



Green Country Workforce Development Board- Special Executive Committee

Meeting Minutes:

May 27, 2025, from 1:00 PM to 3:00 PM at

Location: NSU Broken Arrow

Administrative Services Building - Annex

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 7 Executive Committee Members in Attendance.

Executive Committee Members present: Amy Spencer, Dee Hays, Dower Combs, Eric Wells, Jennifer Bentley, John Lamont.

Late Arrivals

1:15 PM: Dee Hays

1:17 PM: Dower Combs

Absent: Tammy Taylor

Guests: CLEO Charles Boecher, Ashley Sellers, Tom Summar.

GCWDB Staff: Mike Branan, Chloe O'Hanlon, Jeremy Frutchey, Martha Brians.

	Activity / Item	Who
1.	Call Meeting to Order (Time: 1:05PM)	Jennifer Bentley - Board Chair <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 4:00 pm 05/22/2025</i>	Jennifer Bentley - Board Chair <u>No Action Required</u>
3.	Discussion and Possible Action on Approval of Meeting Minutes for November 21, 2024, GCWDB Executive Committee Meeting	Jennifer Bentley – Board Chair <u>Motion to Approve the 11.21.2024 Minutes</u> <u>Motion</u> John Lamont

		<u>Second</u> Amy Spencer <u>Motion Passed Unanimously</u>
4.	Discussion and Possible Action on Organizational Chart Adjustments and Addition of COO position - Board Chair Jennifer Bentley stated that the COO position and Organizational Chart adjustments are approved contingent on the modifications of: COO Position: Add Background Check to the Job Description. CEO/Executive Director Job Description: - On the 4th bullet, Change the C to "Executive" - Take "Preferred" off the first 3 bullets and put "required"	Jennifer Bentley – Board Chair <u>Motion to Approve the Organizational Chart</u> <u>Motion</u> John Lamont <u>Second</u> Eric Wells <u>Motion Passed Unanimously</u>
5.	Discussion and Possible Action Board Bylaw update. Removal of Youth Committee. Add 3 people to Executive Committee and Removal of Youth Committee – this will be considered at the June 17, 2025, Local Elected Official Meeting.	Jennifer Bentley – Board Chair <u>No Action Required</u>
6.	Discussion and vote to enter executive session pursuant to Okla. Stat. tit. 25, § 307 (B)(1), to discuss employment and salary of the Executive Director position. <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 publiclycast and recorded.</i>	Jennifer Bentley – Board Chair 1:34 PM <u>Motion to Enter Executive Session</u> <u>Motion</u> Eric Wells <u>Second</u> John Lamont <u>Motion Passed Unanimously</u> Jennifer Bentley stated, "motion approved, and we will now enter executive session." Jennifer Bentley asked Commissioner Charles Boecher to stay in the executive session, the room was cleared of people present not members of the Executive Committee.

		Executive Director Mike Branan was called into Executive Session by Board Chair Jennifer Bentley at 2:15 PM and exited executive session at 2:30 PM.
7.	Motion and vote to Return to Open Session	Jennifer Bentley – Board Chair 3:05 PM <u>Motion to Return to Open Session</u> <u>Motion</u> Eric Wells <u>Second</u> Dee Hays <u>Motion Passed Unanimously</u>
8.	Discussion and Possible vote on employment status and salary of the Executive Director. The salary of the Executive Director will be \$103,000 per year. This change is effective in the next pay period following the May 27, 2025, Executive Committee Meeting. Amy Spencer abstained from voting.	Jennifer Bentley – Board Chair <u>Motion to Approve the Employment Status and Salary of the Executive Director</u> <u>Motion</u> John Lamont <u>Second</u> Eric Wells <u>Motion Passed</u>
9.	Discussion and Possible Action on Review of Board Member regular meeting attendance and discussion on next steps Board Chair Jennifer Bentley will send out an email to the Board Members stressing the importance of not missing consecutive meetings.	Jennifer Bentley – Board Chair <u>No Action Required</u>

10.	Discussion and Possible Action on supplemental service provider performance benchmarks as part of the PY 25 contract extension approval from the April 17, 2025, Board Meeting.	Mike Branan – Executive Director Jeremy Frutchey – Operations Mgr. <u>Motion to Approve the Supplemental Service Provider performance</u> <u>Motion</u> John Lamont <u>Second</u> Amy Spencer <u>Motion Passed Unanimously</u>
11.	Discussion and Possible Action on Policy Updates including removal of references to OOWD and OWDI Policy. Updated to reference OESC and WSD Policy. Policies include: • After Business Hours Accommodations • Conflict of Interest • Data Validation and Source Documentation • EO Tag Line • Incumbent Worker Training • Internet User • Individual Training Account (ITA) • Limited English Proficiency (LEP) • On the Job Training (OJT) • Priority of Service • Programmatic Grievances and Complaints • Public Comment • Public Relations • Request for Records • Self Sufficiency • Transitional Jobs • Work Experience (WEX)	Jennifer Bentley – Board Chair <u>Motion to Approve Policy Updates including removal of references to OOWD and OWDI Policy</u> <u>Motion</u> Amy Spencer <u>Second</u> John Lamont <u>Motion Passed Unanimously</u>
12.	Discussion and Possible Action on 2026 Board and Executive Committee Meeting Dates, Frequency, Locations and Times • There will be a vote on Meeting Dates and Times on August 14, 2025, Executive Committee Meeting. • Executive Committee Members preferred Thursday afternoons for the Board and Executive Committee Meetings.	Jennifer Bentley – Board Chair Mike Branan – Executive Director <u>No Action Required</u>
13.	Presentation of Financial Report See Exhibit A	Ashley Sellers <u>No Action Required</u>

14.	Presentation of Executive Director Report - GCWDB and NEWDB will continue to work on the Absorption. - There is a SWOT Meeting on May 29, 2025, at NSU Broken Arrow. - The Eastern Workforce Investment Board Bank Accounts are being closed out and settled.	Mike Branan – Executive Director <u>No Action Required</u>
15.	Presentation of Service Provider Report and introduction of New Project Director The New Project Director will be Melissa Frederick will start on June 16, 2025.	Tom Summar <u>No Action Required</u>
16.	Motion to Adjourn Meeting (Time: 4:00 PM)	Jennifer Bentley - Board Chair <u>Motion to Adjourn</u> <u>Motion</u> Amy Spencer <u>Second</u> Eric Wells <u>Motion Passed Unanimously</u>

Executive Committee Members: Amy Spencer, Dee Hays, Dower Combs, Enc Wells, Jennifer Bentley, John Lamont, Tammy Taylor.

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

Executive Committee Meeting August 14, 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

A handwritten signature in black ink, appearing to read "J Bentley", written over a horizontal line.

Date:

8-14-25

EXHIBIT A

4/30/2025	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	10,565.60	25%	41,800.00			\$31,234.40	
Fiscal Admin DLW	10,749.87	47%	23,100.00			\$12,350.13	
Fiscal Admin Youth	16,062.73	36%	45,100.00			\$29,037.27	
Board Admin Adult	76,287.58	56%	135,149.89			\$58,862.31	
Board Admin DLW	54,451.72	57%	95,000.00			\$40,548.28	
Board Admin Youth	54,761.45	46%	120,000.00			\$65,238.55	
Board Program Adult	100,369.04	71%	140,520.07			\$40,151.03	
Board Program DLW	107,666.07	94%	115,000.00			\$7,333.93	
Board Program Youth	148,108.46	67%	220,426.31			\$72,317.85	
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	579,307.58	61%	942,096.27	14.53%	16.70%	\$362,788.69	83%
Business service	2,950.66	100%	2,950.66	0.05%	#DIV/0!	\$0.00	83%
Total Business Service	2,950.66	100%	2,950.66	0.05%	#DIV/0!	\$0.00	83%
Transitional Jobs/Work Experience							
Incumbent Worker 48	3,433.07		20,000.00			\$16,566.93	
Adult 49/44	77,932.83		100,000.00			\$22,067.17	
DLW 49/44	13,962.40		40,803.87			\$26,841.47	
Youth OS WEX 50	105,258.70		478,372.09			\$373,113.39	
Youth IS WEX 80						\$0.00	
Transitional/Work Exp Total	200,587.00	31%	639,175.96	9.85%	5.78%	\$438,588.96	83%
On the Job Training 51							
Adult 51	24,259.49		117,372.00			\$93,112.51	
DLW 51	1,974.44		60,000.00			\$58,025.56	
Youth OS 52	3,660.73		60,000.00			\$56,339.27	
Youth IS 82						\$0.00	
Total OJT	29,894.66	13%	237,372.00	3.66%	0.86%	\$207,477.34	83%
Support Services							
Adult 40	55,775.58		76,550.00			\$20,774.42	
DLW 40	5,480.18		39,000.00			\$33,519.82	
Youth OS Wex Incentive 41	7,470.00					-\$7,470.00	
Youth OS 40	16,268.51		130,556.53			\$114,288.02	
Youth IS 70	1,495.00					-\$1,495.00	
Total Support Services	86,489.27	35%	246,106.53	3.79%	2.49%	\$159,617.26	83%
Training OST							
Adult 45	644,519.09		972,313.31			\$327,794.22	
DLW 45	26,495.25		583,546.64			\$557,051.39	
Youth OS 45	148,968.30		360,000.00			\$211,031.70	
Youth IS 75	915.00					-\$915.00	
Total Training	820,897.64	43%	1,915,859.95	29.54%	23.67%	\$1,094,962.31	83%
Service Provision							
Adult 35/36	538,094.47		619,000.14			\$80,905.67	
DLW 35/36	107,855.90		275,000.00			\$167,144.10	
Youth OS 35/36	503,035.65		775,542.03			\$272,506.38	
Youth IS 65	7,069.23					-\$7,069.23	
OSO adult 21	19,653.97		34,700.00			\$15,046.03	
OSO DLW 21	10,174.00		26,200.00			\$16,026.00	
OSO Youth 21	10,284.46		39,100.00			\$28,815.54	
Total Service Provision	1,196,167.68	68%	1,769,542.17	27.28%	34.48%	\$573,374.49	83%
Youth Work Related							
Board Staff work related 56/86	15,667.20					-\$15,667.20	
OS Staff work related 55	176,460.72		235,000.00			\$58,539.28	
IS staff work related 85	218.62					-\$218.62	
Total Youth Work Related	192,346.54	82%	235,000.00	3.62%	5.55%	\$42,653.46	83%
Total Service Provision/Youth Work Related	1,388,514.22	69.27%	2,004,542.17	30.91%	40.03%	\$616,027.95	
System Costs							
Adult 90	214,930.36		222,550.00			\$7,619.64	
DLW 90	25,215.78		108,800.00			\$83,584.22	
Youth OS 90	120,017.83		166,550.00			\$46,532.17	
Youth IS 90	-					\$0.00	
Total System Costs	360,163.97	72%	497,900.00	7.68%	10.38%	\$137,736.03	83%
Total Expenditures	3,468,805.00	53%	6,486,003.54	100.00%	100.00%	3,017,198.54	83%

3,038,514.44

3,038,514.44

1,137,868.57

202,631.00

12 Total # Months
10 # Months Used

519,522.78

360,163.97

1,137,868.57

2,004,542.17

6,486,003.54