



Green Country Workforce Development Board (GCWDB)
Executive Committee
5/11/2023
Meeting Minutes

10:02 a.m.	The Board Chair, Delaney Rea, called the meeting to order.	
ATTENDEES		
Members: Kelly Beyer, Ken Busby, Eloy Chavez, Diane Kelley, Jay Littlejohn, Delaney Rea, Pete Selden, Tim Thompson		
Absent Members: Kathy Adair, Joseph Fuller		
Board Staff: Christi Porter, Mike Branan, Wes Mitchell, Jeanne Blackwell		
Guests: Comm. Leon Warner, Ashley Sellers, Rosaland Rathbun, Thien Trinh, Ann Cole		
Item	Description / Discussion	Action
1.	Compliance with Open Meetings Act (OMA) was declared by GCWDB Chair, Delaney Rea, who confirmed that the agenda for this meeting 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. Quorum was established at 10:05 a.m.	No Action Necessary
2.	Reviewed & Approved the 2/9/2023 Executive Committee Meeting Minutes, as contained in the meeting packet.	Motion to Approve: Ken Busby Second: Kelly Beyer Abstentions: Pete Selden Delaney Rea Vote: Motion carried
3.	Ashley Sellers, CEO of COWIB and Fiscal Agent/Employer of Record for Green Country Workforce (GCW) presented the March 2023 financial update which was included in the meeting packet. Ashley reviewed the 9130 for each open grant. Normally, this report is sent to OOWD quarterly. However, this is the first 9130 that has been prepared for GCW in a year. Ashley explained that one grant for \$545K of Youth money and a second grant for \$510K of Youth money was re-allocated from Green Country Workforce Development Board to the 5 other local workforce boards. She explained that grants have 2 years to hit the 40% and 20% mandated by the	No Action Necessary

Committee Members: Kathy Adair, Kelly Beyer, Ken Busby, Eloy Chavez, Joseph Fuller, Diane Kelley, Jay Littlejohn, Delaney Rea, Pete Selden, Tim Thompson



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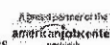


	state. If it does not look like a workforce board is going to meet those targets within the deadlines, the money is pulled from the workforce board and distributed across the other remaining local workforce boards to ensure the federal dollars are not wasted.	
4.	Ann Cole from Michael W. Green CPA presented the findings from the Single Audit. She reviewed in detail the draft of the findings which were not favorable to GCW. Chair Rea mentioned that before the final response is submitted, she wants to ensure there is an explanation included in the audit regarding the necessity for multiple fiscal agents. Hard copies of the draft audit were available for Executive Committee members present.	No Action Necessary
5.	Christi Porter reviewed the names below of current GCW Board members for either re-appointment or resignations/replacements. Reappointments will be for a 3-year term from July 1, 2023 to June 30, 2026. 1. Kelly Beyer 2. Ken Busby 3. Ted Jenkins Resignations or Replacements 1. Janet Pieren – resigned / no replacement 2. Jennifer Overmeyer – resigned/requested replacement for AAON	<u>Motion to Approve:</u> Diane Kelley <u>Second:</u> Pete Selden <u>Vote:</u> Motion carried
6.	Chair Rea led a discussion 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. 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 Executive Committee members. Current structure 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 3. Innovative Workforce Opportunity Committee – Kelly Beyer, Chair 4. Youth Committee– Jay Littlejohn, Chair	<u>Motion to Approve</u> Ken Busby <u>Second:</u> Jay Littlejohn <u>Vote:</u> Motion carried
7.	Christi Porter reviewed the Incumbent Worker Training Policy that was included in the meeting packet. She mentioned that CLEO Leon Warner had his first participant in this program effective May 1, 2023. Wes Mitchell mentioned that technical assistance on this policy was provided by the Green Country Workforce Business Services team to the Western Workforce Board's Business Services team.	No Action Necessary

8.	Chair Delaney Rea advised that this will be her last Executive Committee meeting to preside as Chair. Tim Thompson will begin serving as Chair effective July 1, 2023. The group thanked Delaney for her leadership in getting Green Country Workforce through a difficult time and moving us in the right direction.	No Action Necessary
9.	<p>Executive Director Christi Porter reported on the following items:</p> <ol style="list-style-type: none"> 1. I.T. Contract – Data Ward replaced equipment to improve internet access and functions. Completed 5/10. 2. PY 20 Monitoring OOWD – still pending. 3. PY 21 Monitoring OOWD March 20th – 24th Waiting for initial report. 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. b. COWIB needs to complete: <ol style="list-style-type: none"> i. single audit-- Complete ii. forensic audit iii. posting all expenditures to the OK grant system for all grants.- Complete c. OOWD updating policies--Complete. d. June 12 - 16, 2023 - DOL technical assistance at Tahlequah office as follow-up of last monitoring. 5. Bank Account Update <ol style="list-style-type: none"> 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 is reviewing. Dana Coons is contact person. Christi will be added to the account upon showing her driver's license. 6. 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. If you have any suggestions, please let Christi know. 7. Green Country Workforce Development Board Local Plan and SWOT Analysis. The plan will be updated and posted for 30-day public comment which ends June 29, 2023. 	No Action Necessary
10.	Wes Mitchell, Business Services Manager, gave an update on the Impact Partnership Grant (IPG) project. GCW will partner with Muskogee Bridges Out of Poverty, Port Muskogee, ICTC, and Oklahoma Works to present a Workplace Stability Workshop on June 21, 2023. The speaker is Ruth K. Weirich who wrote the book with the same title.	No Action Necessary
11.	Belinda Wall, GCW Programs Manager, reviewed the monitoring update that was included in the meeting packet. The Monitoring team along with Christi Porter will provide technical assistance to the Service Provider on July 20-21, 2023.	No Action Necessary



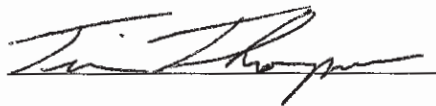
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12.	Mike Branam, GCW Director of Operations and EO Officer, reported the following: 1. He is working with the One Stop Operator to re-evaluate the 5 American Job Centers. 2. Golden Rule is the new janitorial service for the Tahlequah American Job Center.	No Action Necessary
13.	There was no Executive Session. In lieu of the Executive Session, Chair Rea advised that she will send out an email to the Executive Committee to gather feedback for the Executive Director's performance review.	Chair to send out email
14.	In New Business, Tim Thompson expressed interest in learning the process that the Service Provider uses to enroll participants for the services.	Service Provider to present at the next Board meeting
The meeting was adjourned at 12:04 p.m. with a motion made by Tim Thompson and seconded by Jay Littlejohn.		

Executive Committee Members: Kathy Adair, Kelly Beyer, Ken Busby, Eloy Chavez, Joseph Fuller, Diane Kelley, Jay Littlejohn, Delaney Rea, Pete Selden, Tim Thompson

Chair Signature: _____



Date: 2-15-24



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