



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

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 <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 12:00 pm 11/19/2024</i>	Jennifer Bentley-Board Chair <u>No Action Necessary</u>
3.	Discussion and Possible Action on approval of Meeting Minutes for the February 15 th GCWDB Executive Committee Meeting	Jennifer Bentley-Board Chair <u>No Action Necessary, Previously approved at the 5.16.2024 Executive Committee Meeting</u>
4.	Discussion and Possible Action on approval of Meeting Minutes for the May 16 th GCWDB Executive Committee Meeting	Jennifer Bentley-Board Chair <u>Motion to Approve the 5.16.2024 Minutes</u> <u>Motion</u> Chris Pierce <u>Second</u>

		Dee Hays <u>Motion Passed Unanimously</u>
5.	Discussion and Possible Action on Approval of Meeting Minutes for the October 23 rd GCWDB Special Executive Committee Meeting	Jennifer Bentley-Board Chair <u>Motion to Approve the 10.23.2024 Minutes</u> <u>Motion</u> Dee Hays <u>Second</u> Tammy Taylor <u>Motion Passed Unanimously</u>
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 Branam. <i>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 publicllycast and recorded.</i>	Jennifer Bentley-Board Chair (Time: 2:11PM) <u>Motion to Enter Executive Session</u> <u>Motion</u> Jenny Bentley <u>Second</u> John Lamont <u>Motion Passed Unanimously</u>
7.	Motion to Return to Open Session	Jennifer Bentley - Board Chair (Time: 3:55PM) <u>Motion to Return to Open Session</u> <u>Motion</u> John Lamont <u>Second</u> Chris Pierce <u>Motion Passed Unanimously</u>
8.	Discussion and Possible Action on Matters Discussed During the Executive Session. Vote taken by roll call. <i>The Executive Committee determined that Executive Director, Michael Branam, will receive a \$5,000 pay raise. This pay raise is effective in the immediate pay period following this meeting.</i> <u>Roll Call Vote</u> Yes: Amy Spencer, Chris Pierce, Dee Hays, Jennifer Bentley, John Lamont, Tammy Taylor. No: None	Jennifer Bentley - Board Chair <u>Motion to Approve Matters Discussed in Executive Session</u> <u>Motion</u> John Lamont <u>Second</u> Dee Hays <u>Motion Passed Unanimously</u>

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 Branam – Executive Director <u>Motion to Approve One Stop Operator Budget Modification</u> <u>Motion</u> Dee Hays <u>Second</u> Chris Pierce <u>Motion Passed Unanimously</u>
10.	Presentation of Financial Report - GCWDB has spent \$1,000,000 in 4 months out of the total \$3,000,000 we have. - From the expiring money, GCWDB only sent back \$130,000.	Mike Branam – Executive Director <u>No Action Necessary</u>
11.	Presentation of Executive Director - On a call with the Oklahoma Employment Security Commission and Dynamic Workforce solutions, Mike Branam discussed the Adult funding. - The possibility of separate proposals for Youth, Adult, and Dislocated Worker funds was mentioned.	Mike Branam – Executive Director <u>No Action Necessary</u>
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 <u>No Action Necessary</u>
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 <u>No Action Necessary</u>

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 <u>No Action Necessary</u>
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 Frutche is currently working on the accessibility of the GCWDB Website	Jeremy Frutchey <u>No Action Necessary</u>
16.	Motion to Adjourn Meeting (Time: 4:03 PM)	Jennifer Bentley-Board Chair <u>Motion to Adjourn Meeting</u> <u>Motion</u> Chris Pierce <u>Second</u> Amy Spencer <u>Motion Passed Unanimously</u>

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

Chair Signature: _____



Date: _____

5/12/25