



Green Country Workforce Development Board-Regular Local Elected

Official Meeting Agenda:

December 10, 2024, from 10:00 AM to Noon at

Location: Connors State College – Port Campus

Nursing & Allied Health Building. Rm 145.

2501 N. 41st St. East, Muskogee, OK. 74403

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

Quorum was established by roll call with 7 of 11 Local Elected Officials in attendance.

Local Elected Officials Present: Charles Boecher, Chris Jenkins, Erik Zoellner, Ken Doke, Leon Warner, Tim Kelley, Monty Grider.

Board Staff: Mike Branan, Tamara Peachey, Amber Cutshaw, Chloe O’Hanlon

Guests: Tamela Day, Ashley Sellers, Tom Summar, Chris Linder, Dower Combs, Loyal Dean Taylor.

	Activity / Item	Who
1.	Call Meeting to Order (Time: 10:05AM)	Leon Warner - CLEO
2.	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 4.30 pm 12/06/2024</i>	Leon Warner - CLEO
3.	Discussion and Possible Action on One Stop Operator Budget Modification	Mike Branan – Executive Director <u>Motion</u> Charles Boecher <u>Second</u> Monty Grider <u>Motion Carried</u>
4.	Discussion and Possible Action on Meeting Minutes for October 29th Local Elected Official Meeting o Commissioner Tim Kelley abstained from voting.	Leon Warner – CLEO <u>Motion</u> Monty Grider <u>Second</u> Leon Warner <u>Motion Carried</u>
5.	Discussion and Possible Action on electing a new Chair of the Local Elected Officials o Charles Boecher was elected.	Leon Warner – CLEO <u>Motion</u>

		Ken Doke <u>Second</u> Chris Jenkins <u>Motion Carried</u>
6.	Discussion and Possible Action on Election of the Vice Chief Local Elected Official <ul style="list-style-type: none"> ○ Ken Doke was elected. 	Leon Warner – CLEO <u>Motion</u> Charles Boecher <u>Second</u> Tim Kelley <u>Motion Carried</u>
7.	Discussion and Possible Action on Approval of 2025 Proposed Meeting Dates <ul style="list-style-type: none"> • The Local Elected Officials determined that the meetings will be at 10:00AM for 3/11/2025, 6/17/2025, and 12/16/2025. • The 10/16/2025 meeting will start at 9:00AM. 	Leon Warner – CLEO <u>Motion</u> Charles Boecher <u>Second</u> Leon Warner <u>Motion Carried</u>
8.	Discussion and Possible Action on Replacement Local Elected Officials <ul style="list-style-type: none"> ○ The Local Elected Officials that are leaving will submit their forms for their replacements once they decide. 	Leon Warner – CLEO <u>No Action Necessary</u>
9.	Discussion and Possible Action on updating the Local Elected Official Consortium Agreement	Leon Warner – CLEO <u>No Action Necessary</u>
10	Discussion and Possible Action on Approval of Fiscal Agent Contract. Including either creating written policies for: <ul style="list-style-type: none"> • Payments (2 CFR §200.302(b)(6) and 2 CFR 200.305) • Allowable costs (2 CFR §200.302(b)(7) and 2 CFR 200.403) • Method for evaluation and selection (2 CFR § 200.320) • Compensation-personal services and fringe benefits (2 CFR §200.430 and 431) • Employee relocation cost (2 § CFR 200.464) • Travel Cost (2 CFR §200.475) Or adopting COWIB’s policies: <ul style="list-style-type: none"> • Accounting and Financial Policies and Procedures Manual • Procurement and Contracting Policy • Personnel Policy and Procedures Manual 	Leon Warner – CLEO & Mike Branan – Executive Director <u>Motion</u> Monty Grider <u>Second</u> Tim Kelley <u>Motion Carried</u>
11.	Presentation of Executive Director Report <ul style="list-style-type: none"> ○ The Oklahoma Employment Security Commission may remove the sanctions of the Central Oklahoma Workforce Investment Board as Green Country 	Mike Branan – Executive Director

	<p>Workforce Development Board’s Fiscal Agent and Employer of Record.</p> <ul style="list-style-type: none"> ○ OESC may be able to get the disallowed costs resolved favorably from the Eastern Workforce Development Board. 	
12.	<p>Presentation of Financial Report See Exhibit A</p>	Ashley Sellers – CEO of COWIB
13.	<p>Presentation of Service Provider Report</p> <ul style="list-style-type: none"> ○ There have been 55 to 60 enrollments between the Adult and Youth programs. ○ Dynamic Workforce Solutions is aiming to have the enrollments done within a 10-day period. ○ In Osage and Pawnee counties, Dynamic is aiming for space in public libraries. 	Chris Linder & Tom Summar
14.	<p>Adjourn (Time: 12:04PM)</p>	<p>Leon Warner – CLEO</p> <p style="text-align: center;"><u>Motion</u> Monty Grider <u>Second</u> Leon Warner <u>Motion Carried</u></p>

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 meeting of the Green Country Workforce Development Board:

GCWDB Board Meeting January 16, 2025

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

EXHIBIT A

10/31/2024	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	2,754.75	21%	13,050.00			\$10,295.25	
Fiscal Admin DLW	2,480.89	20%	12,600.00			\$10,119.11	
Fiscal Admin Youth	2,954.99	15%	19,350.00			\$16,395.01	
Board Admin Adult	44,775.55	22%	200,149.89			\$155,374.34	
Board Admin DLW	22,166.82	17%	130,000.00			\$107,833.18	
Board Admin Youth	27,186.18	11%	244,689.47			\$217,503.29	
Board Program Adult	41,728.73	30%	140,520.07			\$98,791.34	
Board Program DLW	25,633.23	21%	125,000.00			\$99,366.77	
Board Program Youth	47,199.41	21%	220,426.31			\$173,226.90	
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	217,165.61	20%	1,111,785.74	15.68%	16.12%	\$894,620.13	33%
Business service	1,578.77	54%	2,950.66	0.04%	#DIV/0!	\$1,371.89	33%
Total Business Service	1,578.77	54%	2,950.66	0.04%	#DIV/0!	\$1,371.89	33%
Transitional Jobs/Work Experience							
Incumbent Worker 48			30,000.00			\$30,000.00	
Adult 49/44	31,959.31		100,000.00			\$68,040.69	
DLW 49/44			75,787.76			\$75,787.76	
Youth OS WEX 50	41,401.65		552,406.57			\$511,004.92	
Youth IS WEX 80						\$0.00	
Transitional/Work Exp Total	73,360.96	10%	758,194.33	10.69%	5.45%	\$684,833.37	33%
							3,530,882.81
							3,530,882.81
On the Job Training 51							
Adult 51	15,359.87		140,822.00			\$125,462.13	
DLW 51			120,000.00			\$120,000.00	
Youth OS 52	3,326.68					\$0.00	
Youth IS 82						\$0.00	
Total OJT	18,686.55	7%	260,822.00	3.68%	1.39%	\$242,135.45	33%
Support Services							
Adult 40	13,601.61		130,000.00			\$116,398.39	
DLW 40			90,000.00			\$90,000.00	
Youth OS Wex Incentive 41	4,150.00					-\$4,150.00	
Youth OS 40	1,280.55		130,556.53			\$129,275.98	
Youth IS 70						\$0.00	
Total Support Services	19,032.16	5%	350,556.53	4.94%	1.41%	\$331,524.37	33%
							54,844.02
Training OST							
Adult 45	221,833.58		990,763.31			\$768,929.73	
DLW 45	(2,705.00)		810,546.64			\$813,251.64	
Youth OS 45	78,398.75		360,000.00			\$281,601.25	
Youth IS 75	915.00					-\$915.00	
						\$0.00	
Total Training	298,442.33	14%	2,161,309.95	30.48%	22.16%	\$1,862,867.62	33%
							12 Total # Months 4 # Months Used
Service Provision							
Adult 35/36	230,493.25		619,000.14			\$388,506.89	
DLW 35/36	68,634.39		400,000.00			\$331,365.61	
Youth OS 35/36	195,939.11		800,542.03			\$604,602.92	
Youth IS 65	1,141.91					-\$1,141.91	
OSO adult 21	12,448.88					-\$12,448.88	
OSO DLW 21	4,821.86					-\$4,821.86	
OSO Youth 21	2,131.44					-\$2,131.44	
Total Service Provision	515,610.84	28%	1,819,542.17	25.66%	38.28%	\$1,303,931.33	33%
Youth Work Related							
Board Staff work related 56	7,990.80					-\$7,990.80	
OS Staff work related 55	44,722.00		235,000.00			\$190,278.00	
IS staff work related 85	(0.22)					\$0.22	
Total Youth Work Related	52,712.58	22%	235,000.00	3.31%	3.91%	\$182,287.42	33%
Total Service Provision/Youth Work Related	568,323.42	27.66%	2,054,542.17	28.97%	42.19%	\$1,486,218.75	
System Costs							
Adult 90	85,919.53		115,650.00			\$29,730.47	
DLW 90	13,258.41		108,800.00			\$95,541.59	
Youth OS 90	51,252.82		166,550.00			\$115,297.18	
Youth IS 90	-					\$0.00	
Total System Costs	150,430.76	38%	391,000.00	5.51%	11.17%	\$240,569.24	33%
Total Expenditures	1,347,020.56	19%	7,091,161.38	99.99%	100.00%	\$5,744,140.82	33%