

**Green Country Workforce Development Board-Special Executive Committee Meeting Minutes:**

 **November 21, 2024, from 2:00 PM to 4:00 PM at**

**Location: NSU Broken Arrow, Rm. 170**

**3100 E. New Orleans St. Broken Arrow, OK 74014**

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

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| **A quorum was established with 6 out of 8 Executive Committee Members in Attendance.****Executive Committee Members present:** Amy Spencer, Christopher Pierce, Dee Hays, Jennifer Bentley, John Lamont, Tammy Taylor.**Absent:** Debra Lack, Dower Combs**Guests:** Leon Warner**GCWDB Staff:** Mike Branan, Chloe O’Hanlon, Tamara Peachey, Larod Snyder, Amber Cutshaw, Jeremy Frutchey. |
|  | **Activity / Item** | **Who** |
| 1. | **Call Meeting to Order** (Time:2:06 PM) | Jennifer Bentley-Board Chair |
| 2. | **Compliance with Open Meetings Act**: **Declaration of quorum through Roll Call of: GCWDB Board Members** (roll call Chloe O’Hanlon)***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 12:00 pm 11/19/2024*** | Jennifer Bentley-Board Chair |
| 3. | **Discussion and Possible Action** on approval of Meeting Minutes for the February 15th GCWDB Executive Committee Meeting | Jennifer Bentley-Board Chair**No Action Required. Previously Approved** |
| 4. | **Discussion and Possible Action** on approval of Meeting Minutes for the May 16th GCWDB Executive Committee Meeting | Jennifer Bentley-Board Chair**Motion** Chris Pierce**Second**Dee Hays**Motion Carried** |
| 5. | **Discussion and Possible Action** on Approval of Meeting Minutes for the October 23rd GCWDB Special Executive Committee Meeting  | Jennifer Bentley-Board Chair**Motion** Dee Hays**Second**Tammy Taylor**Motion Carried** |
| 6. | **Motion to Enter Executive Session**Motion to enter Executive Session pursuant to 25 Oklahoma Statute§ 307 (8)(1) to discuss the 6-month performance and pay rate of the Executive Director Mike Branan. *Any vote or action on any item of business considered in an executive session shall be taken in public meeting with the vote of each member**publicly cast and recorded.* | Jennifer Bentley-Board Chair(Time: 2:11PM)**Motion**Jenny Bentley**Second**John Lamont**Motion Carried** |
| 7. | **Motion to Return to Open Session** | Jennifer Bentley - Board Chair(Time: 3:45PM)**Motion**John Lamont**Second**Chris Pierce**Motion Carried** |
| 8. | **Discussion and Possible Action on Matters Discussed During the Executive Session. Vote taken by roll call.** *The Executive Committee determined that Executive Director, Michael Branan, will receive a $5,000 pay raise. This pay raise is effective in the current pay period.* | Jennifer Bentley - Board Chair **Motion**John Lamont**Second**Dee Hays**Motion Carried** |
| 9. | **Discussion and Possible Action** on One Stop Operator Budget Modification* One Stop Operator: 11-month contract for $100,000.
* The Executive Director took money from Administrative and Incumbent Worker Funds for the One Stop Operator position.
 | Mike Branan – Executive Director**Motion**Dee Hays**Second**Chris Pierce**Motion Carried** |
| 10. | **Presentation** of Financial Report* GCWDB has spent $1,000,000 in 4 months out of the total approx. $3,000,000 we have.
* From the expiring money, GCWDB only sent back $130,000.
 | Mike Branan – Executive Director |
| 11. | **Presentation** of Executive Director* On a call with the Oklahoma Employment Security Commission and Dynamic Workforce solutions, Mike Branan discussed the Adult funding.
* The possibility of separate proposals for Youth, Adult, and Dislocated Worker funds was mentioned.
 | Mike Branan – Executive Director |
| 12. | **Presentation** of ETPL Policy Performance Update* Tamara is updating GCWDB’s policies to the State Standards.
* The EO(Equal Opportunity) Tagline Policy has been updated and is active on the GCWDB website.
* The EO information will be updated on existing policies and posted to the website.
* A standalone policy for Supportive Services is currently in progress.
 | Tamara Peachey |
| 13. | **Presentation** of Programs Update* GCWDB holds quarterly Technical Assistance Trainings with Dynamic Workforce Solutions.
* There have been discussions to have the Technical Assistance Trainings be a time to discuss any discrepancies all at once.
 | Larod Snyder |
| 14. | **Presentation** of Business Services Update* 6 WARN Notices happened in September 2024 and they affected 690 people.
* Barnsdall was affected by a natural disaster.
* GCWDB partnered with WorkReady to help adults with jobs in Barnsdall.
 | Amber Cutshaw |
| 15. | **Presentation** of Operations/Equal Opportunity Update* One Stop Operator Contract is currently being reviewed by the Service Provider(Dynamic Workforce Solutions)
* Dynamic is currently interviewing for the One Stop Operator position.
* Jeremy Frutchey is currently working on the accessibility of the GCWDB Website
 | Jeremy Frutchey |
| 16. | **Motion to Adjourn Meeting** (Time: 4:03 PM) |  Jennifer Bentley-Board Chair**Motion** Chris Pierce**Second**Amy Spencer**Motion Carried** |

***Executive Committee:*** *Amy Spencer,**Christopher Pierce, Dee Hays, Dower Combs, Jennifer Bentley, John Lamont, Tammy Taylor, Comm. Leon Warner.*

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

**GCWDB Local Elected Official Meeting December 10, 2024**

Meeting from 10:00AM to Noon

Connors State College – Port Campus

2501 N. 41st St. East, Nursing & Allied Health Building,

 Room 145. Muskogee, OK 74403