



**Green Country Workforce Development Board**  
**Regular Board Meeting Minutes**  
**January 8, 2026 - 10:00 a.m. to Noon**  
**Connors State College – Port Campus**  
**Nursing & Allied Health Building – Room 145-147**  
**2501 N 41<sup>st</sup> 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:** Dower Combs, Dr. Eloy Chavez, Fran Colombin, Freddie Ferrell, Jennifer Bentley, Jill Zimmer, Karen Pennington, Kelly Beyer, Landon Varnell, Larry Payton, Dr. Pete Selden, Dr. Ron Ramming, Ryan Davis (designee for Cody Cox), Scott Fry, Spencer Roth, Tammy Taylor, Teresa Inhofe, Tony Heaberlin, and Yasmin Avila Guillen.

**Absent Board Members:** Amy Spencer, Bobbie Wolf, Corey Sisson, Diane Kelley, Eric Wells, Gabriel Valdez, Laurel Havens, Lesli Shoals, Taylor Foster, and Ted Jenkins.

**Guests Present:** CLEO Charles Boecher, Amy McCready, Tom Summar, Melita Griffith, Alicia Turley, Heather Ellis, Cheyenne Hill, and Robyn Drury.

**Board Staff Present:** Michael Branan, Ashley Arenivar, Amber Cutshaw, Jeremy Frutchey, Tamara Peachey and Cathy Spencer

	Activity / Item	Who
1.	<b>The GCWDB Meeting was called to order at 10:01 a.m.</b>	Jennifer Bentley - Board Chair <b>No Action Necessary</b>
2.	<p><b>Compliance with Open Meetings Act: Declaration of Quorum through Roll Call of GCWDB Executive Committee Members</b></p> <p>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 Board Office on January 5, 2026 at 3:55 p.m.</i></p> <p><b>Members Present:</b> Dower Combs, Dr. Eloy Chavez, Fran Colombin, Freddie Ferrell, Jennifer Bentley, Jill Zimmer, Karen Pennington, Kelly Beyer, Landon Varnell, Larry Payton, Dr. Pete Selden, Dr. Ron Ramming, Ryan Davis (designee for Cody</p>	Jennifer Bentley - Board Chair <b>Quorum Established</b>

	<p>Cox), Scott Fry, Spencer Roth, Tammy Taylor, Teresa Inhofe, Tony Heaberlin, and Yasmin Avila Guillen.</p> <p><b>Absent Board Members:</b> Amy Spencer, Bobbie Wolf, Corey Sisson, Diane Kelley, Eric Wells, Gabriel Valdez, Laurel Havens, Lesli Shoals, Taylor Foster, and Ted Jenkins.</p> <p><b>Guests Present:</b> CLEO Charles Boecher, Amy McCready, Tom Summar, Melita Griffith, Alicia Turley, Heather Ellis, Cheyenne Hill, and Robyn Drury.</p> <p><b>Board Staff Present:</b> Michael Branan, Ashley Arenivar, Amber Cutshaw, Jeremy Frutchey, Tamara Peachey and Cathy Spencer</p>	
3.	<p><b>Discussion and Possible Action: Approval of October 16, 2025 Regular Board Meeting Minutes</b></p> <p>Motion was made to approve the GCWDB October 16, 2025 Meeting Minutes as written.</p>	<p>Jennifer Bentley – Board Chair  <b>Motion:</b> Dr. Ron Ramming  <b>Second:</b> Larry Payton  <b>Vote:</b>  <b>Motion Carried Unanimously</b></p>
4.	<p><b>Discussion and Possible Action: Updates to Supportive Service Policy</b></p> <p>Tamara Peachey, Policy and Compliance Manager, presented an overview and explanation of the updates made to the Supportive Service Policy.</p> <p>Motion was made to approve the Supportive Service Policy updates as presented.</p>	<p>Tamara Peachey – Policy and Compliance Manager</p> <p><b>Motion:</b> Dower Combs  <b>Second:</b> Jill Zimmer  <b>Vote:</b>  <b>Motion Carried Unanimously</b></p>
5.	<p><b>Discussion and Possible Action: Updates to Demand Occupation Policy</b></p> <p>Tamara Peachey, Policy and Compliance Manager, presented an overview and explanation of the updates made to the Demand Occupation Policy.</p> <p>Motion was made to approve the Demand Occupation Policy updates as presented.</p>	<p>Tamara Peachey – Policy and Compliance Manager</p> <p><b>Motion:</b> Tammy Taylor  <b>Second:</b> Freddie Ferrell  <b>Vote:</b>  <b>Motion Carried Unanimously</b></p>
6.	<p><b>Discussion and Possible Action: Approval of GCWDB Local Plan</b></p> <p>Michael Branan, GCWDB CEO, reported that the 4 Year Local Plan for 2025-2029 was provided to the GCWDB members in their electronic meeting packet. The updated Local Plan</p>	<p>Michael Branan, GCWDB CEO  <b>Motion:</b> Jill Zimmer  <b>Second:</b> Larry Payton  <b>Vote:</b>  <b>Motion Carried Unanimously</b></p>

	<p>added the seven (7) counties merged from the NEWDB into the GCWDB.</p> <p>Motion was made to approve the GCWDB Local Plan as presented.</p>	
7.	<p><b>Discussion and Possible Action: Approval of GCWDB MOU/IFA</b></p> <p>Michael Branan, GCWDB CEO, reported the MOU/IFA was provided to the GCWDB members in their electronic meeting packet. This document had to be revised due to the merger of GCWDB and NEWDB. OESC took over the leases of the Tahlequah and Bartlesville AJCs. OMES processes the leases which create delays. This document is expected to be sent back on January 9, 2026.</p> <p>Motion was made to approve the GCWDB MOU/IFA as presented.</p>	<p>Michael Branan – GCWDB CEO  <b>Motion:</b> Larry Payton  <b>Second:</b> Tammy Taylor  <b>Vote:</b>  <b>Motion Carried Unanimously</b></p>
8.	<p><b>Discussion and Possible Action: Approval of Center Certification for Bartlesville, Tahlequah, Muskogee, Pryor, Okmulgee, and Sapulpa American Job Centers</b></p> <p>Michael Branan, GCWDB CEO, reported the Center Certification was required due to the absorption of the AJC's located in the NEWDB Area. The certification is good for three (3) years. Teams were developed to do the center certification evaluations. The certifications were done November 5 through November 10, 2026, at the Bartlesville, Tahlequah, Muskogee, Pryor, Okmulgee, and Sapulpa AJCs. Center Managers have been trained and are providing guidance and training to the AJC staff on how to perform evaluations before referrals are made. If this is approved today, it will be mailed to the state to finalize the Center Certifications with OESC.</p> <p>Motion was made to approve the Center Certification for the Bartlesville, Tahlequah, Muskogee, Pryor, Okmulgee, and Sapulpa American Job Centers as presented.</p>	<p>Michael Branan - GCWDB CEO  <b>Motion:</b> Dower Combs  <b>Second:</b> Jill Zimmer  <b>Vote:</b>  <b>Motion Carried Unanimously</b></p>
9.	<p><b>Discussion and Possible Action: Approval of PY25 Budget Modification</b></p>	<p>Michael Branan - GCWDB CEO  <b>Motion:</b> Dower Combs  <b>Second:</b> Tammy Taylor  <b>Vote:</b></p>

	<p>Michael Branan, GCWDB CEO, reported on the need to modify the PY25 Budget. A copy of the budget modification was provided in the electronic board meeting packets. Some of the Admin funds need to be transferred to all other categories.</p> <p>Motion was made to approve the PY25 Budget Modification as presented.</p>	<p><b><u>Motion Carried Unanimously</u></b></p>
<p>10.</p>	<p><b>Discussion and Possible Action: Retainment of the Green Country Workforce Development Board 501c3 and FEIN</b></p> <p>Michael Branan, GCWDB CEO, advised that the GCWDB 501c3 and FEIN are still in place. GCWDB has not filed the required IRS 990 to date. There is money still on the books that need to be moved. The IRS 990 must be filed annually if the 501c3 and FEIN are to remain intact. Michael asked if the board feels we need to keep the 501c3 and FEIN as COWIB is the fiscal agent and the employer of record for the GCWDB. Board members discussed the need to keep the 501c3 to ensure we are eligible to receive grants in the future and motioned for GCWDB to do so.</p> <p>Motion was made to retain the GCWDB 501c3 and FEIN as presented.</p>	<p>Michael Branan - GCWDB CEO  <b>Motion:</b> Karen Pennington  <b>Second:</b> Freddie Ferrel  <b>Vote:</b>  <b><u>Motion Carried Unanimously</u></b></p>
<p>11.</p>	<p><b>Discussion: Financial Report</b></p> <p>Ashley Sellers, COWIB CEO &amp; Fiscal Agent, provided the financial report. This was shared in the electronic board meeting packet. She presented an overview of the status of the PY25 funding. Adult and Dislocated Worker programs each receive two (2) grants. The first grant is received in July, and the second grant is received in October. The Youth program receives one (1) grant only in April. Previous NEWDB PY grants are being processed to be closed. Michael Branan added we are miles ahead in spending the grant money compared to previous years.</p>	<p>Michael Branan – GCWDB CEO  Ashley Sellers – COWIB  CEO/Fiscal Agent  <b><u>No Action Necessary</u></b></p>
<p>12.</p>	<p><b>Discussion: GCWDB CEO Report</b></p> <p>Michael Branan gave an update that the Muskogee AJC will move to the NSU Muskogee Campus located at 2204 W Shawnee Avenue. They will be open for business at the new location February 2, 2026. Space has been found for the Tulsa AJC.</p> <p>An RFP for the Title I Service Provider will be released in</p>	<p>Michael Branan – GCWDB CEO  <b><u>No Action Necessary</u></b></p>

	February 2026 for the required 30 days. Volunteers are being asked to be on the team to grade the RFPs that are submitted. This needs to be done and ready to go by July 1, 2026. The RFP is posted on the GCWDB website. Help will be solicited from OESC for bidders. This will also be sent to the current bidders list and the GCWDB members. More than one (1) bid is required for consideration by the state.	
13.	<p><b>Discussion: Service Provider Report</b></p> <p>Melita Griffith, DWFS Deputy Director, presented Keshunna Carvin's WIOA Title Adult program success story. Keshunna was provided an internship which transformed her professional path.</p> <p>Tom Summar, DWFS Regional Director, provided a power point presentation which was included in the GCWDB electronic meeting packet. This report provided board members with the most current numbers available for dollars spent and numbers of participants served. Suggestions were made on how the board members would like this report to be changed and additional information to be included in future reports.</p>	<p>Melissa Frederick/Tom Summar DWFS <b><u>No Action Necessary</u></b></p>
14.	<p><b>Adjourn</b></p> <p>Motion was made to adjourn at 11:24 a.m.</p>	<p>Jennifer Bentley – Board Chair <b>Motion:</b> Scott Fry <b>Second:</b> Karen Pennington <b>Vote:</b> <b>Motion Carried Unanimously</b></p>

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

Approved by: 3 Bentley  
Jennifer Bentley, Board Chair

Date: 3/4/26

*Green Country Workforce Development Board is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY 1-800-722-0353. Green Country Workforce Development Boards Workforce and Innovation Act Title I program is 100 percent funded by the United States Department of Labor Employment and Training Administration (USDOLETA) through awards totaling \$ 5,002,637.84.*