



Green Country Workforce Development Board Local Elected Officials Joint Meeting Agenda: October 10, 2024, from 9:30 AM to Noon at
Location: Connors State College – Port Campus
Nursing & Allied Health Building - Auditorium
2501 N. 41st St E, Muskogee, OK 74403

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

The meeting was called to order by Board Chair Jennifer Bentley, quorum was established by roll call. The meeting was called to order by Commissioner Leon Warner, quorum was not established by roll call.

Board Members Attending in Person: Christopher Pierce, Debra Lack, Dower Combs, Eric Wells, Fran Colombin, Jennifer Bentley, John Lamont, Peter Selden, Ron Ramming, Teresa Inhofe, Tim Arras.

Local Elected Officials Attending in Person: Leon Warner, Charles Boecher, Ken Doke, Tim Kelley.

Absent Board Members: Amy Spencer, Cody Cox, Corey Sisson, Dee Hays, Diane Kelley, Eloy Chavez, Eric Wells, Karen Pennington, Kathy Adair, Kelley Beyer, Ken Busby, Landon Varnell, Larry Payton, Laurel Havens, Lesli Shoals, Tammy Taylor, Taylor Foster, Yasmin Avila Guillen.

Absent Local Elected Officials: Chris Jenkins, Curt Mullins, Erik Zoellner, Monty Grider, Ray Watts, Stan Sallee, Steve Talburt.

Guests: Amy McCready, Ashley Arenivar, Beverly Sizemore, Chris Linder, DeAnna Smith, Letha Banter, Melita Griffith, Robyn Drury, Rosaland Rathbun, Tom Summar.

GCW Board Staff: Michael Branan, Jeremy Frutchey, Tamara Peachey, Chloe O'Hanlon, Larod Snyder, Martha Brians,

	Activity / Item	Action
1.	Call Meeting to Order (Time: 9:36 AM)	Board Chair - Jennifer Bentley
2.	Call Meeting to Order (Time: 9:36 AM)	CLEO - Commissioner Leon Warner
3.	Compliance with Open Meetings Act: Declaration of quorum through Roll Call of: GCWDB Board Members (roll call: Chloe O'Hanlon) <i>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 Meeting Act. Posted at GCWDB Board Office 4:30pm 10/08/2024</i>	Board Chair - Jennifer Bentley
4.	Compliance with Open Meetings Act: Declaration of quorum through Roll Call of: GCWDB Local Elected Officials (roll call: Chloe O'Hanlon) <i>The agenda was posted at least 24 hours prior to the date and time</i>	CLEO - Commissioner Leon Warner

	<i>of this meeting and filed in accordance with the Oklahoma Open Meeting Act. Posted at GCWDB Board Office 4:30pm 10/08/2024</i>	
5.	Introduction of New Board Members Debra Lack, Larry Payton, and Tim Arras	Board Chair - Jennifer Bentley
6.	Discussion and Possible Action on approval Meeting Minutes for the July 24 th GCWDB Board Meeting	Board Chair - Jennifer Bentley <u>Motion to Approve</u> Ron Ramming <u>Second</u> Debra Lack <u>Motion Carried</u>
7.	Discussion and Possible Action on GCWDB Board Vice Chair <ul style="list-style-type: none"> Dower Combs nominated for Vice Chair. 	Board Chair - Jennifer Bentley <u>Motion to Approve</u> Debra Lack <u>Second</u> Teresa Inhofe <u>Motion Carried</u>
8.	Discussion and Possible Action on GCWDB Board Youth Committee Chair <ul style="list-style-type: none"> Debra Lack nominated for Youth Committee Chair. 	Board Chair - Jennifer Bentley <u>Motion to Approve</u> Dower Combs <u>Second</u> John Lamont <u>Motion Carried</u>
9.	Discussion and Possible Action on GCWDB Board Local Plan Approval	Board Chair - Jennifer Bentley <u>Motion to Approve</u> Debra Lack <u>Second</u> Pete Selden <u>Motion Carried</u>
10.	Discussion and Possible Action on ITA Policy Amendment	Board Chair - Jennifer Bentley <u>Motion to Approve</u> Debra Lack <u>Second</u> Dower Combs <u>Motion Carried</u>

11.	Discussion and Possible Action on Transfer of up to 100% of Dislocated Worker funds to Adult.	CLEO – Commissioner Leon Warner/Mike Branan <u>No Action Necessary</u>
12.	Discussion and Possible Action on possible merger of GCWDB and Northeast Workforce Board	CLEO - Commissioner Leon Warner <u>No Action Necessary</u>
13.	Discussion and Possible Action on Proposed 2025 GCWDB Board and Executive Committee Meeting Dates	Board Chair - Jennifer Bentley <u>Motion to Approve</u> Teresa Inhofe <u>Second</u> Debra Lack <u>Motion Carried</u>
14.	Discussion and Possible Action on Proposed 2025 GCWDB Local Elected Official Meeting Dates	CLEO - Commissioner Leon Warner <u>No Action Necessary</u>
15.	Presentation of Financial Report See Exhibit A	Rosaland Rathbun <u>No Action Necessary</u>
16.	Presentation of Board Chair Report	Board Chair - Jennifer Bentley <u>No Action Necessary</u>
17.	Presentation of Chair of the Local Elected Officials Report	CLEO - Commissioner Leon Warner <u>No Action Necessary</u>
18.	Presentation of Executive Director Report <ul style="list-style-type: none"> • OESC will conduct Program Year 24 monitoring at the GCWDB Board Office from 10/14/2024 to 10/18/2024. • OESC may visit the Central Oklahoma Workforce Innovation Board to finish the fiscal monitoring. • GCWDB attended the OKC Partner Conference from 10/02/2024 to 10/04/2024. • Green Country Workforce Development Board has hired Jeremy Frutchev as the new Operations Manager. • Tamara Peachey was hired as the Performance/Compliance/Eligible Training Provider List and Policy Manager. 	Executive Director - Mike Branan <u>No Action Necessary</u>

	<ul style="list-style-type: none"> • Amber Cutshaw was promoted to Business Services Manager. • Program Year 2024 has been completed, as well as the 2025 Negotiated Federal Performance measures with OESC at the end of August. The measures are high but should be met if the Board and Service Provider oversee them. • GCWDB completed negotiated performance measures with the Service Provider starting 07/01/2024. The Service Provider’s goals show that we should meet the Federal Performance. • OESC confirmed that GCWDB will be recommended and potentially have a finalized Board Certification at the Governor’s Council Meeting on 10/25/2024. • We are in the process of reprocurring with a One Stop Operator and that process should be completed and a contract in place by 11/01/2024. Jeremy Frutchey is fulfilling the One Stop Operator duties until GCWDB has a contract in place. • Tamara Peachey is in the process of updating all our policies that require Board Approval. We will form policy work groups that will include Board Member input. • The Alumni Event is on 11/07/2024 at the Oklahoma History Center. We have 2 participant alumni, Chase Wagner of Tulsa (he was hired by OESC) and Brina Beaver from Tahlequah (she was hired by a construction management company). • GCWDB’s outstanding business is Northeastern Health Systems, who through a partnership with GCWDB and Talking Leaves Job Corps has served over 20 youth participants, with 80% of them entering high demand employment. 	
19.	<p>Presentation of Programs Update</p> <ul style="list-style-type: none"> • The GCWDB monitoring team received the June response from Service provider staff, the corrections are being reviewed. • July monitoring is ready for submission to Dynamic (the Service Provider). • August Monitoring is ready, it will be submitted after July monitoring is completed and corrected. • Invoices for September expenditures should be received by the Service Provider – Project Account by 10/11/2024. • There has been consistent improvement in monitoring, less mistakes are flagged as “questionable costs”. • Technical Assistance Trainings allow the front-line staff to address questions and concerns they have related to WIOA: Title I Services. • At Technical Assistance Trainings, front-line staff receive a summary of training and materials that will be presented. 	<p style="text-align: center;">Larod Snyder</p> <p style="text-align: center;"><u>No Action Necessary</u></p>

	<ul style="list-style-type: none"> The next Technical Assistance Training is in December 2024. 	
21.	<p>Presentation of ETPL Policy Performance Update</p> <ul style="list-style-type: none"> Tamara added a terminology section to the ITA policy on page 2. She is working on the Adult and Dislocated Worker Programs and the Youth Programs policies, specifically the Supported Services portions. These policies will be presented for review and approval in the future. She is also creating a separate policy for Supportive Services. There will be a policy workgroup to look thoroughly at each of the GCWDB policies, procedures, and best practices so GCWDB operated effectively to serve the Oklahomans in our local areas. 	<p>Tamara Peachey</p> <p><u>No Action Necessary</u></p>
22.	<p>Presentation of Business Services Update</p> <ul style="list-style-type: none"> There were 93 participants impacted by a tornado in Barnsdall. There were 2 rapid response events to address the efforts to assist Barnsdall. Amber has been coordinating with the Department of Labor and FEMA to address the economic and workforce impacts on the community. Amber is working with other agencies such as Work Ready Oklahoma, specifically related to remote employment. Current Focus Initiatives are Workplace Stability and addressing Childcare needs in rural areas. Amber provided an updated budget for Green Country Workforce Impact Partnership grant. 	<p>Amber Cutshaw</p> <p><u>No Action Necessary</u></p>
23.	<p>Presentation of Operations/Equal Opportunity Update</p> <ul style="list-style-type: none"> We received three bids for our One-Stop Operator Request For Proposal(OSO RFP). We have formed an RFP review committee to review and score these bids. We expect that the committee will have scored bids submitted by the end of this week or early next week; the committee will then make a recommendation on which entity to award the One-Stop Operator contract to. Jeremy Frutchey partnered with the Northeast Workforce Development Board for the Regional Plan. He is working on contracts and leases. All contracts and leases have been updated, except for 2. There have been no Equal Opportunity Officer Complaints. There were 3 customer complaints. They centered around timeliness of communication. From the initial contacting of the participant to their training, it should only take 4 to 6 weeks. These challenges may be 	<p>Jeremy Frutchey</p> <p><u>No Action Necessary</u></p>

	<p>mitigated when the Service Provider is fully staffed.</p> <ul style="list-style-type: none"> • OESC will be announcing a new State Equal Opportunity Officer in late October. • Once the New State EO Officer is announced, Jeremy will visit the American Job Centers, update the EO information on posters, and conduct site accessibility monitoring of the centers. 	
24.	<p>Presentation of Service Provider Update</p> <ul style="list-style-type: none"> • There have been enrollment complaints because of the turn-around times, which need to be lower. • Chris Linder and Mike Branan are working together on MOUs with Cherokee Nation. • Training is hard to find in Rural Counties. • Goals: Ramp up staff, more money for service provisions, and more coverage in busier offices. • \$317,541 was spent on participants in Program Year 2024. 	<p>Chris Linder and Tom Summar</p> <p><u>No Action Necessary</u></p>
25.	<p>Comments from the Public</p> <ol style="list-style-type: none"> 1. During the agenda item for "Comments from the Public," if there is allowable time, a limit of five (5) minutes is established for individuals addressing the GCWDB. 2. Groups or organizations shall designate one spokesperson to address the GCWDB 3. The GCWDB reserves the right to limit repetitive comments. 4. All presentations pursuant to this policy shall be directed to the Chair of the GCWDB. No questions or comments shall be directed to GCWDB members except upon approval of the Chair. 5. Members of the GCWDB and the Board Executive Director may ask questions of any person who addresses the GCWDB. 	<p>Board Chair - Jennifer Bentley</p> <p><u>No Action Necessary</u></p>
26.	<p>Motion to Adjourn Meeting (Time: 11:00 AM)</p>	<p>Board Chair - Jennifer Bentley</p>
27.	<p>Motion to Adjourn Meeting (Time: 11:00 AM)</p>	<p>CLEO - Commissioner Leon Warner</p>

Board Members: Amy Spencer, Christopher Pierce, Cody Cox, Corey Sisson, Debra Lack, Dee Hays, Diane Kelley, Dower Combs, Eloy Chavez, Eric Wells, Fran Colombin, Jennifer Bentley, John Lamont, Karen Pennington, Kathy Adair, Kelly Beyer, Ken Busby, Landon Varnell, Larry Payton, Laurel Havens, Lesli Shoals, Peter Selden, Ron Ramming, Tammy Taylor, Taylor Foster, Ted Jenkins, Teresa Inhofe, Tim Arras, Tony Heaberlin, Yasmin Avila Guillen.

Local Elected Officials: Charles Boecher, Chris Jenkins, Curt Mullins, Erik Zoellner, Ken Doke, CLEO Leon Warner, Monty Grider, Ray Watts, Stan Sallee, Steve Talburt, Tim Kelley.

The next regularly scheduled meetings of the Green Country Workforce Development Board:

GCWDB Executive Committee Meeting November 7, 2024

Meeting from 10:00AM to Noon
NSU Broken Arrow-Admin Services Building-Room 170
3100 E. New Orleans St. Broken Arrow, OK 74014

GCWDB Local Elected Official Meeting December 10, 2024

Meeting from 10:00AM to Noon
Connors State College – Port Campus
Nursing & Allied Health Building – Rm. 145
2501 N. 41st St E, Muskogee, OK 74403

Exhibit A

8/31/2024	Line item Expend as % of Annual Budget Line Item		Annual Budget	Budget Item as % of Total Budget	Total Line Item Expend. as % of Total Budget used	Remaining	Year % Complete
YTD PY24 Actual Exp							
Admin/Board Program							
Fiscal Admin Adult	1,314.93	10%	13,050.00			\$11,735.07	
Fiscal Admin DLW	1,244.29	10%	12,600.00			\$11,355.71	
Fiscal Admin Youth	1,899.55	10%	19,350.00			\$17,450.45	
Board Admin Adult	24,270.72	12%	200,149.89			\$175,879.17	
Board Admin DLW	11,045.51	9%	130,000.00			\$118,954.49	
Board Admin Youth	15,095.44	6%	244,689.47			\$229,594.03	
Board Program Adult	19,329.11	14%	140,520.07			\$121,190.96	
Board Program DLW	10,560.90	8%	125,000.00			\$114,439.10	
Board Program Youth	19,936.43	9%	220,426.31			\$200,489.88	
OSO Administration Adult 20	72.40	4%	2,000.00			\$1,927.60	
OSO Administration DLW 20	124.06	12%	1,000.00			\$875.94	
OSO Administration youth 20	88.60	3%	3,000.00			\$2,911.40	
Total Admin/Board Program	104,981.94	9%	1,111,785.74	15.55%	14.39%	\$1,006,803.80	17%
Business service	793.65	27%	2,950.66	0.04%	#DIV/0!	\$2,157.01	17%
Total Business Service	793.65	27%	2,950.66	0.04%	#DIV/0!	\$2,157.01	17%
Transitional Jobs/Work Experience							
Incumbent Worker			30,000.00			\$30,000.00	
Adult 49/44	29,578.38		100,000.00			\$70,421.62	
DLW 49/44			75,787.76			\$75,787.76	
Youth OS WEX 50	26,824.28		552,406.57			\$525,582.29	
Youth IS WEX 80						\$0.00	
Work Experience/Transitional Total	56,402.66	7%	758,194.33	10.60%	7.73%	\$701,791.67	17%
							3,590,882.81
							3,590,882.81
On the Job Training 51							
Adult 51	11,195.15		140,822.00			\$129,626.85	
DLW 51			120,000.00			\$120,000.00	
Youth OS 52	2,024.68		60,000.00			\$57,975.32	
Youth IS 82						\$0.00	
						\$0.00	
Total OJT	13,219.83	4%	320,822.00	4.49%	1.81%	\$307,602.17	17%
Support Services							
Adult 40	5,696.57		130,000.00			\$124,303.43	
DLW 40			90,000.00			\$90,000.00	
Youth OS Wex Incentive 41	2,300.00					-\$2,300.00	
Youth OS 40	550.00		130,556.53			\$130,006.53	
Youth IS 70						\$0.00	
Total Support Services	8,546.57	2%	350,556.53	4.90%	1.17%	\$342,009.96	17%
							30,611.22
Training OST							
Adult 45	167,185.43		990,763.31			\$823,577.88	
DLW 45	(5,500.00)		810,546.64			\$816,046.64	
Youth OS 45	28,827.75		360,000.00			\$331,172.25	
Youth IS 75						\$0.00	
						\$0.00	
Total Training	190,513.18	9%	2,161,309.95	30.22%	26.12%	\$1,970,796.77	17%
							12 Total # Months 2 # Months Used
Service Provision							
Adult	105,035.20		619,000.14			\$513,964.94	
DLW	33,039.49		400,000.00			\$366,960.51	
Youth OS	95,318.73		800,542.03			\$705,223.30	
Youth IS	441.02					-\$441.02	
OSO adult 21	6,507.69					-\$6,507.69	
OSO DLW 21	4,080.28					-\$4,080.28	
OSO Youth 21	1,780.10					-\$1,780.10	
Total Service Provision	246,202.51	14%	1,819,542.17	25.44%	33.75%	\$1,573,339.66	17%
							95,868.51
Youth Work Related							
Board Staff work related 56	4,323.86					-\$4,323.86	
OS Staff work related 55	24,507.48		235,000.00			\$210,492.52	
IS staff work related 85	(0.22)					\$0.22	
Total Youth Work Related	28,831.12	12%	235,000.00	3.29%	3.95%	\$206,168.88	17%
							7,151,161.38
Total Service Provision/Youth Work Related	275,033.63	13.39%	2,054,542.17	28.73%	37.71%	\$1,779,508.54	
System Costs							
Adult 90	43,811.55		115,650.00			\$71,838.45	
DLW 90	7,865.03		108,800.00			\$100,934.97	
Youth OS 90	28,221.85		166,550.00			\$138,328.15	
Youth IS 90						\$0.00	
Total System Costs	79,898.43	20%	391,000.00	5.47%	10.95%	\$311,101.57	17%
Total Expenditures	729,389.89	10%	7,151,161.38	100.00%	100.00%	6,421,771.49	17%