



**Green Country Workforce Development Board
Executive Committee Meeting Minutes
August 14, 2025 from 10:00 a.m. to Noon
Northeastern State University – Broken Arrow Campus
Administrative Services Building - Room 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 10 Executive Committee Members in Attendance.

Executive Committee Members present: Amy Spencer, Dower Combs, Eric Wells, Jenny Bentley, Scott Fry, Tammy Taylor

Executive Committee Members absent: Bobbie Wolf, Dee Hays, Jill Zimmer, John Lamont

Guests: Tom Summar, Melissa Fredericks, Lakota Wolf

GCWDB Staff: Mike Branan, Ashley Arenivar, Amber Cutshaw, Jeremy Frutche, Larod Snyder, Tamara Peachey, Cathy Spencer

	Activity / Item	Who
1.	Call Meeting to Order (time: 10:12 a.m.)	Jennifer Bentley - Board Chair <u>No Action Required</u>
2.	Compliance with Open Meetings Act: Declaration of Quorum through Roll Call of GCWDB Executive Committee Members (roll call by Mike Branan) <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. (Agenda was posted at GCWDB Board Office 10:00 am 8/13/2025)</i> Quorum was established through roll call vote.	Jennifer Bentley - Board Chair <u>Quorum Established</u>
3.	Discussion and Possible Action: Approval of GCWDB Executive Committee May 27, 2025 Meeting Minutes Motion to approve the GCWDB Executive Committee May 27, 2025 meeting minutes as presented.	Jennifer Bentley–Board Chair <u>Motion:</u> Eric Wells <u>Second:</u> Amy Spencer <u>Motion Approved Unanimously</u>

4.	<p>Discussion and Possible Action: Chamber Memberships</p> <p>Discussions included</p> <ul style="list-style-type: none"> • GCWDB unable to become members at all chambers within the 18 counties • GCWDB does not have enough staff nor time to attend all chamber meetings • Executive Committee Members offering GCWDB Board to attend meeting as guests or sit at their tables purchased if they have openings; • GCWDB Staff presenting at the chamber meetings; • What are the most “active” chambers? • Mike could send emails and offer GCWDB staff to present <p>Discussion tabled as additional information is required to make any decisions on paid chamber memberships</p>	<p>Mike Branan-Executive Director</p> <p><u>No Action Taken</u></p>
5.	<p>Discussion and Possible Action: Approval of the GCWDB Executive Committee 2026 Meeting Calendar</p> <ul style="list-style-type: none"> • 2026 Meeting Calendar was presented • There was no discussion <p>Motion to approve the GCWDB Executive Committee 2026 Meeting Calendar as presented.</p>	<p>Mike Branan-Executive Director</p> <p><u>Motion:</u> Scott Fry <u>Second:</u> Eric Wells <u>Motion Approved Unanimously</u></p>
6.	<p>Discussion and Possible Action: Approval of Recension of Comments from the Public Policy and Center Integration Policy</p> <ul style="list-style-type: none"> • It is not required by the State to include Comments from the Public being listed on meeting agendas • The State rescinded their System Integration Policy 4/15/2024 <p>Discussion included:</p> <ul style="list-style-type: none"> • Public comments were only allowed at the end of meetings if there was allowable time. • The public can request formally by email or call to be added to a GCWDB meeting agenda. <p>Motion to approve the recension of Comments from the Public Policy and Center Integration Policy</p>	<p>Tamara Peachey-Compliance and Performance Manager</p> <p><u>Motion:</u> Eric Wells <u>Second:</u> Tammy Taylor <u>Motion Approved Unanimously</u></p>

7.	<p>Discussion and Possible Action: Approval of the Public Relations and Communications Policy</p> <ul style="list-style-type: none"> The policy establishes the GCWDB standards for communications The policy is established in accordance with applicable State and Federal laws and regulations All GCWDB Policies and attachments are available for download at: https://www.greencountryworks.org/resources/policy-research-best-practices/ <p>Motion to approve the Public Relations and Communications Policy as presented.</p>	<p>Tamara Peachey-Compliance and Performance Manager</p> <p><u>Motion:</u> Scott Fry <u>Second:</u> Eric Wells <u>Motion Approved Unanimously</u></p>
8.	<p>Discussion: Presentation of Financial Report</p> <ul style="list-style-type: none"> Mike Branan reported the financial report and information is not available yet. He is looking forward to getting the information with the final carryover dollars and will report this at the GCWDB 10/16/2025 meeting. All previous carry over dollars was spent prior to the expiration date. 	<p>Mike Branan-Executive Director Ashley Sellers-CEO COWIB-Fiscal Agent</p> <p><u>No Action Required</u></p>
9.	<p>Discussion: Potential WIOA Board Consolidation with Green Country Workforce Development Board, South Central Workforce Development Board, and Southern Workforce Development Board</p> <ul style="list-style-type: none"> Mike Branan reported he was contacted by Trina, Executive Director of South Central WDB regarding the potential consolidation with Green Country WDB and Southern WDB. The State requires to be two Workforce Boards by PY26. Mike has a meeting scheduled August 18th with Executive Directors for Southern and South Central in OKC to start discussions regarding this possibility Mike is trying to schedule a meeting with CLEO Charles Boecher and Vice CLEO Ken Doke to discuss this 	<p>Mike Branan-Executive Director</p> <p><u>No Action Required</u></p>
10.	<p>Discussion: Presentation of Executive Director Report</p>	<p>Mike Branan-Executive Director</p> <p><u>No Action Required</u></p>

	<ul style="list-style-type: none"> • OESC PY24 Monitoring of GCWDB scheduled October 6-10th. OESC will be onsite October 7-9th. All documents requested are due September 12th. His goal is to have all documents uploaded to state website by August 29th. • Mike has been attending weekly partnership planning meetings with OESC. • All GCWDB positions have been filled. The organizational chart and reporting structure is in place. • Jeremy Frutchey and Mike visited space in Muskogee for a possible relocation of the Muskogee AJC. OESC will handle the leasing agreements utilizing OMES. Mike suggested to OESC to approach OK DRS regarding co-location. • The State Partners Conference is scheduled October 1 – 3 in OKC hosted by the Oklahoma Workforce Association. GCWDB will take the leadership team only. • The next financial update from COWIB will give the hard numbers on carryover from PY24. The goal is to cut unnecessary expenses to put money back into the service provision and direct client expenditures. Approval has been given to DWFS to add another career navigator in the NE quadrant. • Mike is continuing to work with OESC on AJC space in Tulsa. Currently there are career navigators at DHS in Tulsa and the Port of Catoosa office. • DOL asked OESC for additional documentation from the forensic audit findings from PY20 and 21. OESC indicated they asked DOL for a waiver. • Regional Plan due by September 30th 	
11.	<p>Discussion: Presentation of Programmatic Report</p> <ul style="list-style-type: none"> • Report out on DWFS enrollments, training starts, OJT starts, Transitional Jobs/WEX; Total obligations for July; July online applications; and August numbers • Monitoring Update • Dynamic Performance Validation • PY25 Q1 TA Training Schedule August 18th • Community Engagements 	<p>Jeremy Frutchey-Director of Center Operations/Programs/ Finance/Performance & Larod Snyder-Youth Programs Coordinator/Program Auditing Manager/ETPL</p> <p><u>No Action Necessary</u></p>

12.	<p>Discussion: Presentation of Center Operations Report</p> <ul style="list-style-type: none"> • Update on American Job Centers • Performance Update PY 24 • Tamara Peachey has taken over the EO role effective August 11, 2025 • GCWDB is transitioning the inventory tracking system • 3 SWOT meetings have been completed. Creation of the Regional Plan will begin by leveraging feedback received at all meetings 	<p>Jeremy Frutchey-Director of Center Operations/Programs/Finance/Performance</p> <p><u>No Action Required</u></p>
13.	<p>Discussion: Presentation of Business Services Report</p> <ul style="list-style-type: none"> • Business Consultations: 27 • Events/Presentations: 7 • WEX/OJT/RA Referrals: 15 • Lightcast Reports: 32 <p>Ongoing Projects</p> <ul style="list-style-type: none"> • WEX – Tulsa Police Dept – Victim Services • Strengthening Community Colleges Training Grant (Round 3) • RiverHawks Scholar Program • Pawnee Nation College • Impact Tulsa: My Brothers Keeper (Boys & Young Men of Color) • WANTT – Women Accessing Non-Traditional Trades • City of Tulsa – Mayors Office <p>Adjourn:</p> <p>Motion was made to adjourn meeting at 12:00 pm.</p>	<p>Amber Cutshaw-Director of Communications and Business Relations</p> <p><u>No Action Required</u></p> <p>Jennifer Bentley-Board Chair</p> <p><u>Motion:</u> Scott Fry <u>Second:</u> Eric Wells <u>Motion Approved Unanimously</u></p>

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Board Members: Amy Spencer, Bobbie Wolf, Dee Hays, Dower Combs, Eric Wells, Jennifer Bentley, Jill Zimmer, John Lamont, Scott Fry, and Tammy Taylor

The next regularly scheduled meeting of the Local Elected Officials and the Green Country Workforce Development Board:

GCWDB Local Elected Official Meeting October 16, 2025

Meeting from 9:00 a.m. to 10:00 a.m.

GCWDB Board Meeting October 16, 2025

Meeting from 10:00 a.m. to Noon

Connors State College – Port Campus

Nursing & Allied Health Building - Auditorium

2501 N 41st St E., Muskogee, OK 74403

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