing & Allied Health Building - Auditorium 2501 N. 41st Street East Muskogee, OK 74403

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

	Activity / Item	Who	Page
1.	Call Meeting to Order / Introductions to establish quorum in compliance with Open Meetings Act 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.	Tim Thompson, Board Chair	
2.	Discussion and Possible Action on the 4/13/2023 Green Country Workforce Development Board meeting minutes	Chair	1-6
3.	Discussion and Possible Action on Financial Update 1. Monthly Financial Update for June 2023 2. Status of Single Audit – Complete 3. Status of Forensic Audit	Ashley Sellers, CEO COWIB	7
4.	Discussion and Possible Action on PY23 Green Country Workforce Development Board Budget	Christi Porter	8
	Discussion and Possible Action on Consent Agenda: 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 are included for review. Copies were also emailed to the Board members on 7/12/12023. Note: All changes are in red in the attached policies. Below is a summary of the changes:	Chair	
5.	 Individual Training Account Policy – Pg. 4 – Program Note requirement for additional financial resources after completion of COTF. Pg. 6 – Alternative ITA number system can be used with Executive Director approval. 	Policies included in addendum to meeting packet sent 7/20/2023	



- 2. Adult and Dislocated Workers Policy a. Pgs. 19 & 24 - Client Involvement Statement to include option for a virtually signed CIS (aka virtually signed IEP) that must be documented in the program notes. b. Supportive Services – i. Pg. 33 - When participant is coenrolled/receiving services elsewhere, those must be contacted first and that our funds are last resort and must be coordinated/braided ii. Pg. 36 - Non-Competitive Purchase form as a verification document of 3 "sources consulted"; Forms available on website 3. Youth Program Policy – a. Pq. 17 - 5% In School Youth Enrolled as Needs Additional Assistance Limit – added verbiage from page 4 of OWDI-02-2016, change 2 b. Pgs. 21 & 29 - Client Involvement Statement to include option for a virtually signed CIS (aka virtually signed IEP) that must be documented in the program notes. c. Supportive Services – i. Pg. 37 - When participant is co-
 - i. Pg. 37 When participant is coenrolled/receiving services elsewhere, those must be contacted first and that our funds are last resort and must be coordinated/braided
 - ii. Pg. 40 Non-Competitive Purchase form as a verification document of 3 "sources consulted"; Forms available on website

New Policy for GCWDB

1. Integration Policy

Discussion and Possible Action on structure of the Green Country Workforce Development Board Committees. Current structure is outlined in the GCWDB Bylaws approved 3/8/2022.

- 1. Board Development Committee Ken Busby, Chair
- 2. Administrative Strategy Committee no chair since Celia Armstrong resigned from the Board

 Innovative Workforce Opportunity Committee – Kelly Beyer, Chair

4. Youth Committee – Jay Littlejohn, Chair

At the 5/11/2023 Executive Committee meeting, the motion was made and approved to update the GCWDB Bylaws to reflect the current changes in Green Country Workforce administrative oversight by COWIB, so the Administrative Strategy Committee is no longer needed.

Chair

6.



7.	Discussion and Possible Action on the Chamber Dues	Christi Porter
8.	Discussion and Possible Action on Executive Director Update 1. GALT project was set up and no documents were required which resulted in disallowed costs. 2. PY20 Monitoring OOWD response included in the PY21 report. 3. PY20 and PY21 Monitoring Report (March 20-24, 2023) — OOWD's draft response received 7/7/2023. GCWDB response due to OOWD by 8/7/2023. 4. USDOL Monitoring - having calls with DOL every two or three weeks. a. Mike and Christi have completed the MOU/IFA and have held the partner meeting. Mike is now calling partners to get remaining signatures. b. COWIB needs to complete: i. single audit - Completed ii. forensic audit - Ashley Sellers is working on the RFP iii. posting all expenditures to the OK grant system for all grants - Completed c. June 12 - 16, 2023 - DOL technical assistance at Tahlequah office as follow-up of last monitoring - Completed. 5. Looking to repurpose the joint meeting of the Board and LEO's on October 12 th . The proposed ½ day format will be a Board/LEO summit to include training. 6. Green Country Workforce Development Board Local Plan completed and posted to the GCW website. 7. Exploring options for more office space in Tahlequah. 8. GCW Impact Partnership Grant (IPG) will be presented to the Governor's Council on 7/28/2023 by Treasure McKenzie and Darla Heller. a. A Workplace Stability workshop was held on 7/21/2023 at Connors State College in Muskogee. Partners for this event were Green Country Workforce, Port of Muskogee, Bridges out of Poverty Muskogee, ICTC, Oklahoma Works, and several rural manufacturers. The presenter was Ruth K. Weirich, who wrote the book Workplace Stability. The event was well attended, and several people indicated on the survey they were interested in becoming a certified Workplace Stability trainer for their organization.	Christi Porter





	 GCW is working with trying to schedule a re-entry resource and job fair in October. Technical Assistance will be provided to the Service Provider staff by the GCW Monitoring team on July 20 and 21 in Tahlequah. Working with Adult Basic Education, libraries, and TANF special projects. Attended a meeting with all three job corps regarding partnering and reverse referrals to help the area serve 		
	more clients. 13. Business Services positions are posted.		
9.	Discussion and Possible Action on Chair Update	Chair	
10.	Discussion and Possible Action on the Service Provider Report 1. Scorecard 2. Presentation on the enrollment process	Donna Weese Dynamic Workforce Solutions	Included in addendum to meeting packet sent 7/20/2023
11.	Discussion and Possible Action on One Stop Operator Report 1. New Partners 2. ADA Compliance reports 3. Performance	Nicole Cue One Stop Operator	9-12
12.	Discussion and Possible Action on Program Monitoring Update	Belinda Wall GCW Programs Manager	13
13.	Discussion and Possible Action on EO Update	Mike Branan GCW Director of Operations and EO Officer	
14.	Discussion and Possible Action on New Business	Chair	
15.	Adjourn Meeting	Chair	

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





UPCOMING EVENTS

July 27, 2023 Oklahoma Association of Workforce Development Boards Meeting (OAWDB) from 1:30 to 3:00 pm Community Hope Center 7201 NW 10th, Oklahoma City, OK

August 10, 2023 from 10:00 AM to Noon Green Country Workforce Development Board - Executive Committee meeting NSU-BA Campus - Liberal Arts Building - Room 116

August 28-29, 2023 Oklahoma Conference on Economic Development Omni Oklahoma City See attached agenda

October 4-6, 2023 Oklahoma Works Partners Conference Embassy Suites Oklahoma City Northwest Oklahoma City

November 9, 2023 Workforce Alumni Celebration – Details coming soon! Oklahoma History Center 800 Nazih Zuhdi Drive Oklahoma City, OK 73105 History Museum



