



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

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 <u>No Action Necessary</u>
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 01/13/2024</i>	Jennifer Bentley - Board Chair <u>No Action Necessary</u>
3.	Discussion and Possible Action on Meeting Minutes for October 10, 2024, Joint Board Meeting	Jennifer Bentley - Board Chair <u>Motion to Approve the 10.10.2024 Minutes</u> <u>Motion</u> Diane Kelley <u>Second</u> Kathy Adair

		<u>Motion Passed Unanimously</u>
4.	Discussion and Possible Action on Selecting an Employer of Record and adopting COWIB's Personnel Policy This was Approved by LEOs on December 10, but needs Board Approval	Mike Branan - Executive Director <u>Motion to Approve the Employer of Record and Adopting COWIB's Policy</u> <u>Motion</u> Ron Ramming <u>Second</u> Eric Wells <u>Motion Passed Unanimously</u>
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 <u>Motion to Approve Consent Agenda items</u> <u>Motion</u> Diane Kelley <u>Second</u> Eric Wells <u>Motion Passed Unanimously</u>
6.	Discussion and Possible Action on Revision of Adult & Dislocated Worker Policy	Jennifer Bentley - Board Chair <u>Motion to Approve the Revision of the Adult & Dislocated Worker Policy</u> <u>Motion</u> Peter Selden <u>Second</u> Chris <u>Motion Passed Unanimously</u>

7.	Discussion and Possible Action on Revision of Youth Policy	Jennifer Bentley - Board Chair <u>Motion to Approve the Revision of the Youth Policy</u> <u>Motion</u> Karen Pennington <u>Second</u> Peter Selden <u>Motion Passed Unanimously</u>
8.	Discussion and Possible Action on Approval of New Supportive Services Policy	Jennifer Bentley - Board Chair <u>Motion to Approve the New Supportive Services Policy</u> <u>Motion</u> Diane Kelley <u>Second</u> Kathy Adair <u>Motion Passed Unanimously</u>
9.	Discussion and Possible Action on Update to Demand Occupation List	Jennifer Bentley - Board Chair <u>Motion to Approve the Update to the Demand Occupation List</u> <u>Motion</u> Chris Pierce <u>Second</u> Karen Pennington <u>Motion Passed Unanimously</u>
10.	Presentation of Financial Report See Exhibit A	Rosaland Rathbun <u>No Action Necessary</u>

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 <u>No Action Necessary</u>
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 <u>No Action Necessary</u>
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 <u>No Action Necessary</u>
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 <u>No Action Necessary</u>
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	Jeremy Frutchey <u>No Action Necessary</u>

	position. It is posted on LinkedIn. There was an EO Complaint denied due to lateness.	
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 Frutchev will tour Work Experience(WEX) sites in February.	Amber Cutshaw <u>No Action Necessary</u>
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. <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	Chris Linder & Tom Summar <u>No Action Necessary</u>
18.	Comments from the Public - 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.	Board Chair – Jennifer Bentley <u>No Action Necessary</u>
19.	Adjourn (Time: 12:06PM)	Jennifer Bentley - Board Chair

		<u>Motion to Adjourn</u> <u>Motion</u> Diane Kelley <u>Second</u> Kathy Adair <u>Motion Passed Unanimously</u>
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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 20, 2025
Meeting from 10:00AM to Noon.
NSU – Broken Arrow, Administration Building - Room 170.
3100 E New Orleans St. Broken Arrow, OK 74014

