



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

6/27/2023

Connors State College, Muskogee Campus  
 Nursing & Allied Health Building, Classroom #145  
 2501 N. 41<sup>st</sup> Street East  
 Muskogee, OK 74403

10:04 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 roll call.	
<p><b>County Commissioners Present:</b> Ken Doke, Monty Grider, Chris Jenkins, Tim Kelley, Steve Talburt, David Walker, CLEO Leon Walker, Ray Watts</p> <p><b>County Commissioners Absent:</b> Sam Chandler, Curt Mullin, Stan Sallee,</p> <p><b>Green Country Workforce Development Board Staff:</b> Christi Porter, Mike Branan, Belinda Wall, Wes Mitchell, Amber Cutshaw, Jeanne Blackwell</p> <p><b>Guests:</b> Ashley Sellers, Tim Thompson</p>		
Item	Description / Discussion	Action
1.	<p><b>Reviewed and Approved</b> the 3/21/2023 Meeting Minutes of the Green Country Workforce Development Board– Local Elected Officials as contained in the meeting packet.</p>	<p><b>Motion to Approve:</b>          Tim Kelley  <b>Second:</b>          Steve Talburt  <b>Vote:</b>          Motion Passed</p>
2.	<p><b>Discussion on the Financial Report</b> 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"> <li>1. the May 2023 financials that were included in the meeting packet.</li> <li>2. the 9130 that reflects the activity for each open grant. This was the first 9130 done for Green Country Workforce in a year. Going forward, this report will be submitted to OOWD quarterly.</li> <li>3. Ashley explained that since Green Country Workforce was not able to spend \$1.7M of grant money in the required 2-year grant cycle, that amount was re-allocated across the other 5 local workforce boards to ensure the money did not have to be returned to Department of Labor.</li> <li>4. 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 Local Elected Officials.</li> </ol>	<p align="center">No Action Necessary</p> <p align="center">Board staff to email the final version of the Single Audit Findings to the LEO's</p>

	<p>5. Ashley reported that the Forensic Audit was requested 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> <p>6. Ashley also reported that the PY23 budget should be ready for review/approval at the July 26, 2023 GCW Board meeting.</p>	
3.	<p><b>Presentation on the Incumbent Worker Training (IWT) Policy</b> was given by Wes Mitchell, Green Country Workforce Business Services Manager. Wes gave a summary of the policy and mentioned that CLEO Leon Warner had recently had an employee that took advantage of this training.</p> <p>There was a request for the WIOA eligibility criteria for the Youth Program and the Adult/Dislocated Worker Program to be sent to the Local Elected Officials.</p>	Board staff to email the WIOA Eligibility Requirements to the LEO's
4.	<p><b>CLEO Report</b> – CLEO Leon Warner reported that a meeting is scheduled for July 28<sup>th</sup> with the Oklahoma Attorney General with Commissioner Ken Duke, Christi Porter, and himself. The purpose of the meeting is to get guidance on a demand letter Commissioner Warner received from OOWD regarding financial matters from the former Eastern Workforce Investment Board.</p>	No Action Necessary
5.	<p><b>Christi Porter, Executive Director</b>, gave an update on the following items:</p> <ol style="list-style-type: none"> <li>1. USDOL Monitoring - having calls with DOL every two or three weeks. <ol style="list-style-type: none"> <li>a. Mike and Christi have completed the MOU/IFA and have held the partner meeting. Mike is now calling partners to get remaining signatures.</li> <li>b. COWIB needs to complete: <ol style="list-style-type: none"> <li>i. single audit-- Complete</li> <li>ii. forensic audit -Ashley Sellers is working on the RFP</li> <li>iii. posting all expenditures to the OK grant system for all grants.- Complete</li> </ol> </li> <li>c. OOWD updating policies - Complete</li> <li>d. June 12 - 16, 2023 - DOL technical assistance at Tahlequah office as follow-up of last monitoring. Cynthia Green was pleased with our progress. She needs clarification on a few things which Christi will provide to her.</li> </ol> </li> <li>2. Bank Account Update <ol style="list-style-type: none"> <li>a. Old Eastern accounts at Bank of Oklahoma – OOWD sent the letter to the Bank of Oklahoma to add Christi Porter. The bank's Legal Department reviewed and added Christi to the account. Christi</li> </ol> </li> </ol>	No Action Necessary



	<p>has been working with Susannah re: bank statement being provided to the State.</p> <ol style="list-style-type: none"> <li>3. Green Country Workforce Development Board Local Plan – Complete and out for 30-day public comment which ends on June 29, 2023.</li> <li>4. Tim Thompson will become Board Chair effective July 1, 2023.</li> <li>5. Working on Board composition – have 5 new Board members—1 replacement for Saint Francis pending which will bring our total number of Board members to 30. All areas will be required to re-certify Boards in PY23.</li> </ol>	
6.	<p><b>EO Update – Mike Branan, Green Country Workforce EO Officer/Director of Operations</b> reported the following: The quarterly EO report ending March 31, 2023 was sent to the State. There were zero EO complaints and three generalized complaints. There was, however, a considerable number of generalized complaints regarding the Service Provider. Those have been addressed with their leadership.</p>	No Action Necessary
7.	<p><b>Program Monitoring Update - Belinda Wall, Green Country Workforce Programs Manager</b> reviewed the information that was in the meeting packet. Thanks to the efforts of the GCW Monitoring team, the PY22 monitoring for both Eckerd and Dynamic has been completed a month ahead of schedule. No disallowed costs have been found in the monitoring of Dynamic Workforce Solutions for the first three months of the contract (February – April 2023).</p>	No Action Necessary
8.	<p>The update by the Service Provider was tabled due to the absence of a representative from Dynamic Workforce Solutions.</p>	No Action Necessary
9.	<p>There was no new business presented for discussion.</p>	No Action Necessary
10.	<p>The meeting was adjourned at 11:54 AM with a motion made by Ray Watts and seconded by Tim Kelley.</p>	

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: 10/12/23



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