



Green Country Workforce Development Board
Regular Board Meeting Minutes
July 17, 2025, from 10:00 AM to Noon at
Location: Connors State College – Port Campus
Nursing & Allied Health Building. Room 145-147
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 the Board Chair, Jennifer Bentley. Quorum was established by roll call.	
Board Members Attending in Person: Diane Kelley, Dower Combs, Fran Colombin, Jennifer Bentley, Jill Zimmer, Kelly Beyer, Larry Payton, Peter Selden, Ron Ramming, Ryan Davis (representing Cody Cox), Scott Fry, Tammy Taylor, Taylor Foster, Teresa Inhofe, Tim Arras, and Yasmin Avila Guillen.	
Late Arrivals: Eric Wells arrived at 10:05 a.m. and Bobbie Wolf arrived at 10:15 a.m. Absent Board Members: Amy Spencer, Corey Sisson, Dee Hays, Dr. Eloy Chavez, John Lamont, Karen Pennington, Ken Busby, Landon Varnell, Lesli Shoals, Ted Jenkins, & Tony Heaberlin.	
Guests: Rosaland Rathbun, Tom Summar, Melissa Frederick, Scott Aimy, DeDe Smith, CLEO Charles Boecher, Jesi McGhee, Robyn Drury, Lakota Wolf, Tamela Day, Melita Griffith Board Staff: Michael Branan, Tamary Peachey, Jeremy Frutchey, Chloe O'Hanlon, Amber Cutshaw, Larod Snyder, Martha Brians, and Cathy Spencer.	

	Activity / Item	Who
1.	Call Meeting to Order The meeting was called to order at 10:02 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 Board Members Quorum was established by roll call (by Cathy Spencer) <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 4:37 pm 07/15/2025</i>	Jennifer Bentley - Board Chair <u>No Action Required</u>
3.	Discussion and Possible Action on Approval of GCWDB April 17, 2025 Meeting Minutes The motion was made to approve the GCWDB April 17, 2025 Meeting Minutes as written.	Jennifer Bentley – Board Chair <u>Motion:</u> Diane Kelley <u>Second:</u> Tammy Taylor <u>Vote:</u> <u>Motion Carried Unanimously</u>

4.	<p>Discussion and Possible Action on Consent Agenda Items from May 27, 2025 Executive Committee Meeting:</p> <ul style="list-style-type: none"> Item 4 Organizational Chart adjustments Item 8 Employment status and salary of the Executive Director Item 10 Supplemental Service Provider performance benchmarks as part of the PY 25 contract extension Item 11 Policy updates to reference OESC and WSD Policy and the removal of references to OOWD and OWDI Policy <p>Michael Branen, Executive Director explained the updates for each of these Consent Agenda Items approved by the Executive Committee on May 27, 2025 and the need for a motion to ratify these items.</p> <p>The motion was made to approve the updates to Items 4, 8, 10, and 11 of the May 27, 2025 Executive Committee Meeting Consent Agenda Items.</p>	<p>Jennifer Bentley, Board Chair</p> <p><u>Motion:</u> Eric Wells <u>Second:</u> Kelly Beyer <u>Vote:</u> <u>Motion Carried Unanimously</u></p>
5.	<p>Discussion and Possible Action on Approval of By Laws:</p> <ul style="list-style-type: none"> • Removal of Youth Committee • Addition of Northeast seven (7) counties • Addition of three (3) board members <p>Michael Branen, Executive Director, explained the need for these By Laws updates.</p> <p>The motion was made to approve the updates to remove the Youth Committee, add the seven (7) Northeast counties, and the addition of three (3) board members.</p>	<p>Jennifer Bentley - Board Chair</p> <p><u>Motion:</u> Eric Wells <u>Second:</u> Larry Payton <u>Vote:</u> <u>Motion Carried</u></p>
6.	<p>Discussion and Possible Action on Approval of PY 25 Budget</p> <p>Michael Branen, Executive Director stated we are here to help people and examine expenses.</p> <p>Service Provision: A total of \$2 million. Northeast had \$300K for their budget. Dislocated Worker had a \$1 million carryover.</p> <p>Michael Branen will work with Tom Summar to see if there could be more coverage for Career Navigators (CN).</p> <ul style="list-style-type: none"> • Possibility of full time or part time space for a CN at MAIP • Michael Branen will work with Scott Fry, MAIP Workforce Director • Mike explained we are looking for free space for CNs • Tulsa AJC cost the GCWDB \$280K a year • GCWDB is working with OESC on funding • Leases are being turned over to OESC <p><u>Notes and Questions:</u></p> <p>Kelly Beyer asked if this would have a negative impact on enrollments at AJC's</p> <p>Michael Branen indicated as far as we know, it would not.</p> <p>The motion was made to approve the PY25 Budget as presented.</p>	<p>Jennifer Bentley - Board Chair</p> <p><u>Motion:</u> Tammy Taylor <u>Second:</u> Taylor Foster <u>Vote:</u> <u>Motion Carried Unanimously</u></p>

7.	<p>Discussion and Possible Action on Approval of Board Member Renewal</p> <p>In compliance with effective GCWDB bylaws, the following current board member terms were set to expire June 30, 2025 and will be extended for three (3) additional years ending June 30, 2028.</p> <ol style="list-style-type: none"> 1. Karen Pennington 2. Jill Zimmer (replacement for Debra Lack) 3. Spencer Roth (replacement for Kathy Adair) <p>Scott Fry and Bobbie Wolf are new board members. They were previously board members for the Northeast Workforce Board.</p> <p>Notes and Questions: Peter Selden asked if there are a required number of meetings the board members must attend and what happens when they fail to do so? Michael Branan, Executive Director, reported we will bring attention to removing board members at the next LEO meeting scheduled for 10/16/2025 and the letter will be sent to the board about attendance.</p> <p>The motion was made to approve the current board members for a new term from July 1, 2025 through June 30, 2028.</p>	<p>Jennifer Bentley – Board Chair</p> <p><u>Motion:</u> Ron Ramming <u>Second:</u> Diane Kelley <u>VOTE:</u> <u>Motion Carried Unanimously</u></p>
8.	<p>Discussion and Possible Action on Approval of Policy Revisions to include seven (7) additional counties.</p> <p>Michael Branan, Executive Director, reported all policies will be revised to include the seven (7) additional counties.</p> <p>The motion was made to approve the addition of the seven (7) counties from the Northeast Workforce Development Area.</p>	<p>Jennifer Bentley – Board Chair</p> <p><u>Motion:</u> Diane Kelley <u>Second:</u> Peter Selden <u>VOTE:</u> <u>Motion Carried Unanimously</u></p>
10.	<p>Discussion and Possible Action on Policy Approval – Monitoring Policy</p> <p>Tamara Peachey provided members with the amended policy and reported that this change should help the monitors and clients.</p> <p>The motion was made to approve the amendments to the Monitoring Policy.</p>	<p>Tamara Peachey – Compliance & Performance Manager</p> <p><u>Motion:</u> Peter Selden <u>Second:</u> Ron Ramming <u>VOTE:</u> <u>Motion Carried Unanimously</u></p>
13.	<p>Discussion and Possible Action on Board Approval for the redesignation of the Catoosa Board Office to Specialized American Job Center</p> <p>Michael Branan, Executive Director reported due to the closure of the Tulsa AJC, DWFS staff will house at the Catoosa Board</p>	<p>Jennifer Bentley – Board Chair</p> <p><u>Motion:</u> Tammy Taylor <u>Second:</u> Peter Selden <u>VOTE:</u> <u>Motion Carried Unanimously</u></p>

	<p>Office. Board approval is needed to be designate it as a Specialized American Job Center</p> <p>The motion was made to redesignate the Catoosa Board Office as a Specialized American Job Center.</p>	
14.	<p>Presentation of Fiscal Agent Agreement previously approved by the Local Elected Officials on June 27, 2025</p> <p>Michael Branan, Executive Director, reported the Fiscal Agent Agreement increased from \$120K to \$164,500. Costs were moved from one location to another. All costs will be included such as; Approval System and Accounting Software.</p> <p>The motion was made to approve the costs for the Approval System and Accounting Software from another line item for the Fiscal Agent Agreement previously approved by the Local Elected Officials.</p>	<p>Jennifer Bentley – Board Chair <u>Motion:</u> Tammy Taylor <u>Second:</u> Eric Wells <u>VOTE:</u> <u>Motion Carried</u></p>
15.	<p>Presentation of Financial Report</p>	<p>Rosaland Rathbun - COWIB Fiscal Manager</p> <p><u>No Action Required</u></p>
16.	<p>Presentation of Executive Director Report</p> <p>Michael Branan, Executive Director, reported the State is working on what the new workforce system will look like next year. There is a possibility of five (5) workforce boards becoming two (2) workforce boards. The focus is on "Make America Skilled Again" (MASA). OESC wants Tulsa and OKC Boards to be separated. Adjustments to how we operate will be needed. With less board, the movement of money can be done more easily.</p> <p>GCWDB has Sapulpa, Muskogee, Tahlequah, Okmulgee, Bartlesville, Pryor, and Miami AJCs.</p> <p>Scott Fry and Bobbie Wolfe are new board members from the NEWDB to GCWDB. Bobbie served as Chair for the PY 24. Jill Zimmer replaces Debra Lack as the Job Corps representative for GCWDB. Kathy Adair is working on retiring. Her replacement will be Jerry Cooper.</p> <p>DeDe Smith, Vice President of Workforce Services also reported for OESC on the new workforce system and the expectations of the boards. OESC has less than 500 employees. OESC has a lot at stake. Since late 2023, there has been a push to do better to all we touch and use the dollars wisely. There is an increased</p>	<p>Michael Branan – Executive Director</p> <p><u>No Action Required</u></p>

	<p>effort with employers and job seekers. There is a push for people to get gainfully employed. She stated, "Instead of being tied to federal regulations, figure out a better method." DOL is doing the same thing. The Workforce Commission must have a 10-year plan completed in December 2025.</p>	
17.	<p>Presentation of E. O. Report</p> <p>Jeremy Frutchev reported there had been one (1) complaint since the last board meeting. It was dismissed by Kacey Luster, State EO Officer. It was regarding an unemployment claim. It was dismissed as it was not E. O. actionable.</p>	<p>Jeremy Frutchev – Operations Manager/Equal Opportunity Officer</p> <p><u>No Action Required</u></p>
18.	<p>Presentation of Service Provider Report</p> <p>Tom Summar gave a power point presentation with the most current numbers available for DWFS service provision. He introduced the new Project Manager, Melissa Frederick. * See attached PDF report.</p>	<p>Tom Summar – DWFS Regional Director Melissa Frederick – Project Manager</p> <p><u>No Action Required</u></p>
19.	<p>Presentation of Business Reports</p> <p>Amber reported a Call to Action to support individuals impacted at Stilwell Memorial Hospital. OESC saw there was a need for help. The GCWDB set up a rapid response and a hiring event in Tahlequah for the Stilwell Memorial Hospital employees.</p>	<p>Amber Cutshaw – Director of Communications & Business Relations</p> <p><u>No Action Required</u></p>
20.	<p>Comments from the Public:</p> <ol style="list-style-type: none"> 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 (1) 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 the Chair's approval. 5. Members of the GCWDB and the Board Executive Director may ask questions of any person who addresses the GCWDB. <p>Jennifer Bentley, Board Chair, said there was not enough time to have comments from the public.</p>	<p>Jennifer Bentley – Board Chair</p> <p><u>No Action Required</u></p>

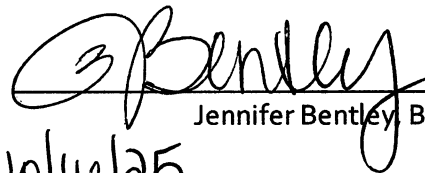
	<p>Adjourn</p> <p>The motion was made to adjourn the meeting at 12:00 noon.</p>	<p>Jennifer Bentley – Board Chair</p> <p><u>Motion:</u> Diane Kelley <u>Second:</u> Kelly Beyer <u>VOTE:</u> <u>Motion Approved Unanimously</u></p>
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Board Members: Amy Spencer, Bobbie Wolf, Cody Cox, Corey Sisson, Dee Hays, Diane Kelley, Dower Combs, Eloy Chavez, Eric Wells, Fran Colombin, Jennifer Bentley, Jill Zimmer, John Lamont, Karen Pennington, Kelly Beyer, Ken Busby, Landon Varnell, Larry Payton, Laurel Havens, Lesli Shoals, Peter Selden, Ron Ramming, Scott Fry, Tammy Taylor, Taylor Foster, Ted Jenkins, Teresa Inhofe, Tim Arras, Tony Heaberlin, Yasmin Avila Guillen.

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

GCWDB Regular Board Meeting October 16, 2025
Meeting from 10:00:00 a.m. - Noon
Connors State College
Nursing and Allied Health Building – Room 145-147
2501 N 41st St East – Muskogee, OK 74403

Approved by: _____



Jennifer Bentley, Board Chair

Date: _____

10/16/25