



**Green Country Workforce Development Board AND  
Green Country Workforce Development Board Local Elected Officials  
October 12, 2023 Joint Meeting Minutes**

Board Chair Tim Thompson called the GCWDB meeting to order at 9:36 AM  
CLEO Leon Warner called the GCWDB-Local Elected Officials meeting to order at 9:36 AM  
Quorum was established for both groups.

**Board Members Attending in Person:** Kathy Adair, Jennifer Bentley, Kelly Beyer, Ken Busby, Yasmin Avila Guillen, Teresa Inhofe, Matthew Kennedy (alt. Designee for Delane Rea), Jay Littlejohn, Casi Martin (alt. designee for Cody Cox), Amy McCready, Christopher Pierce, Ron Ramming, Pete Selden, Lesli Shoals, Tammy Taylor, Tim Thompson, John Lamont, Dower Combs, Corey Sisson

**Absent Board Members:** Rhonda Archer, Eloy Chavez, Ted Cundiff, Joseph Fuller, Tony Heaberlin, Ted Jenkins, Diane Kelley, Karen Pennington, Rachel Savage, Amy Spencer, Landon Varnell, Eric Wells

**Local Elected Officials Attending in Person:** Sam Chandler, Ken Doke, Monty Grider, Tim Kelley, David Walker, Leon Warner, Ray Watts

**Absent Local Elected Officials:** Chris Jenkins, Curt Mullin, Stan Sallee, Steve Talburt

**Guests:** Donna Weese, Tom Summar, Nicole Cye, Beverly Sizemore, Sharon Baker, Phillip Bush

**GCW Board Staff:** Christi Porter, Belinda Wall, Tamara Peachey, Jeanne Blackwell

Item	Description/Discussion	Action
1.	Reviewed and Approved by the <b>Board</b> the 7/26/2023 Meeting Minutes of the Green Country Workforce Development Board as included in the meeting packet.	<b>Motion to Approve:</b> Ken Busby <b>Second:</b> Jay Littlejohn <b>Vote:</b> Motion carried
2.	Reviewed and Approved by the <b>Local Elected Officials</b> the 6/27/2023 Meeting Minutes of the Green Country Workforce Development Board Local Elected Officials as included in the meeting packet.	<b>Motion to Approve:</b> Tim Kelley <b>Second:</b> Ray Watts <b>Vote:</b> Motion carried
3.	Treasure McKenzie, Director of Muskogee Bridges Out of Poverty, gave a presentation about the Impact Partner Grant focused on Workplace Stability. Partners in this project were Green Country Workforce, Muskogee Bridges Out of Poverty, Port Muskogee Work Ready Muskogee, Indian Capital	No Action Necessary

	Technology Center, and Oklahoma Works. Treasure has had the opportunity to present this information at the October 2023 Partners Conference, at Select Oklahoma Economic Development Conference in August 2023 and to other organizations. Train the trainer workshops have been held across the state.	
4.	<p><b>Discussion on the Financial Report</b> presented by Christi Porter in the absence of Ashley Sellers, CEO of COWIB and Fiscal Agent for Green Country Workforce. Christi presented and discussed the following items:</p> <ol style="list-style-type: none"> <li>1. She reviewed the August 2023 financials that were included in the meeting packet.</li> <li>2. Christi pointed out that system costs are still higher than preferred. Efforts in reducing leasing costs are underway with a November meeting scheduled with the leasing agent at the Tulsa American Job Center. Christi is going to see if we can give back some of the space. Also, the new Board office located in Tahlequah will have 7 offices for Board staff. Moving from the Tahlequah Center opens up more space for partners.</li> </ol>	No Action Necessary
5.	Discussed and Approved the PY23 Budget Modification for the Green Country Workforce Development Board. We received final numbers from the state showing carryover. The August budget modification numbers are reflected in the August budget.	<p><b><u>Board Motion to Approve:</u></b> Ken Busby <b><u>Second:</u></b> Pete Selden <b><u>Vote:</u></b> Motion carried</p> <p><b><u>LEO's Motion to Approve:</u></b> Ken Doke <b><u>Second:</u></b> Leon Warner <b><u>Vote:</u></b> Motion carried</p>
6.	Discussed and Approved the transfer of <u>up to 100%</u> of all Dislocated Worker (DLW) funds received for PY23 to Adult funds.	<p><b><u>Motion to Approve:</u></b> Kelly Beyer <b><u>Second:</u></b> Ken Busby <b><u>Abstention:</u></b> Casi Martin <b><u>Vote:</u></b> Motion carried</p>
7.	Discussed and Approved the updates to two current Green Country Workforce Development Board policies on the Consent Agenda, as contained in the meeting packet. Policies were: <ol style="list-style-type: none"> <li>1. OJT Policy- updated to include clarification of the</li> </ol>	<p><b><u>Motion to Approve:</u></b> Ken Busby</p>

	<p>requirement for OJT employers to complete monthly evaluations. Section IV(M)(4), page 16.</p> <p>2. Priority of Service Policy - The update is on page 7.</p>	<p><b><u>Second:</u></b> Jay Littlejohn</p> <p><b><u>Vote:</u></b> Motion carried</p>
8.	<p>Discussed and Approved to give GCW Executive Director, Christi Porter, the authority to issue a memo or guidance to allow for Priority 5 population to be served only during a specific timeframe as designated by the Board, at the Board's discretion. The timeframe voted and approved was October 12, 2023 to December 31, 2023. After this time period, the Executive Director can review the level of expenditures to determine if a 3-month (January 1 – March 31, 2024) extension is feasible. No Priority 5 will be enrolled after March 31, 2024. The Service Provider must still enroll 75% low income as required by the state. All Priority 5 must still have a barrier to employment as described in policy.</p>	<p><b><u>Motion to Approve:</u></b> Kelly Beyer</p> <p><b><u>Second:</u></b> Ken Busby</p> <p><b><u>Vote:</u></b> Motion carried</p>
9.	<p>Discussed and Approved the updates to the Green Country Workforce Development Board Local Elected Officials Consortium Agreement to reflect one Local Elected Official designation per county, updated Fiscal Agent, and clarified term limits. All Commissioners in each county need to sign the signature page and designate the LEO Consortium member.</p> <p>1. Motion was made to re-elect Leon Warner to continue serving another term as CLEO.</p> <p>2. Motion was made to elect Ken Doke to serve as the Vice CLEO.</p> <p>3. Motion was made to accept the updates and changes to the LEO Consortium Agreement.</p>	<p><b><u>Motion to Re-Elect CLEO:</u></b> Ken Doke</p> <p><b><u>Second:</u></b> Ray Watts</p> <p><b><u>Vote:</u></b> Motion carried</p> <p><b><u>Motion to Elect Vice-CLEO</u></b> Monty Grider</p> <p><b><u>Second:</u></b> Ray Watts</p> <p><b><u>Vote:</u></b> Motion carried</p> <p><b><u>Motion to Approve:</u></b> Ray Watts</p> <p><b><u>Second:</u></b> Ken Doke</p> <p><b><u>Vote:</u></b> Motion carried</p>
10.	<p>Discussed and Approved the changes to the Green Country Workforce Development Board Bylaws to reflect per 20 CFR § 679.310(g) the CLEO must establish bylaws consistent with State policy for LWDB membership. Also updated to reflect current guidance and clarification. Specifically, the Executive Committee composition was not in compliance. The Conflict of Interest section and form was also updated. Board</p>	<p><b><u>Motion to Approve:</u></b> Ken Busby</p> <p><b><u>Second:</u></b> Pete Selden</p> <p><b><u>Vote:</u></b> Motion carried</p>

	members must sign the new Conflict of Interest form and return to the GCW Board Executive Assistant.	
11.	Discussed and made decision that Chair Thompson will form a separate committee to research the various Chambers within the 11 counties of Green Country Workforce and bring a recommendation to the next Board meeting regarding suggested memberships. If you are interested in being on this committee, contact Tim Thompson.	No Action Necessary
12.	Discussed and Approved the proposed 2024 meeting dates as was included in the meeting packet for the GCWDB Board, Executive Committee, and the Local Elected Officials.	<p><b><u>Board Motion to Approve:</u></b> Ken Busby <b><u>Second:</u></b> Tammy Taylor <b><u>Vote:</u></b> Motion carried</p> <p><b><u>LEO's Motion to Approve:</u></b> Tim Kelley <b><u>Second:</u></b> Sam Chandler <b><u>Vote:</u></b> Motion carried</p>
13.	Discussed and Approved the cancellation of the November 2023 Executive Committee meeting. The next regularly scheduled Executive Committee meeting will be February 15, 2024.	<p><b><u>Motion to Approve:</u></b> Pete Selden <b><u>Second:</u></b> Jay Littlejohn <b><u>Vote:</u></b> Motion carried</p>
14.	Discussed and Approved the election of Joseph Fuller to serve as the Vice Chair to the Green Country Workforce Development Board.	<p><b><u>Motion to Approve:</u></b> Casi Martin <b><u>Second:</u></b> Tammy Taylor <b><u>Vote:</u></b> Motion carried</p>
15.	CLEO Warner did not have any further updates.	No Action Necessary
16.	Executive Director Update was given by Christi Porter on the following items: A. Submitted the final response in August to OOWD for PY20 and PY21 Monitoring B. Attended the DOL Conference in San Diego on August 14-17	No Action Necessary





	<p>C. Upcoming free seminar for Oklahoma Open Meeting/Open Records Acts – October 16 from 1:00-4:00 PM. Calendar invite was sent out on August 17.</p> <p>D. Eckerd Invoice Update. On October 3, 2023 Green Country Workforce received a demand letter from Eckerd to remove disallowed costs from Eckerd's invoice that Green Country had withheld. Green Country mailed a check on September 13 in the amount of \$129,000. This issue has not been resolved yet.</p> <p>E. Attended the Select Oklahoma Economic Development Conference on August 28-29 in OKC.</p> <p>F. Attended the Next Level Now – Workforce Innovation Opportunity Act Fiscal Training on August 30-31 in OKC.</p> <p>G. All staff attended the Partners Conference held in OKC on October 4-6.</p> <p>H. Alumni Celebration will be held on the afternoon of November 9 in OKC. A Save the Date calendar invite was sent out. Tim Thompson of ServPro is the Business honoree for Green Country Workforce.</p> <p>I. Tamara Peachey, the new Business Services Manager, was introduced. Christi mentioned that we will be sharing some Business Services staff with other workforce boards.</p>	
17.	Discussed and Approved the Regional Plan that was updated with labor market information. Following the end of the 30-day public comment period if there are no major changes, the Plan will be approved. The plan can be found on the GCW website at <a href="https://www.greencountryworks.org/">https://www.greencountryworks.org/</a>	<p><b><u>Motion to Approve:</u></b> Ken Busby</p> <p><b><u>Second:</u></b> Kathy Adair</p> <p><b><u>Vote:</u></b> Motion carried</p>
18.	The EO update was not given as Michael Branan, Director of Operations and EO Officer, was not able to join the meeting. The update will be given at the next Board meeting.	No Action Necessary
19.	<p>Belinda Wall, Green Country Workforce Programs Manager, reviewed the monitoring update that was included in the meeting packet.</p> <p>She mentioned that on October 31, 2023 at 2:00 PM a 4-County Partner meeting will be held at the Tahlequah American Job Center. The counties include Cherokee, Adair, Muskogee, and Sequoyah. Everyone is invited to attend this meeting.</p>	No Action Necessary
20.	Nicole Cue, One Stop Operator for Green Country Workforce, reviewed her report that was included in the meeting packet.	No Action Necessary
21.	Donna Weese and Tom Summar gave the update for September 2023. Donna reported that as a result of conversations between Dynamic and Green Country Workforce Board staff leadership regarding process improvements, Dynamic's service delivery model has pivoted to adjust the	No Action Necessary

	enrollment process. Average enrollment for the months of August and September 2023 were 13.25 days and 7.25 days, respectively.  Tom Summar mentioned that Dynamic has made job offers for 6 new employees.	
22.	Due to time constraints, Christi Porter will give the WIOA Overview presentation at a future meeting of the LEO's.	No Action Necessary
23.	Chair Thompson introduced the newest GCW Board members in attendance. John Lamont, Dower Combs, and Corey Sisson joined the Board October 3, 2023.	No Action Necessary
24.	Chair Thompson adjourned the Board meeting at 12:03 PM          CLEO Warner adjourned the Local Elected Officials meeting at 12:03 PM	<b><u>Board Motion to Approve:</u></b> Pete Selden <b><u>Second:</u></b> Tammy Taylor <b><u>Vote:</u></b> Motion carried  <b><u>LEO's Motion to Approve:</u></b> Ken Doke <b><u>Second:</u></b> Tim Kelley <b><u>Vote:</u></b> 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, Karen Pennington, Christopher Pierce, Ron Ramming, Delaney Rea, Rachel Savage, Peter Selden, Lesli Shoals, Amy Spencer, Tammy Taylor, Tim Thompson, Landon Varnell, Comm. Leon Warner, Eric Wells, John Lamont, Dower Combs, Corey Sisson

Green Country Workforce Development Board – Local Elected Officials Commissioners: Sam Chandler, Ken Doke, Monty Grider, Chris Jenkins, Tim Kelley, Curt Mullin, Stan Sallee, Steve Talburt, Dave Walker, (CLEO) Leon Warner and Ray Watts

Chair Signature:  Date: 1-18-24

CLEO Signature:  Date: 1/18/24



Equal Opportunity Employers/Program. Auxiliary aids and services are available upon request for individuals with disabilities

A proud partner of the  
americanjobcenter  
network