



Green Country Workforce Development Board-Regular Board

Meeting Minutes:

April 17, 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: *Diane Kelley, Dower Combs, Eric Wells, Fran Colombin, Jennifer Bentley, John Lamont, Kathy Adair, Kelly Beyer, Larry Payton, Ron Ramming, Ryan Davis (alt for Cody Cox), Tim Arras.*

Late Arrivals:

Taylor Foster arrived at 10:05AM

Eloy Chavez arrived at 10:07AM

Tammy Taylor arrived at 10:09AM

Absent Board Members: *Amy Spencer, Cody Cox, Corey Sisson, Debra Lack, Dee Hays, Karen Pennington, Ken Busby, Landon Varnell, Laurel Havens, Lesli Shoals, Peter Selden, Teresa Inhofe, Tony Heaberlin, Yasmin Avila Guillen.*

Guests: *Ashley Sellers, Ashley Arenivar, Melita Griffith, Chris Linder, Letha Bauter, Beverly Sizemore, Terri Leister, Tamela Day, Jesi Mcghee, Tom Summar, Nicole Cue, Dede Smith, CLEO Charles Boecher.*

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: 10:01AM)	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 10:00 am 04/16/2025</i>	Jennifer Bentley - Board Chair <u>No Action Necessary</u>
3.	Discussion and Possible Action on Approval of Meeting Minutes for the January 16th GCWDB Board Meeting	Jennifer Bentley – Board Chair <u>Motion to Approve the 1.16.2025 Minutes</u> Diane Kelley <u>Second</u> John Lamont

		<u>Motion Passed Unanimously</u>
4.	Discussion and Possible Action on Approval of Meeting Minutes for the February 28 th GCWDB Joint Board Meeting	Jennifer Bentley – Board Chair <u>Motion to Approve the 2.28.2025 Minutes</u> <u>Motion</u> John Lamont <u>Second</u> Ron Ramming <u>Motion Passed Unanimously</u>
5.	Presentation of Financial Report See Exhibit A	Ashley Sellers <u>No Action Necessary</u>
6.	Discussion and Possible Action on Revision of Monitoring Policy	Tamara Peachey & Jeremy Frutchey <u>Motion to Approve the Revision of the Monitoring Policy</u> <u>Motion</u> John Lamont <u>Second</u> Eric Wells <u>Motion Passed Unanimously</u>

7.	Discussion and Possible Action on Revision of Supportive Service Policy	Tamara Peachey & Jeremy Frutchey <u>Motion to Approve the Revision of the Supportive Services Policy</u> <u>Motion</u> Dower Combs <u>Second</u> Ron Ramming <u>Motion Passed Unanimously</u>
8.	Discussion and Possible Action on Revision of Center Certification Policy	Tamara Peachey & Jeremy Frutchey <u>Motion to Approve the Center Certification Policy</u> <u>Motion</u> Eric Wells <u>Second</u> Dower Combs <u>Motion Passed Unanimously</u>
9.	Discussion and Possible Action on Revision on Programmatic Grievances and Complaints Policy	Jennifer Bentley – Board Chair & Jeremy Frutchey <u>Motion to Approve the Revision of the Programmatic Grievances and Complaints Policy</u> <u>Motion</u> Larry Payton <u>Second</u> Eric Wells <u>Motion Passed Unanimously</u>

10.	Discussion and Possible Action on Update to Organizational Chart with the addition of New Positions and Job Title Changes Board Member Kelly Beyer requested Job Descriptions be sent to Board Members via email by Friday April 25, 2025.	Jennifer Bentley – Board Chair & Mike Branan – Executive Director <u>No Action Necessary</u> Tabled until the May 16, 2025 Executive Committee Meeting. Kelly Beyer requested the job descriptions to be sent to the Board Members a week after this meeting.
11.	Presentation of Service Provider Update	Chris Linder Tom Summar Terri Leisten <u>No Action Necessary</u>
12.	Discussion and Possible Action on Service Provision Contract Extension. Dynamic (the service provider) left the room for the voting. <i>Dower Combs was absent for the vote.</i> Roll Call Vote to approve Service Provision Contract Extension: Voted Yes: Ryan Davis(alt for Cody Cox) Diane Kelley Eric Wells Fran Colombin John Lamont Kelly Beyer Larry Payton Ron Ramming Tammy Taylor Taylor Foster Tim Arras Eloy Chavez Kathy Adair	Jennifer Bentley – Board Chair Mike Branan – Executive Director Larod/Jeremy Roll Call Vote Board Chair, Jennifer Bentley called for a roll call vote. <u>Motion Passed</u>

13.	Presentation of Executive Director Report - Executive Director Branan has been to the Port of Catoosa. - The Eastern money issue has been resolved and it will be returned to the Oklahoma Employment Security Commission (OESC). Mike will transfer the money directly back to OESC and they will send it to the U.S. Treasury. - Executive Director Branan is working with OESC on the dual lease in Tulsa. 3 SWOT Analysis Meetings Scheduled. - There is a SWOT Meeting scheduled at the July 17, 2025 Board Meeting.	Mike Branan – Executive Director <u>No Action Necessary</u>
14.	Presentation of Operations Report	Jeremy Frutchev <u>No Action Necessary</u>
15.	Presentation of Policy and Compliance	Tamara Peachey <u>No Action Necessary</u>
16.	Presentation of Programs Update	Larod Snyder <u>No Action Necessary</u>
17.	Presentation of Business Services Report	Amber Cutshaw <u>No Action Necessary</u>

18.	Presentation of One Stop Operator Report	Nicole Cue <u>No Action Necessary</u>
19	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.	Jennifer Bentley – Board Chair <u>No Action Necessary</u>
20.	Adjourn (Time: 12:20PM)	Jennifer Bentley - Board Chair <u>Motion to Adjourn</u> <u>Motion</u> Eric Wells <u>Second</u> John Lamont <u>Motion Passed Unanimously</u>

Board Members: Amy Spencer, Cody Cox, Ryan Davis (alt for 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. CLEO Charles Boecher

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

Executive Committee Meeting May 16, 2025

Meeting from 10:00AM to Noon
NSU Broken Arrow
Administrative Services Building – Room 170
3100 E New Orleans St. Broken Arrow, OK 74014

Chair of the Board Signature:



Date:

2/17/25

EXHIBIT A

2/28/2025		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
	YTD PY24 Actual Exp							
Admin/Board Program								
Fiscal Admin Adult	8,079.41	62%	13,050.00				\$4,970.59	
Fiscal Admin DLW	8,372.48	66%	12,600.00				\$4,227.52	
Fiscal Admin Youth	9,080.76	47%	19,350.00				\$10,269.24	
Board Admin Adult	62,763.27	31%	200,149.89				\$137,386.62	
Board Admin DLW	47,745.98	37%	130,000.00				\$82,254.02	
Board Admin Youth	46,854.16	19%	244,689.47				\$197,835.31	
Board Program Adult	96,591.66	69%	140,520.07				\$43,928.41	
Board Program DLW	62,954.02	50%	125,000.00				\$62,045.98	
Board Program Youth	114,717.95	52%	220,426.31				\$105,708.36	
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	457,444.75	41%	1,111,785.74	15.68%	17.05%		\$654,340.99	67%
Business service	2,950.66	100%	2,950.66	0.04%	#DIV/0!		\$0.00	67%
Total Business Service	2,950.66	100%	2,950.66	0.04%	#DIV/0!		\$0.00	67%
Transitional Jobs/Work Experience								
Incumbment Worker 48	3,433.07		30,000.00				\$26,566.93	
Adult 49/44	60,034.97		100,000.00				\$39,965.03	
DLW 49/44			75,787.76				\$75,787.76	
Youth OS WEX 50	72,149.68		552,406.57				\$480,256.89	
Youth IS WEX 80							\$0.00	3,530,882.81
Transitional/Work Exp Total	135,617.72	18%	758,194.33	10.69%	5.05%		\$622,576.61	67%
								3,530,882.81
On the Job Training 51								
Adult 51	24,259.49		140,822.00				\$116,562.51	
DLW 51			120,000.00				\$120,000.00	
Youth OS 52	3,660.73						-\$3,660.73	
Youth IS 82							\$0.00	
							\$0.00	
Total OJT	27,920.22	11%	260,822.00	3.68%	1.04%		\$232,901.78	67%
Support Services								
Adult 40	51,613.05		130,000.00				\$78,386.95	
DLW 40	2,230.89		90,000.00				\$87,769.11	842,453.43
Youth OS Wex Incentive 41	7,150.00						-\$7,150.00	
Youth OS 40	14,618.51		130,556.53				\$115,938.02	
Youth IS 70	1,015.00						-\$1,015.00	
Total Support Services	76,627.45	22%	350,556.53	4.94%	2.86%		\$273,929.08	67%
								148,315.34
Training OST								
Adult 45	480,819.97		990,763.31				\$509,943.34	
DLW 45	16,600.25		810,546.64				\$793,946.39	
Youth OS 45	103,952.82		360,000.00				\$256,047.18	
Youth IS 75	915.00						-\$915.00	
							\$0.00	12 Total # Months 8 # Months Used
Total Training	602,288.04	28%	2,161,309.95	30.48%	22.44%		\$1,559,021.91	67%
Service Provision								
Adult 35/36	450,114.29		619,000.14				\$168,885.85	
DLW 35/36	93,510.84		400,000.00				\$306,489.16	388,493.26
Youth OS 35/36	373,812.27		800,542.03				\$426,729.76	
Youth IS 65	2,381.79						-\$2,381.79	290,994.20
OSO adult 21	14,892.87						-\$14,892.87	
OSO DLW 21	6,637.18						-\$6,637.18	
OSO Youth 21	4,856.13						-\$4,856.13	842,453.43
Total Service Provision	946,205.37	52%	1,819,542.17	25.66%	35.26%		\$873,336.80	67%
Youth Work Related								2,054,542.17
Board Staff work related 56	9,758.36						-\$9,758.36	
OS Staff work related 55	133,638.37		235,000.00				\$101,361.63	
IS staff work related 85	62.48						-\$62.48	7,091,161.38
Total Youth Work Related	143,459.21	61%	235,000.00	3.31%	5.35%		\$91,540.79	67%
Total Service Provision/Youth Work Related	1,089,664.58	53.04%	2,054,542.17	28.97%	40.61%		\$964,877.59	
System Costs								
Adult 90	170,632.08		115,650.00				-\$54,982.08	
DLW 90	22,137.35		108,800.00				\$86,662.65	
Youth OS 90	98,224.77		166,550.00				\$68,325.23	
Youth IS 90	-						\$0.00	
Total System Costs	290,994.20	74%	391,000.00	5.51%	10.84%		\$100,005.80	67%
Total Expenditures	2,683,507.62	38%	7,091,161.38	99.99%	100.00%		4,407,653.76	67%