



GREEN COUNTRY WORKFORCE

**Green Country Workforce Development Board-Regular Board
Meeting Minutes:**

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

	Activity / Item	Who
1.	Call Meeting to Order (Time: 10:02AM)	Jennifer Bentley - Board Chair
2.	<p>Compliance with Open Meetings Act: Declaration of quorum through Roll Call of: GCWDB Board Members (roll call Chloe O'Hanlon)</p> <p><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 01/13/2024</i></p>	Jennifer Bentley - Board Chair
3.	<p>Discussion and Possible Action on Meeting Minutes for October 10, 2024, Joint Board Meeting</p>	<p>Jennifer Bentley - Board Chair</p> <p align="center"> <u>Motion</u> Diane Kelley <u>Second</u> Kathy Adair <u>Motion Carried</u> </p>
4.	<p>Discussion and Possible Action on Selecting an Employer of Record and adopting COWIB's Personnel Policy</p> <p>This was Approved by LEOs on December 10, but needs Board Approval</p>	<p>Mike Branan - Executive Director</p> <p align="center"> <u>Motion</u> Ron Ramming <u>Second</u> Eric Wells <u>Motion Carried</u> </p>
5.	<p>Discussion and Possible Action on the Consent Agenda:</p> <p>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.</p> <p>The following items were reviewed and approved by the Executive Committee on 11/11/2024.</p> <ol style="list-style-type: none"> 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 	<p>Jennifer Bentley - Board Chair</p> <p align="center"> <u>Motion</u> Diane Kelley <u>Second</u> Eric Wells <u>Motion Carried</u> </p>

6.	Discussion and Possible Action on Revision of Adult & Dislocated Worker Policy	Jennifer Bentley - Board Chair <u>Motion</u> Peter Selden <u>Second</u> Chris <u>Motion Carried</u>
7.	Discussion and Possible Action on Revision of Youth Policy	Jennifer Bentley - Board Chair <u>Motion</u> Karen Pennington <u>Second</u> Peter Selden <u>Motion Carried</u>
8.	Discussion and Possible Action on Approval of New Supportive Services Policy	Jennifer Bentley - Board Chair <u>Motion</u> Diane Kelley <u>Second</u> Kathy Adair <u>Motion Carried</u>
9.	Discussion and Possible Action on Update to Demand Occupation List	Jennifer Bentley - Board Chair <u>Motion</u> Chris Pierce <u>Second</u> Karen Pennington <u>Motion Carried</u>
10.	Presentation of Financial Report See Exhibit A	Rosaland Rathbun <u>No Action Required</u>
11.	Presentation of Board Chair Report <ul style="list-style-type: none"> • 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 <u>No Action Required</u>
12.	Presentation of Executive Director Report <ul style="list-style-type: none"> • COWIB's Employer of Record and Fiscal Agent oversight 	Mike Branan - Executive Director


	<p>of GCWDB ended effective January 1, 2025.</p> <ul style="list-style-type: none"> 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. 	<p><u>No Action Required</u></p>
13.	<p>Presentation of Policy/ETPL Performance Report</p> <ul style="list-style-type: none"> 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. 	<p>Tamara Peachey</p> <p><u>No Action Required</u></p>
14.	<p>Presentation of Programs Update</p> <ul style="list-style-type: none"> 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. 	<p>Larod Snyder</p> <p><u>No Action Required</u></p>
15.	<p>Presentation of Equal Opportunity Officer Update</p> <ul style="list-style-type: none"> 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. 	<p>Jeremy Frutchey</p> <p><u>No Action Required</u></p>
16.	<p>Presentation of Business Services Report</p> <ul style="list-style-type: none"> 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. 	<p>Amber Cutshaw</p> <p><u>No Action Required</u></p>

	<ul style="list-style-type: none"> Amber Cutshaw and Jeremy Frutchey will tour Work Experience(WEX) sites in February. 	
17.	<p>Presentation of Service Provider Report</p> <ul style="list-style-type: none"> 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. <p><u>Spending in the Second quarter</u> Work Experience/On the Job Training-\$199,567.37 Supportive Services-\$18,862.15 Incentives-\$6400 Individual Training Assistance-\$434,585.08 Second Quarter Total=\$659,414.60</p>	<p>Chris Linder & Tom Summar</p> <p><u>No Action Required</u></p>
18.	<p>Comments from the Public</p> <ol style="list-style-type: none"> 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. Groups or organizations shall designate one spokesperson to address the GCWDB. The GCWDB reserves the right to limit repetitive comments. 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. 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 Required</u></p>
19.	<p>Adjourn (Time: 12:06PM)</p>	<p>Jennifer Bentley - Board Chair</p>

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

Chair Signature: 

Date: 4/17/25

EXHIBIT A

12/31/2024	YTD PY24 Actual Exp	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
Admin/Board Program							
Fiscal Admin Adult	5,916.42	45%	13,050.00			\$7,133.58	
Fiscal Admin DLW	4,830.72	38%	12,600.00			\$7,769.28	
Fiscal Admin Youth	4,779.63	25%	19,350.00			\$14,570.37	
Board Admin Adult	55,495.92	28%	200,149.89			\$144,653.97	
Board Admin DLW	37,205.51	29%	130,000.00			\$92,794.49	
Board Admin Youth	39,278.48	16%	244,689.47			\$205,410.99	
Board Program Adult	64,955.18	46%	140,520.07			\$75,564.89	
Board Program DLW	41,490.18	33%	125,000.00			\$83,509.82	
Board Program Youth	79,619.27	36%	220,426.31			\$140,807.04	
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	333,856.37	30%	1,111,785.74	15.68%	16.71%	\$777,929.37	50%
Business service	2,950.66	100%	2,950.66	0.04%	#DIV/0!	\$0.00	50%
Total Business Service	2,950.66	100%	2,950.66	0.04%	#DIV/0!	\$0.00	50%
Transitional Jobs/Work Experience							
Incumbent Worker 48	3,433.07		30,000.00			\$26,566.93	
Adult 49/44	36,300.14		100,000.00			\$63,699.86	
DLW 49/44			75,787.76			\$75,787.76	
Youth OS WEX 50	59,027.58		552,406.57			\$493,378.99	
Youth IS WEX 80						\$0.00	
Transitional/Work Experience	98,760.79	1%	758,194.33	10.69%	4.94%	\$659,433.54	50%
On the Job Training 51							
Adult 51	19,536.24		140,822.00			\$121,285.76	
DLW 51			120,000.00			\$120,000.00	
Youth OS 52	7,222.98					-\$7,222.98	
Youth IS 82						\$0.00	
Total OJT	26,759.22	10%	260,822.00	3.68%	1.34%	\$234,062.78	50%
Support Services							
Adult 40	23,239.05		130,000.00			\$106,760.95	
DLW 40	1,886.79		90,000.00			\$88,113.21	
Youth OS Wex Incentive 41	6,450.00					-\$6,450.00	
Youth OS 40	1,630.55		130,556.53			\$128,925.98	
Youth IS 70						\$0.00	
Total Support Services	33,206.39	3%	350,556.53	4.94%	1.66%	\$317,350.14	50%
Training OSY							
Adult 45	339,515.33		990,763.31			\$651,247.98	
DLW 45	12,881.00		810,546.64			\$797,665.64	
Youth OS 45	86,988.75		360,000.00			\$273,011.25	
Youth IS 75	915.00					-\$915.00	
Total Training	440,300.08	20%	2,161,309.95	30.48%	22.04%	\$197,210.97	50%
Service Provision							
Adult 35/36	355,162.86		619,000.14			\$263,837.28	
DLW 35/36	94,430.57		400,000.00			\$305,569.43	
Youth OS 35/36	288,151.91		800,542.03			\$512,390.12	
Youth IS 65	1,919.71					-\$1,919.71	
OSO adult 21	12,734.13					-\$12,734.13	
OSO DLW 21	5,033.64					-\$5,033.64	
OSO Youth 21	2,450.08					-\$2,450.08	
Total Service Provision	759,882.90	42%	1,819,542.17	25.66%	38.04%	\$1,059,659.27	50%
Youth Work Related							
Board Staff work related 56	7,945.10					-\$7,945.10	
OS Staff work related 55	70,998.96		235,000.00			\$164,001.04	
IS staff work related 85	62.48					-\$62.48	
Total Youth Work Related	79,006.54	34%	235,000.00	3.31%	3.86%	\$155,993.46	50%
Total Service Provision/Youth Work Related	838,889.44	40.83%	2,054,542.17	28.97%	41.99%	\$1,215,652.73	
System Costs							
Adult 90	127,072.71		115,650.00			-\$11,422.71	
DLW 90	19,150.87		108,800.00			\$89,649.13	
Youth OS 90	76,656.34		166,550.00			\$89,893.66	
Youth IS 90						\$0.00	
Total System Costs	222,879.92	5%	391,000.00	5.51%	11.16%	\$168,120.08	50%
Total Expenditures	1,997,602.87	28%	7,091,161.38	99.99%	100.00%	5,093,558.51	50%

3,530,882.81

3,530,882.81

599,026.48

81,456.62

12 Total # Months
6 # Months Used

289,844.94

222,879.92

599,026.48

2,069,542.17

7,091,161.38