



Green Country Workforce Development Board

Meeting Minutes

July 26, 2023

Connors State College – Nursing & Allied Health Building – Auditorium

2501 N. 41st Street East

Muskogee, OK 74403

Chair Tim Thompson called the meeting to order at 9:35 AM.

Board Members Attending in Person: Kathy Adair, Rhonda Archer, Jennifer Bentley, Kelly Beyer, Ken Busby, Eloy Chavez, Ted Cundiff, Tony Heaberlin, Teresa Inhofe, Diane Kelley, Jay Littlejohn, Casi Martin (alt. for Cody Cox), Christopher Pierce, Delaney Rea, Lesli Shoals, Amy Spencer, Tammy Taylor, Tim Thompson, Eric Wells

Absent Board Members: Joseph Fuller, Yasmin Avila Guillen, Ted Jenkins, Amy McCready, James Nichols, Karen Pennington, Ron Ramming, Rachel Savage, Pete Selden, Landon Varnell, Eneida Walkup, Comm. Leon Warner

Guests: Ashley Sellers, Donna Weese, Tom Summar, Chris Isaacson, Melita Griffith, Ashley Arenivar, Nicole Cue, Hunter Palmer

GCW Board Staff: Christi Porter, Mike Branan, Belinda Wall, Jeanne Blackwell

Item	Description/Discussion	Action
1.	Reviewed and Approved the 4/13/2023 Meeting Minutes as included in the meeting packet and presented by Board Chair.	<p><u>Motion to Approve:</u> Ken Busby</p> <p><u>Second:</u> Eloy Chavez</p> <p><u>Vote:</u> Motion carried</p>
2.	<p>Discussion on the Financial Report presented by Ashley Sellers, CEO of COWIB and Fiscal Agent for Green Country Workforce. Ashley presented and discussed the following items:</p> <ol style="list-style-type: none"> 1. She reviewed the May 2023 financials that were included in the meeting packet. 2. Ashley reviewed the position statement for the Single Audit Findings for the period of July 1, 2021 to June 30, 2022. A copy of the final version of this audit will be sent electronically to the Board. 3. Ashley reported that the Forensic Audit was requested 	No Action Necessary



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	<p>by the Department of Labor. Since this type of audit is not very common, she has had some challenges locating a template for an RFP. There are RFP templates available through third parties; however, they are very expensive so Ashley will create her own template.</p>	
3.	<p>Christi Porter reviewed the draft of the PY23 Green Country Workforce Development Board Budget. There will be a modification needed to the budget as this is a starting point and not final numbers from the state. There is a possibility that this budget could be cut by as much as 25-26 %.</p>	<p><u>Motion to Approve:</u> Ken Busby <u>Second:</u> Delaney Rea <u>Vote:</u> Motion carried</p>
4.	<p>Discussed and Approved the items on the 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 7/17/2023.</p> <p>Note: All changes are in red in the attached policies. Below is a summary of the changes:</p> <ol style="list-style-type: none"> 1. Individual Training Account Policy – <ol style="list-style-type: none"> a. Pg. 4 – Program Note requirement for additional financial resources after completion of COTF. b. Pg. 6 – Alternative ITA number system can be used with Executive Director approval. 2. Adult and Dislocated Workers Policy – <ol style="list-style-type: none"> 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 – <ol style="list-style-type: none"> i. Pg. 33 - When participant is co-enrolled/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 – <ol style="list-style-type: none"> a. Pg. 17 - 5% In School Youth Enrolled as Needs 	<p><u>Motion to Approve:</u> Delaney Rea <u>Second:</u> Rhonda Archer <u>Vote:</u> Motion carried</p>

	<p>Additional Assistance Limit – added verbiage from page 4 of OWDI-02-2016, change 2</p> <ul style="list-style-type: none"> 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 – <ul style="list-style-type: none"> i. Pg. 37 - When participant is co-enrolled/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 <p>New Policy for GCWDB Integration Policy</p>	
5.	<p>Christi Porter advised about the need to update the Bylaws of the Green Country Workforce Development Board to reflect the changes in the current Committee structure. Since COWIB has administrative oversight for Green Country Workforce, the Administrative Strategy Committee is no longer needed. Christi Porter mentioned that the only committee required by WIOA is a Youth Committee. All other committees can be convened by the Chair as an ad-hoc committee or a task force for a particular project. The Chairs for the remaining Committees will still be members of the Executive Committee.</p> <p>A motion was made and approved to update the GCWDB Bylaws to reflect the changes as noted above. Christi Porter advised that a redlined draft of the Bylaws will be sent to Board members. Current structure outlined in the GCWDB Bylaws approved 3/8/2022.</p> <ul style="list-style-type: none"> 1. Board Development Committee – Ken Busby, Chair 2. Administrative Strategy Committee –no Chair since Celia Armstrong resigned 3. Innovative Workforce Opportunity Committee – Kelly Beyer, Chair <p>Youth Committee– Jay Littlejohn, Chair</p> <p>At the 5/11/2023 Executive Committee meeting, the motion was made and approved to recommend updating 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.</p>	<p style="text-align: center;"><u>Motion to Approve:</u> Ken Busby <u>Second:</u> Diane Kelley <u>Vote:</u> Motion carried</p>

6.	<p>Discussion on the Chamber Dues was tabled and will be on the agenda for the October 12, 2023 Joint meeting of Board/LEO's. There was a suggestion made that consideration be given to membership in those Chambers where there is an American Job Center within our 11-county area.</p>	<p>Add as an agenda item at 10/12/2023 joint meeting of the Board and LEO's</p>
7.	<p>Discussion and Possible Action on Executive Director Update</p> <ol style="list-style-type: none"> 1. GALT project was set up and no documents were required which resulted in disallowed costs. The amount of \$15,000 was settled at \$2,000 and the balance was written off. 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. <ol style="list-style-type: none"> a. Mike and Christi have completed the MOU/IFA and have held the partner meeting. Mike is now calling partners to get remaining signatures. OOWD is working with us to get the final signatures. b. COWIB needs to complete: <ol style="list-style-type: none"> 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 12th. 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. Board staff currently at the Tahlequah American Job Center will move to this new space which will also be the Board office location. The move is needed to allow more space for organizations serving clients. 	<p>No Action Necessary</p>



	<p>8. GCW Impact Partnership Grant (IPG) will be presented to the Governor’s Council on 7/28/2023 by Treasure McKenzie and Darla Heller.</p> <p>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.</p> <p>9. GCW is working with trying to schedule a re-entry resource and job fair in October.</p> <p>10. Technical Assistance will be provided to the Service Provider staff by the GCW Monitoring team on July 20 and 21 in Tahlequah.</p> <p>11. Working with Adult Basic Education, libraries, and TANF special projects.</p> <p>12. Attended a meeting with all three job corps regarding partnering and reverse referrals to help the area serve more clients.</p> <p>Business Services positions are posted. Open positions are for 2 Business Service reps and 1 supervisor.</p>	
<p>8.</p>	<p>Chair Tim Thompson thanked Delaney Rea for her leadership of the Green Country Workforce Development Board during a very difficult time over the last two years. He feels GCW is on the right track with all the changes that have been made.</p> <p>Tim also mentioned that ServPro is starting to use the WEX program. The current WEX is working out well and they are possibly going to have 6-7 WEX’s next month. He encouraged everyone to use the WEX Program.</p>	<p>No Action Necessary</p>
<p>9.</p>	<p>Donna Weese and Tom Summar discussed the scorecard and reviewed the enrollment process for a participant wanting to use the services provided by Dynamic Workforce Solutions. Donna thanked the Board for the purchase of the tablets which help make the enrollment process more accessible to more potential participants.</p> <p>Melita Griffith was introduced as the newly promoted Deputy Director.</p> <p>Tom mentioned that at the Corporate level, they are pouring resources into GCW through training and sharing best practices.</p>	<p>No Action Necessary</p>



10.	Nicole Cue, One Stop Operator for Green Country Workforce, reviewed her report that was included in the meeting packet.	No Action Necessary
11.	Belinda Wall, Green Country Workforce Programs Manager, reviewed the monitoring update that was included in the meeting packet. She mentioned that all monitoring to date is 100% completed thanks to the efforts of the monitoring team. In addition, she mentioned that a Teams meeting with Eckerd is scheduled for July 31 st to review information submitted to them regarding disallowed costs.	No Action Necessary
12.	Mike Branan, Green Country Workforce Director of Operations and EO Officer reported the following: <ul style="list-style-type: none"> - For the last quarter ending June 2023 there were zero EO findings. - State monitoring found no issues. - Trained staff and Service Provider - One Stop Operator and DRS assessed all the American Job Centers for any accessibility issues. Any concerns are being addressed. 	No Action Necessary
13.	There was no New Business to discuss.	No Action Necessary
14.	The meeting was adjourned at 11:38 AM by the Chair.	<u>Motion to Adjourn:</u> Jay Littlejohn <u>Second:</u> Ken Busby <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 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 Yarnell, Eneida Walkup, Comm. Leon Warner, Eric Wells

Chair Signature: 

Date: 10-12-23



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