



Green Country Workforce Development Board
Regular Board Meeting Minutes
October 16, 2025 - 10:00 a.m. to 12:00 p.m.
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 Board Chair, Jennifer Bentley.
Quorum was established by roll call.

Board Members Attending in Person: Bobbie Wolf, Diane Kelley, Dower Combs, Dr. Eloy Chavez, Fran Colombin, Jennifer Bentley, Jill Zimmer, Karen Pennington, Larry Payton, Dr. Pete Selden, Dr. Ron Ramming, Ryan Davis (alternate for Cody Cox), Spencer Roth, Tammy Taylor, and Taylor Foster.

Absent Board Members: Amy Spencer, Corey Sisson, Eric Wells, Kelly Beyer, Landon Varnell, Laurel Havens, Lesli Shoals, Scott Fry, Ted Jenkins, Teresa Inhofe, Tony Heaberlin and Yasmin Avila Guillen.

Guests Present: CLEO Charles Boecher, Tom Summar, Melissa Frederick, Melita Griffith, Brandee Ganz, Freddie Ferrell, Lanita Bennett, Beverly Sizemore, Crystal Delso, Jesi McGhee, Robyn Drury, and Tamela Day.

Board Staff Present: Michael Branan, Ashley Arenivar, Tamary Peachey, Jerry Frutchey, Chloe O'Hanlon, Amber Cutshaw, Larod Snyder, Martha Brians, and Cathy Spencer.

	Activity / Item	Who
1.	The GCWDB Meeting was called to order at 10:15 a.m.	Jennifer Bentley - Board Chair <u>No Action Necessary</u>
2.	Compliance with Open Meetings Act: Declaration of quorum through roll call of GCWDB Members Quorum was established through 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. The agenda was posted at the GCWDB Office on October 14, 2025 at 10:17 a.m.</i>	Jennifer Bentley - Board Chair <u>Quorum Established</u>
3.	Discussion and Possible Action: Approval of GCWDB July 17, 2025 Meeting Minutes The motion was made to approve the GCWDB July 17, 2025 Meeting Minutes as written.	Jennifer Bentley – Board Chair <u>Motion:</u> Dr. Peter Selden <u>Second:</u> Tammy Taylor <u>Vote:</u> <u>Motion Carried Unanimously</u>
4.	Discussion and Possible Action: Consent Agenda Items Approved at the August 14, 2025 Executive Committee Meeting: Item 6 – Recension of Comments from the Public Policy	Jennifer Bentley - Board Chair

	<p>and Center Integration Policy Item 7 – Public Relations and Communications Policy</p> <p>A motion was made to ratify the Executive Committee actions approved on August 14, 2025 regarding Item 6 - the Recension of Comments from the Public Policy and Center Integration Policy and Item 7 - the Public Relations and Communications Policy.</p>	<p>Mike Branan - Executive Director</p> <p><u>Motion:</u> Larry Payton <u>Second:</u> Diane Kelley <u>Vote:</u> <u>Motion Carried Unanimously</u></p>
5.	<p>Discussion and Possible Action: Approval of the 2026 Meeting Calendar (proposed meeting dates: January 8, April 9, July 9, and October 8, 2026 with times & places to be determined).</p> <p>The motion was made to keep all meeting times from 10:00 a.m. to Noon and hold the January 8, April 9, October 8, 2026 meetings at the Connors State College – Port Campus with the July 9, 2026 meeting being held at the NE Technology Center – Pryor Campus Seminar Center.</p>	<p>Jennifer Bentley - Board Chair Mike Branan – Executive Director</p> <p><u>Motion:</u> Karen Pennington <u>Second:</u> Diane Kelley <u>Vote:</u> <u>Motion Carried Unanimously</u></p>
6.	<p>Discussion and Possible Action: Approval of PY 25 Budget Modification</p> <p>Michael Branan, Executive Director, reported on the modifications to the PY25 Budget. These modifications include increases in budget for the northeast counties training dollars, on-the-job training dollars, and supportive services.</p> <p>The motion was made to accept the PY25 Budget Modifications as presented. *See attached PY25 Budget Modification</p>	<p>Jennifer Bentley - Board Chair Mike Branan - Executive Director</p> <p><u>Motion:</u> Taylor Foster <u>Second:</u> Tammy Taylor <u>Vote:</u> <u>Motion Carried Unanimously</u></p>
7.	<p>Discussion and Possible Action: Chamber of Commerce Memberships for PY25.</p> <p>Discussion regarding the pros and cons of which chamber memberships should be kept, not eliminating rural chambers, allow Board Staff to attend as a guest with board members, and have Board Staff volunteer to do presentations. The motion was made to approve up to \$3,500 being spent during PY25 for chamber memberships and/or registration fees.</p>	<p>Jennifer Bentley – Board Chair Mike Branan – Executive Director</p> <p><u>Motion:</u> Karen Pennington <u>Second:</u> Diane Kelley <u>Vote:</u> <u>Motion Carried Unanimously</u></p>
8.	<p>Discussion and Possible Action: Self Sufficiency Policy</p> <p>Jeremy Frutche reported the information provided in the</p>	<p>Jeremy Frutchey, Center Operations Manager/Programs/ Finance & Performance</p>

	<p>Self Sufficiency policy to include the wage scale, which is averaged among all counties; there are 3 different wage targets with dislocated workers being higher than adults. Wage goals are reviewed annually.</p> <p>The motion was made to accept the Self Sufficiency Policy as written.</p>	<p>Tamara Peachey, Compliance & Performance Manager</p> <p><u>Motion:</u> Karen Pennington <u>Second:</u> Larry Payton <u>Vote:</u> <u>Motion Carried Unanimously</u></p>
9.	<p>Discussion and Possible Action: Priority of Service Policy</p> <p>Jeremy Frutchev reported on the updates made to the Priority of Service Policy.</p> <p>A motion was made to accept the Priority of Service Policy as written.</p>	<p>Jeremy Frutchev, Center Operations Manager/Programs/ Finance & Performance Tamara Peachey, Compliance & Performance Manager</p> <p><u>Motion:</u> Jill Zimmer <u>Second:</u> Dr. Peter Selden <u>Vote:</u> <u>Motion Carried Unanimously</u></p>
10.	<p>Discussion and Possible Action: On-the-Job Training Policy</p> <p>Jeremy Frutchev reported on the updates made to the On-the-Job Training Policy</p> <p>A motion was made to accept the On-the-Job Training Policy as written.</p>	<p>Jeremy Frutchev, Center Operations Manager/Programs/ Finance & Performance Tamara Peachey, Compliance & Performance Manager</p> <p><u>Motion:</u> Larry Payton <u>Second:</u> Tammy Taylor <u>Vote:</u> <u>Motion Carried Unanimously</u></p>
11.	<p>Discussion and Possible Action: Oklahoma Open Records Act Request from EG Ventures dated September 18, 2025</p> <p>Mike Branan reported EG Ventures, LLC was sent a certified letter that GCWDB was opting out of the remaining years of their 8-year lease due to funding cuts. They refused to accept the certified letter. An Oklahoma Open Records Request was made on 9/18/2025 on behalf of EG Ventures, LLC requesting a capture of ALL emails, text messages, to include all text messaging platforms which Mike Branan, Ashley Arenivar & Jeremy Frutchev plus Jennifer Bentley, Board Chair, Trae Rahill, OESC Executive Director and the OESC Counsel. The State gave the process for GCWDB to use in their Philadelphia Insurance Co. request to obtain legal counsel. Our policy has a \$5K deductible. (The Oklahoma Open Records Request was provided to all board members with meeting documents.)</p>	<p>Mike Branan – Executive Director</p> <p><u>No Action Required</u></p>

12.	<p>Discussion: Potential WIOA Board Consolidation with Green Country Workforce Development Board, South Central Workforce Development Board and Southern Workforce Board.</p> <p>Mike Branan reported the South Central WDB sent him a letter requesting their WDB be consolidated with Green Country and Southern. Several meetings have been held between them regarding possible consolidation. Only areas in the same region have to merge. Green Country and Northeast were in the same region. South Central and Western areas are in the same region. COWIB and Southern have their own regions. A Special Local Elected Official meeting has been scheduled. This will be a joint meeting, and it is being held in conjunction with Local Elected Officials present at their ACCO meeting being held at Embassy Suites in Norman, OK on October 30, 2025 at 3:00 p.m. This is being done as an educational session for the county commissioners.</p>	<p>Mike Branan – Executive Director</p> <p><u>No Action Required</u></p>
13.	<p>Presentation of Fiscal Report</p> <p>Ashley Sellars gave the Fiscal Report through a Teams Meeting. Ashley reported Rosalund Rathbun is working on the IRS 9130 report for GCWDB. Admin receives 2 Adult, 2 Dislocated Worker and 1 Youth funding grants. A smaller amount is received in July, and the larger amount is received in October. Youth money is received in mid-April. She gave an explanation of how COWIB is paid as the Employer of Record and Fiscal Agent from GCWDB funding. The board can apply to move Dislocated Worker funds to Adult due to the number of eligible participants. Funds are separated for Admin vs Programs vs Board Staff. There is no In School Youth budget but we are required to spend 75% of funding on Adults and Dislocated Workers and 25% on Out of School Youth. Supportive Services funds pay for training programs and OJT training items are required. Youth Work Experience has \$87K budgeted for incentives for program completions. The federal landscape - currently Senate Appropriations budget - \$10M cut. The House eliminated Youth and 20% of Adult funding.</p>	<p>Ashley Sellers, CEO COWIB – Fiscal Agent</p> <p><u>No Action Required</u></p>
14.	<p>Presentation of Executive Director Report</p> <p>Mike Branan provided a report on his activities.</p>	<p>Mike Branan – Executive Director</p> <p><u>No Action Required</u></p>

	<ul style="list-style-type: none"> • OESC conducted on-site state monitoring the week of October 6 at COWIB and the Board Office. Requested documentation was provided. A written report will be provided in the next few weeks. • Leadership Staff attended the Annual Partner's Conference in OKC. • The One Stop Operator contract extension was executed. • The COWIB Fiscal Agent provided the final carryover numbers. The budget increase was approximately \$300,000. It was primarily put into training and supportive services. • Amber Cutshaw & Mike Branan visited Work Ready/Goodwill folks in Tulsa, which resulted in good partnership collaborations. • Staff met with InTulsa to discuss the work done by GCWDB in hopes of developing a partnership. • Continued discussions regarding further board consolidation. This will be discussed at the ACCO meeting with local elected officials. • The Local Plan was completed and sent to OESC. It was made available for public comment. The link to the Local Plan is found on the front page of the board website. • We are continuing to search for new a new AJC in Tulsa. OESC is taking the lead working with OMES and the state's real estate department. OESC will be the primary lease holder. We are looking to pilot an AJC model in Pryor that houses multiple WIOA partners. OESC has been looking for new space in Muskogee. • EG Venture LLC update given in Agenda Item #12. 	
15.	<p>Presentation of E. O. Report</p> <p>Jeremy Frutchey reported there had been one (1) complaint since the last board meeting. It has been dismissed. There have been 5 customer complaints that have been reviewed and discussed with DWFS.</p>	<p>Jeremy Frutchey – Operations Manager/Equal Opportunity Officer</p> <p><u>No Action Required</u></p>
16.	<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. Tom Summar, DWFS Regional Director, reported on customer complaints. Melita Griffith is meeting with the Case Managers daily. She is starting to do some "secret</p>	<p>Tom Summar – DWFS Regional Director Melissa Frederick – Project Manager</p> <p><u>No Action Required</u></p>

	shoppers”.	
17.	Presentation of One Stop Operator Report Brandee Ganz provided the OSO Report.	Nicole Cue - GCWDB OSO <u>No Action Required</u>
18.	Presentation of Monitoring Report Larod Snyder provided the information from his Monitoring Report. He is pleased with his team and the results of their state monitoring report.	Larod Snyder - Youth Program Coordinator/Program Audit Manager/ETPL <u>No Action Required</u>
19.	Presentation of Business Service Report Amber Cutshaw reported on the total numbers of her Community Engagement & Business Relations.	Amber Cutshaw – Director of Communications & Business Relations <u>No Action Required</u>
20.	Adjourn: The motion was made to adjourn the meeting at 12:15 p.m.	Jennifer Bentley – Board Chair <u>Motion:</u> Dr. Peter Selden <u>Second:</u> Jill Zimmer <u>Vote:</u> <u>Motion Carried Unanimously</u>

Board Members: Amy Spencer, Bobbie Wolf, Cody Cox, Corey Sisson, Diane Kelley, Dower Combs, Dr. Eloy Chavez, Eric Wells, Fran Colombin, Jennifer Bentley, Jill Zimmer, Karen Pennington, Kelly Beyer, Landon Varnell, Larry Payton, Laurel Havens, Lesli Shoals, Dr. Peter Selden, Dr. Ron Ramming, Scott Fry, Spencer Roth, Tammy Taylor, Taylor Foster, Ted Jenkins, Teresa Inhofe, Tony Heaberlin, and Yasmin Avila Guillen.

**Green Country Workforce Development Board
Budget for PY25**

	Adult		DLW		Youth		Total	
PY 25 Planning	\$ 1,924,435.82	38.47%	\$ 1,098,414.18	21.96%	\$ 1,979,787.84	39.57%	\$ 5,002,637.84	
Carry Over 09/09/25 ACT	\$ 682,018.79	23.50%	\$ 945,535.92	32.59%	\$ 1,274,053.55	43.91%	\$ 2,901,608.26	
Total	\$ 2,606,454.61	52.70%	\$ 2,043,950.10	41.33%	\$ 3,253,841.39	65.79%	\$ 4,945,558.36	
Less: Carry Over to 7/1/2026	\$ (175,000.00)	32.11%	\$ (175,000.00)	32.11%	\$ (195,000.00)	35.78%	\$ (545,000.00)	
Net Funds Available	\$ 2,431,454.61	33.04%	\$ 1,868,950.10	25.40%	\$ 3,058,841.39	41.56%	\$ 7,359,246.10	
Expenses	Adult		DLW		Youth		Total	
Fiscal Administration	\$ 64,882.00	2.67%	\$ 32,863.00	1.76%	\$ 66,755.00	2.18%	\$ 164,500.00	
Board Administration	\$ 140,804.00	5.79%	\$ 110,377.90	5.91%	\$ 170,700.00	5.58%	\$ 421,881.90	
One-Stop Administration	\$ 3,000.00	0.12%	\$ 1,000.00	0.05%	\$ 3,000.00	0.10%	\$ 7,000.00	
Board Program	\$ 174,874.12	7.19%	\$ 153,300.00	8.20%	\$ 249,026.31	8.14%	\$ 577,200.43	
Service Provision	\$ 659,139.28	27.11%	\$ 546,161.54	29.22%	\$ 883,110.85	28.87%	\$ 2,088,411.67	
One Stop Operator	\$ 40,500.00	1.67%	\$ 29,500.00	1.58%	\$ 50,000.00	1.63%	\$ 120,000.00	
Youth Work Related 55/85		0.00%		0.00%	\$ 250,000.00	8.17%	\$ 250,000.00	
Training Services 45/75	\$ 966,272.20	39.74%	\$ 718,193.33	38.43%	\$ 460,637.44	15.06%	\$ 2,145,102.97	
On-the-Job	\$ 70,243.00	2.89%	\$ 58,000.00	3.10%	\$ 48,850.00	1.60%	\$ 177,093.00	
Incumbent Worker	\$ 15,000.00	0.62%		0.00%		0.00%	\$ 15,000.00	
Transitional Jobs/Work Experience 50/80	\$ 62,700.00	2.58%	\$ 65,000.00	3.48%	\$ 633,581.53	20.71%	\$ 761,281.53	
Support Services 40/70	\$ 80,000.00	3.29%	\$ 64,000.00	3.42%	\$ 92,630.26	3.03%	\$ 236,630.26	
System Cost	\$ 154,040.01	6.34%	\$ 90,554.33	4.85%	\$ 150,550.00	4.92%	\$ 395,144.34	
Total	\$ 2,431,454.61	100.00%	\$ 1,868,950.10	100.00%	\$ 3,058,841.39	100.00%	\$ 7,359,246.10	