



Green Country Workforce Development Board-Regular Local Elected

Official Meeting Minutes:

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.

Local Elected Officials Absent: Curt Mullins, Ray Watts, Stan Sallee, Steve Talburt.

Board Staff: Mike Branam, 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: 10:05 AM)	Leon Warner - CLEO <u>No Action Required</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 12/06/2024</i>	Leon Warner - CLEO <u>No Action Required</u>
3.	Discussion and Possible Action on One Stop Operator Budget Modification	Mike Branam – Executive Director <u>Motion to Approve One Stop Operator Modification</u> <u>Motion</u> Charles Boecher <u>Second</u> Monty Grider <u>Motion Passed Unanimously</u>

4.	Discussion and Possible Action on Meeting Minutes for October 29th Local Elected Official Meeting <u>Roll Call Vote</u> <u>Yes:</u> Charles Boecher, Chris Jenkins, Erik Zoellner, Ken Doke, Leon Warner, Monty Grider. <u>No:</u> None Commissioner Tim Kelley abstained from voting.	Leon Warner – CLEO <u>Motion to Approve 10.29.2024 Minutes</u> <u>Motion</u> Monty Grider <u>Second</u> Leon Warner <u>Motion Passed</u>
5.	Discussion and Possible Action on electing a new Chief of the Local Elected Officials • Commissioner Charles Boecher was elected.	Leon Warner – CLEO <u>Motion to Approve Charles Boecher as Chief of the Local Elected Officials</u> <u>Motion</u> Ken Doke <u>Second</u> Chris Jenkins <u>Motion Passed Unanimously</u>
6.	Discussion and Possible Action on Election of the Vice Chief Local Elected Official • Commissioner Ken Doke was elected.	Leon Warner – CLEO <u>Motion to Approve the Elected Vice Chief of the Local Elected Officials</u> <u>Motion</u> Charles Boecher <u>Second</u> Tim Kelley <u>Motion Passed Unanimously</u>

7.	Discussion and Possible Action on Approval of 2025 Proposed Meeting Dates - 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 to Approve the 2025 Proposed Meeting Dates</u> <u>Motion</u> Charles Boecher <u>Second</u> Leon Warner <u>Motion Passed Unanimously</u>
8.	Discussion and Possible Action on Replacement Local Elected Officials The Local Elected Officials that are leaving will submit their forms for their replacements once they decide.	Leon Warner – CLEO <u>No Action Required</u>
9.	Discussion and Possible Action on updating the Local Elected Official Consortium Agreement	Leon Warner – CLEO <u>No Action Required</u>
10	Discussion and Possible Action on Approval of Fiscal Agent Contract. Including either creating written policies for: - 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: - 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 to Approve Fiscal Agent Contract</u> <u>Motion</u> Monty Grider <u>Second</u> Tim Kelley <u>Motion Passed Unanimously</u>

11.	Presentation of Executive Director Report ○ The Oklahoma Employment Security Commission may remove the sanctions of the Central Oklahoma Workforce Investment Board as Green Country Workforce Development Board's Fiscal Agent and Employer of Record. ○ OESC may be able to get the disallowed costs resolved favorably from the Eastern Workforce Development Board.	Mike Branan – Executive Director <u>No Action Required</u>
12.	Presentation of Financial Report See Exhibit A	Ashley Sellers – CEO of COWIB <u>No Action Required</u>
13.	Presentation of Service Provider Report ○ 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 <u>No Action Required</u>
14.	Adjourn (Time: 12:04PM)	Leon Warner – CLEO <u>Motion to Adjourn</u> <u>Motion</u> Monty Grider <u>Second</u> Leon Warner <u>Motion Passed Unanimously</u>

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

Chief Local Elected Official Signature:

A handwritten signature in blue ink, appearing to read "Charles Boecher", written over a horizontal line.

Date:

6/27/2025

EXHIBIT A

10/31/2024	YTD	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
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%
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						
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%
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	
Total Training	298,442.33	14%	2,161,309.95	30.48%	22.16%	\$1,862,867.62	33%
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%

3,530,882.81

3,530,882.81

409,522.00

54,844.02

12 Total # Months
4 # Months Used

197,219.44

150,430.76

409,522.00

2,054,542.17

7,091,161.38