

**Green Country Workforce Development Board-Regular Board**

 **Meeting Agenda:**

 **January 16, 2025, from 10:00 AM to Noon at**

**Location: Connors State College – Port Campus**

**Nursing & Allied Health Building. Auditorium**

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

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

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| **The Meeting was called to order by Board Chair Jennifer Bentley.****Quorum was established by roll call.**  |
|  **Board Members Attending in Person:** Amy Spencer, Chris Pierce, Debra Lack, Diane Kelley, Eloy Chavez, Eric Wells, Fran Colombin, Jennifer Bentley, Karen Pennington, Kathy Adair, Kelly Beyer, Larry Payton, Pete Selden, Ron Ramming, Tammy Taylor, Taylor Foster, Teresa Inhofe, Tim Arras. **Absent Board Members:** Cody Cox, Corey Sisson, Dee Hays, Dower Combs, John Lamont, Ken Busby, Landon Varnell, Lesli Shoals, Ted Jenkins, Tony Heaberlin, Yasmin Avila Guillen. **Guests:** Chris Linder, Tom Summar, Ashley Arenivar, CLEO Charles Boecher, Rosaland Rathbun, Beverly Sizemore, Amy McCready, Melita Griffith, David Goff. **GCWDB Board Staff:** Michael Branan, Jeremy Frutchey, Tamara Peachey, Chloe O’Hanlon, Amber Cutshaw, Larod Snyder, Martha Brians. |
|  | **Activity / Item** | **Who** |
| 1. | **Call Meeting to Order** (Time: 10:02AM**)** | 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 4.30 pm 01/13/2024*** | Jennifer Bentley - Board Chair |
| 3. | **Discussion and Possible Action** on Meeting Minutes for October 10, 2024, Joint Board Meeting | Jennifer Bentley - Board Chair**Motion**Diane Kelley**Second**Kathy Adair**Motion Carried** |
| 4. | **Discussion and Possible Action** on Selecting an Employer of Record and adopting COWIB’s Personnel PolicyThis was Approved by LEOs on December 10, but needs Board Approval | Mike Branan - Executive Director**Motion**Ron Ramming**Second**Eric Wells**Motion Carried** |
| 5. | **Discussion and Possible Action on the Consent Agenda:****All items may be approved together, or any item(s) may be voted on separately at the request of any Board member. Copies of all documents are included for review.****The following items were reviewed and approved by the Executive Committee on 11/11/2024.** 1. $5,000 approved pay raise for Executive Director, Michael Branan. Effective to begin in the pay period of the Executive Committee Meeting.
2. One Stop Operator Budget Modification
 | Jennifer Bentley - Board Chair**Motion**Diane Kelley**Second**Eric Wells**Motion Carried** |
| 6. | **Discussion and Possible Action** on Revision of Adult &Dislocated Worker Policy | Jennifer Bentley - Board Chair**Motion** Peter Selden**Second**Chris**Motion Carried** |
| 7. | **Discussion and Possible Action** on Revision of Youth Policy | Jennifer Bentley - Board Chair**Motion** Karen Pennington**Second**Peter Selden**Motion Carried** |
| 8. | **Discussion and Possible Action** on Approval of New Supportive Services Policy | Jennifer Bentley - Board Chair**Motion** Diane Kelley**Second**Kathy Adair**Motion Carried** |
| 9. | **Discussion and Possible Action** on Update to Demand Occupation List | Jennifer Bentley - Board Chair**Motion** Chris Pierce**Second**Karen Pennington**Motion Carried** |
| 10. | **Presentation** of Financial ReportSee Exhibit A | Rosaland Rathbun**No Action Required** |
| 11. | **Presentation** of Board Chair Report* Board/Local Elected Official Training for January 9, 2025 was rescheduled for February 6, 2025.
* Commissioner Charles Boecher is the new Chief Local Elected Official of the GCWDB Local Elected Officials.
* Commissioner Ken Doke is the Vice Chair of the GCWDB Local Elected Officials.
* Loyal Dean Taylor has replaced Monty Grider as the Commissioner for McIntosh County.
* GCWDB is still waiting on replacement Commissioners from Creek County and Okmulgee County.
 | Jennifer Bentley - Board Chair**No Action Required** |
| 12. | **Presentation** of Executive Director Report* COWIB’s Employer of Record and Fiscal Agent oversight of GCWDB ended effective January 1, 2025.
* GCWDB was certified as a Board at the Governor’s Counsel on October 6, 2024.
* There has been no determination from the Department of Labor regarding the disallowed costs from the Forensic Audit.
* The GCWDB Local Plan has been sent to the Oklahoma Employment Security Commission, revisions have been included.
* Allotments are made based on GCWDB County needs.
* More representation is needed on the Executive Committee.
 | Mike Branan - Executive Director**No Action Required** |
| 13. | **Presentation** of Policy/ETPL Performance Report* The Stevens Amendment needs to go on all documents and public communications.
* Tamara is working on the Adult, Youth, and Supportive Services policies.
* In the next quarter, Tamara will be working on nondiscrimination, WIOA, Data Validation, and Monitoring policies.
* 9/15 performance goals have been met.
 | Tamara Peachey**No Action Required** |
| 14. | **Presentation** of Programs Update* GCWDB while under COWIB’s oversight would receive feedback and track any discrepancies.
* Technical Assistance Trainings are hosted quarterly to address questions the service provider staff may have.
* The last Technical Assistance training GCWDB hosted was on December 19, 2024.
 | Larod Snyder**No Action Required** |
| 15. | **Presentation** of Equal Opportunity Officer Update* IFA – Signatures have gone out. Invoices will be sent promptly.
* EO Officer Jeremy Frutchey is working with Dynamic to find an IT Provider and to cut IT costs.
* Jeremy is working with our One Stop Operator (Dynamic Workforce Solutions) to hire for the One Stop Operator position. It is posted on LinkedIn.
* There was an EO Complaint denied due to lateness.
 | Jeremy Frutchey**No Action Required** |
| 16. | **Presentation** of Business Services Report* On the rapid response, there were 7 WARN notices that affected 691 individuals.
* The Impact Partnership Grant is there to reduce turnover and increase productivity.
* Creek County was hit by layoff aversion, so there is Layoff Aversion Assistance needed**.**
* Business Services has reached out to Osage and Pawnee counties. GCWDB is a great partner with the Skiatook Chamber.
* Amber Cutshaw and Jeremy Frutchey will tour Work Experience(WEX) sites in February.
 | Amber Cutshaw**No Action Required** |
| 17. | **Presentation** of Service Provider Report* There is a larger budget to spend in 2025 than there was in 2024.
* Dynamic Workforce Solutions met with Oklahoma Employment Security Commission to focus on Youth and AEFL programs.
* A formal plan has been submitted to OESC.

**Spending in the Second quarter**Work Experience/On the Job Training-$199,567.37Supportive Services-$18,862.15Incentives-$6400Individual Training Assistance-$434,585.08Second Quarter Total=$659,414.60 | Chris Linder & Tom Summar**No Action Required** |
| 18. | **Comments from the Public**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.
 | Board Chair – Jennifer Bentley**No Action Required** |
| 19. | **Adjourn** (Time: 12:06PM) | Jennifer Bentley - Board Chair |

***Board Members:*** *Amy Spencer, Chris 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. Comm. Charles Boecher*

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

**GCWDB Executive Committee Meeting February 13, 2025**

Meeting from 10:00AM to Noon.

NSU – Broken Arrow, Administration Building - Room 170.

3100 E New Orleans St. Broken Arrow, OK 74014