



GREEN COUNTRY WORKFORCE

Green Country Workforce Development Board-Regular Meeting

Minutes: July 24, 2024, from 10:00 AM to Noon at

Location: Tulsa Tech Client Services Center, Rm. 27

3638 S. Memorial Dr. Tulsa, OK 74145

All voting members of the body must attend in person at the physical location

Board Chair Jennifer Bentley called the GCWDB meeting to order at 10:02 AM

The Quorum was established.

Board Members Attending in Person: Christopher Pierce, Casi Martin (alt for Cody Cox), Dower Combs, Eloy Chavez, Fran Colombin, Jennifer Bentley, Kathy Adair, Ken Busby, Peter Selden, Ron Ramming, Taylor Foster, Tony Heaberlin, Comm. Leon Warner.

Late Arrivals:

Eloy Chavez arrived 10:07AM

Ken Busby arrived 10:07AM

Dower Combs arrived 10:34AM

Absent Board Members: Amy Spencer, Corey Sisson, Cody Cox, Dee Hays, Diane Kelley, Eric Wells, John Lamont, Karen Pennington, Kelly Beyer, Landon Varnell, Laurel Havens, Lesli Shoals, Rhonda Archer, Tammy Taylor, Ted Jenkins, Teresa Inhofe, Yasmin Avila Guillen.

Guests: Ashley Sellers, Beverly Sizemore, Chris Linder, DeAnna Smith, Debra Lack, Nicole Cue, Sharon Baker, Tom Summar.

GCW Board Staff: Michael Branan, Tamara Peachey, Chloe O'Hanlon, 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) GCWDB Bylaws 10/12/2023 Section: 3.4 5 (a) quorum of the Board shall be composed of 25% of the total Board members at the meeting location. As of 7/24/2023 GCWDB has 28 current members and 9 were present during roll call, Quorum was established for this	Jennifer Bentley-Board Chair <u>No Action Necessary</u>

	meeting. Members in attendance; Chris Pierce, Casi Martin, Dower Combs, Eloy Chavez, Fran Columbin, Jennifer Bentley, Kathy Adair, Ken Busby, Peter Seldon, Taylor Foster, Ron Ramming, Taylor Foster, Tony Heaberlin. Commissioner Leon Warner <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 4:30pm 07/22/2024</i>	
3.	Introduction of Board Chair Jennifer Bentley	Michael Branan-Executive Director <u>No Action Necessary</u>
4.	Discussion and Possible Action on approval Meeting Minutes for the July 12th GCWDB Special Meeting. Corrective Action for the date previously documented for July 12, 2024, the revised date for this GCWDB Special Meeting should be recorded as June 12, 2024, for the Open Meetings/ Open Records Act.	Jennifer Bentley-Board Chair <u>Motion to Approve the 6.12.2024 Special Meeting Minutes</u> <u>Motion</u> <u>Kathy Adair</u> <u>Second</u> <u>Ken Busby</u> <u>Motion Passed Unanimously</u> Corrective Action for the date previously documented for July 12, 2024, the revised date for this GCWDB Special Meeting should be recorded as June 12, 2024, for the Open Meetings/ Open Records Act.

5.	Discussion on Board Member Term Renewals. The following board member terms were set to expire June 30, 2024, and extended for 3 more years to June 30, 2027. This was approved at the January 18, 2024, Board Meeting. 1. Jennifer Bentley 2. Christopher Pierce 3. Lesli Shoals 4. Landon Varnell 5. Diane Kelley (Hunter Palmer) 6. Ron Ramming 7. Cody Cox (Casi Martin) 8. Ted Jenkins 9. Rhonda Archer (DHS) 10. Talking Leaves Job Corp	Michael Branan-Executive Director <u>No Action Necessary</u>
6.	Discussion and Possible Action on a request for Nomination of Vice Chair of the Board. The elected vice Chair will also serve on the Executive Committee and must be from the Business Sector.	Jennifer Bentley-Board Chair <u>No Action Necessary</u>
7.	Discussion and Possible Action on Financial Report	Ashley Sellers-CEO COWIB <u>No Action Necessary</u>
8.	Discussion on Executive Director Report See Exhibit A, Executive Director's Report	Michael Branan-Executive Director <u>No Action Necessary</u>
9.	Discussion and Possible Action on updated Program Year 24 budget. • GCWDB is working with COWIB to do away with the cloud services that our staff use to save \$4,000 a month. • We will keep 6 staff as of right now to save funds. • There are opportunities for Green Country to save more money through pairing down on our Travel Budget.	Michael Branan-Executive Director/Jennifer Bentley-Board Chair <u>Motion to Approve the updated PY24 Budget</u> <u>Motion</u> Ken Busby <u>Second:</u> Ron Ramming <u>Motion Passed Unanimously</u>
10.	Discussion on Business Services Report • Number of Business Contacts=1,211(Goal is 500) • Number of Employer Focused Events=23(Goal was 12) • Number of Individual Businesses Served=311 • WARN Notice=7	Tamara Peachey-Business Services Manager

	• Business Secure Employment=5 • Events=3 • 6 Registered Apprenticeships with 100% success rate • Affordable Childcare Initiative / Atena & YMCA • Okmulgee Workforce Alliance – Sustainable Living Wage • Millison Project – Upskilling for Automation Jobs • 5 Upcoming Industry Summit Speaking Engagements – Workplace Stability WorkReady OK Partnership	<u>No Action Necessary</u>
11.	Discussion on E.O. Report for 2 nd quarter Calendar Year 2024	Michael Branan- Executive Director <u>No Action Necessary</u>
12.	Discussion on Programs Report • Discussed January 2024 to May 2024 monitoring • Technical Assistance Training on June 7, 2024, was completed • PY23- 589 participants enrolled • 353 Occupational Skills Training • 17 Transitional Jobs. • WEX 66 • OJT 13	Larod Snyder- Programs Manager <u>No Action Necessary</u>
13.	Discussion on One Stop Operator Report • OSO partnered with Sallisaw to provide 4 computers for the Resource Room in Sallisaw. • Poverty Simulation hosted at NSU (Northeastern State University) • OSO is planning a re-entry simulator in October of 2024. • OSO is planning a partnership for a re-entry poverty simulation with TCC (Tulsa Community College)	Nicole Cue- One Stop Operator <u>No Action Necessary</u>
14.	Discussion on Service Provider Year-End Report	Chris Linder & Tom Summar- Dynamic Workforce Solutions <u>No Action Necessary</u>
15.	Update on Adult Education and Family Literacy Programs • 3 participants have been served. • Supportive Services/Process for enrollment's discussed • OSU-IT Success Story	Fran Columbin, OSU-IT <u>No Action Necessary</u>

16.	Motion to Adjourn Meeting (Time: 11:51AM)	Jennifer Bentley—Board Chair <u>Motion to Adjourn:</u> <u>Motion</u> Ken Busby <u>Second:</u> Kathy Adair <u>Motion Passed Unanimously</u>
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Board Members: Amy Spencer, Christopher Pierce, Cody Cox, Corey Sisson, 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, Laurel Havens, Lesli Shoals, Peter Selden, Rhonda Archer, Ron Ramming, Tammy Taylor, Taylor Foster, Ted Jenkins, Teresa Inhofe, Tony Heaberlin, Yasmin Avila Guillen, Comm. Leon Warner.

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

GCWDB Joint Board/LEO Meeting October 10, 2024

Meeting from 9:30AM to Noon
 Connors State College – Port Campus
 2501 N 41st St E, Muskogee, OK 74403

Chair Signature: _____



Date: _____

10/10/24

EXHIBIT A

Executive Director Update: July 24th, 2024.

1. Eckard Connects settlement was approved by the state. That was sent to the attorney, once we receive a signature from Eckard COWIB will release Payment. The final payment amount was \$93,264. These were deemed allowable costs according to policies in place at the time of occurrence. The original Lawsuit was for approximately \$130,000.
2. Final unspent expiring Grant Money, which expired on June 30th is \$132,178.83 in youth funds for the PY22 Youth Grant. All expiring Adult and Dislocated Worker funds were spent, and they met the minimum spending requirements. When I took over as interim director in February that number was approximately \$1.6 million. Great Job from the Service Provider, Board Staff and everyone involved with putting our foot on the gas pedal.
3. Preliminary Numbers show that we have met 14 of our 15 performance measures for the Adult, DLW and Youth Categories. Overall, we met 4 of the 5. The deficiencies which we are working to correct as this new program year has started are Credential Attainment. We missed this overall and in the youth category. Those numbers have also come a long way since the middle of February and the staff began focusing in on this with DWFS weekly and monthly.
4. The One Stop Operator Request for Proposal was sent by COWIB on the 12th of July. We will continue with our current OSO contract through September. Nicole as done a great job as our One stop operator as you will see from her report later on and I would certainly recommend that she continue to fulfill that role with a new entity if that were to occur.
5. We are adding some new board members from the Business Sector, we have lost several over the past 3 months, all of which were businesses. In doing so we have been focused on the counties that don't have much, if any representation. We are awaiting forms and signatures from Chambers for potential members in Cherokee, Adair and Sequoyah Counties. We would also like to add at least 2 more business members from Osage, Pawnee, Creek or Okmulgee Counties and our business services team members will be working with the county commissioners in those areas to make that Happen. Kudos to Tamara and Amber for all of their Hard work on this. Once these are provided to Commissioner Warner and he approves of them as the CLEO their board term will begin, and that information will be shared with OESC.
6. As we continue into this next program year with Dynamic, we will be having monthly performance and communications meetings at the board office With Mr. Summar, Mr. Linder and Ms. Griffith. With budget approval we are also looking to add additional front line career navigators to boost our enrollments and performance.
7. I had a meeting with OESC leadership on the standing and deficiencies of the board on July 11th. I felt a lot of good progress and direction came from that meeting. The most important thing for us is to remain compliant, which my staff and I are fully committed to do. We also have to get Board Certified. This has included a thorough review of our Board roster including meeting criteria for business representatives to come from industries that meet

the local area demand occupations and a complete disclosure of potential conflicts of interests' board members could potentially have. This is to keep us in compliance with the department of Labor as well as open records and open meeting regulations.

8. The budget was fine tuned with significant reductions in board staff payroll, supplies, travel and training over what was budgeted last year. Even with some minor reductions in Federal Funding for this program year, this will allow us to pump more money into our participants through supportive services, training and service provision. I have confidence that Tom and his team will step up to the plate. This also coincides with additional suggestions from our oversight agency to reduce overhead and redundant expenses as an avenue to help more citizens in our local areas. Some of the other considerations we were asked to look at are the closure of board offices, looking for spaces to work with free or deeply discounted rent, working remotely, consolidation of local boards, sharing of staff, reduced travel, consolidation of business services with partnering agencies, using a consortium agreement with partners in performing one stop operator functions,. Fortunately, or unfortunately, depending on how you look at it, with our Underspending over the past couple of years the budget cuts have not had as a profound effect on Green Country as it did with the other Boards. The Leasing agreement at our board office runs through next February and at this time we have no plans on closing the board office. I feel that since the transition of the executive director position and with the tenure of the current board staff it has played a vital role in our change in strategy and small victories over the past 4 months. We are really starting to work together and gel as a team, including our team member that works out of Tulsa. We all continue to grow and learn on a daily basis. It also allows for a lot of daily, at will, conversation and collaboration on improvement and compliance in a setting free from outside distractions. Most importantly it shows that as a board we are invested in our rural communities as we rent from a local small business owner who himself invested in us spending a considerable amount of money in the construction and buildout of our facility to meet our specific needs at a rental rate that would be hard to come by commercially.
9. OESC, specifically Ms. Smith has committed to providing quarterly training and technical assistance with the ultimate goal of getting the board out from under and free from sanctions and providing us with the opportunity to stand on our own. All that is well received by the staff and me. Our Ultimate goal, especially over the next 6 months, is to prove that we are capable of continued, long-standing success and be contributors to the workforce development system in partnership with other agencies and core partners.
10. We will be making modifications to the organizational chart. Currently it has a position for "number 2," which is the director of operations, or in some areas a deputy director. Due to budget cuts for the entire state and the optics, whether accurate or not, that position will be moved in line with the programs and business services manager with all the positions reporting to me. This is as it was before Mrs. Porter became the executive director, and without compensation, moved me into her number 2 position as the director of operations. While it has been suggested from our Oversight agency to work with our partnering agencies to perform the business services requirements of Title 1 programs, I have also made the decision to maintain a small business services team, including a manager. As you will see from the report from Mrs. Peachey and Ms. Cutshaw they play a vital role in our success, especially when it comes to Incumbent Worker, apprenticeships, work experience and

transitional job agreements. They also play a vital role in providing technical assistance to the service provider to ensure that the local area's economic impact sustains longevity and fulfills the purpose of Title 1 services in compliance with state and federal regulations. Additionally, they have good working relationships and communications with partnering agencies.

11. Ms. Sellers and I will be conducting interviews to fill the role of Equal Opportunity officer/operations manager within the coming week.
12. Currently, with the assistance of COWIB, we are working to reduce the amount of money we spend on IT services. It has been set up for the board and service provider staff to utilize a cloud service for normal day to day work which is costing us an additional \$4,000 a month. I feel that we can eliminate that based on utilization statistics and other data saving methods that may be available. This may mean that we have to reprocur this service with a more detailed plan of what we need. Reduction of this expense will allow us to pump more money into direct client services and reduce administrative costs.