



**Green Country Workforce Development Board**  
**Executive Committee Meeting Minutes**  
**February 12, 2026 – 2:00 p.m. to 4:00 p.m.**  
**NSU – 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*

<b>The meeting was called to order by Board Chair, Jennifer Bentley.</b> <b>Quorum was established by roll call.</b>
<b>Board Members Attending in Person:</b> Jennifer Bentley, Dower Combs, Bobbie Wolf, Dr. Pete Selden, Eric Wells, Jill Zimmer, Larry Payton, Scott Fry, and Tammy Taylor <b>Absent Board Members:</b> Amy Spencer <b>Guests:</b> Melissa Frederick and Tom Summar <b>Board Staff:</b> Michael Branan and Cathy Spencer

	Activity / Item	Who
1.	<b>Call Meeting to Order (Time: 2:01 p.m.)</b>	<b>Jennifer Bentley - Board Chair</b> <u><b>No Action Necessary</b></u>
2.	<b>Compliance with Open Meetings Act: Declaration of quorum through Roll Call of: GCWDB Board Members</b> (roll call Cathy Spencer) Through the executive committee membership roll call, it was determined a quorum was present with 9 of the 10 executive committee members being present.  <i><b>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.</b></i> <i><b>Posted at GCWDB Board Office 11:08 a.m. 2/11/2026</b></i>	<b>Jennifer Bentley - Board Chair</b> <u><b>No Action Necessary</b></u>
3.	<b>Discussion and Possible Action: Approval of GCWDB August 14, 2025 Executive Committee Meeting Minutes</b>  Jennifer Bentley, Board Chair reminded the GCWDB Executive Committee members the August 14, 2025 Executive Committee Meeting Minutes had been emailed to each of them.  The motion was made to accept the August 14, 2025	<b>Jennifer Bentley – Board Chair</b>  <u><b>Vote:</b></u> <u><b>Motion:</b></u> Eric Wells <u><b>Second:</b></u> Larry Payton <u><b>Motion Carried</b></u>

	<p>Executive Committee Minutes as written. All members present voted to approve the minutes as written.</p>	
<p>4.</p>	<p><b>Discussion and Possible Action: GCWDB PY25 Budget Modification</b></p> <p>Michael Branan, GCWDB CEO, presented the modifications made to the GCWDB PY25 Budget. He provided a written report of the modifications reflecting the reductions made in Adult, Dislocated Worker and Youth Admin Funds and DLW administrative, carryover, supportive services, and system costs. These reductions created increases in the Adult, DLW, Youth training services and service provisions.</p> <p>The motion was made to approve the PY25 Budget Modification as presented. All members present voted to approve the GCWDB Budget Modification as presented.</p>	<p><b>Michael Branan – GCWDB CEO</b></p> <p><b><u>Vote:</u></b>  <b><u>Motion:</u></b> Tammy Taylor  <b><u>Second:</u></b> Eric Wells  <b><u>Motion Carried</u></b></p>
<p>5.</p>	<p><b>Discussion and Possible Action: Approval of Transfer of Funds Request up to 100% of PY25 and FY26 Dislocated Worker Funds to the Adult Program.</b></p> <p>Michael Branan, GCWDB CEO, presented the need to approve the Transfer of Funds up to 100% of PY25 and FY26 Dislocated Workers Funds to the Adult Program. Mr. Branan confirmed Dislocated Workers would still be served and Rapid Responses would still be held.</p> <p>The motion was made to approve the Transfer of Funds Request up to 100% of PY25 and FY26 Dislocated Worker Funds to the Adult Program as presented. All members present voted to approve the Transfer of Funds Request up to 100% of PY25 and FY26 DLW funds to Adult Programs. All members present voted to approve the Transfer of Funds Request up to 100% of PY25 and FY26 DLW funds to the Adult program.</p>	<p><b>Michael Branan – GCWDB CEO</b></p> <p><b><u>Vote:</u></b>  <b><u>Motion:</u></b> Jill Zimmer  <b><u>Second:</u></b> Eric Wells  <b><u>Motion Carried</u></b></p>
<p>6.</p>	<p><b>Discussion and Possible Action: OJT Policy Updates</b></p> <p>Michael Branan, GCWDB CEO presented the updates made to the OJT Policy and explained “one” paragraph was added on page 3 regarding services being provided at no cost to the employers and without using intermediaries. During the discussion on policy updates, it was noted the Green Country Workforce Development Board was incorrectly typed as Green Country Workforce Innovation Board.</p>	<p><b>Michael Branan – GCWDB CEO</b></p> <p><b><u>Vote:</u></b>  <b><u>Motion:</u></b> Eric Wells  <b><u>Second:</u></b> Larry Payton  <b><u>Motion Carried</u></b></p>

	<p>The motion was made to approve the OJT Policy Updates as presented with the correction being made to reflect Green Country Workforce Development Board on page 3 of the policy. All members present voted to approve the OJT Policy update as presented with the correction being made to reflect Green Country Workforce Development Board on page 3 of the policy.</p>	
<p>7.</p>	<p><b>Discussion and Possible Action: WEX Policy Updates</b></p> <p>Michael Branan presented the updates made to the WEX Policy and explained “one” paragraph was added on page 3 regarding services being provided at no cost to the employers and without using intermediaries. During the discussion, it was noted the Green Country Workforce Development Board was incorrectly typed as Green Country Workforce Innovation Board.</p> <p>The motion was made to approve the WEX Policy Updates as presented with the correction being made to reflect Green Country Workforce Development Board on page 3 of the document. All members present voted to approve the WEX Policy updates as presented with the correction made to reflect Green Country Workforce Development Board on page 3 of the policy.</p>	<p><b>Michael Branan – GCWDB CEO</b></p> <p><b><u>Vote:</u></b>  <b><u>Motion:</u></b> Eric Wells  <b><u>Second:</u></b> Dr. Pete Selden  <b><u>Motion Carried</u></b></p>
<p>8.</p>	<p><b>Discussion and Possible Action: Approval of GCWDB Employer of Record (COWIB) Personnel Policy and Procedures Section 4.11 “Severance” for GCWDB employees</b></p> <p>Michael Branan, GCWDB CEO, explained that due to the possibility of the GCWDB permanent full-time staff losing their jobs, the request is being made to approve the addition of Item C to Section 4.11 of the GCWDB Employer of Record (COWIB) Personnel Policy and Procedures. Item C of Section 4.11 would allow “up to” a \$5,000 severance payment option be approved and payable to permanent full-time GCWDB staff only. Ashley Sellers, COWIB CEO/Fiscal Agent, confirmed COWIB made this change to their policy last year. She added this change mirrors the State Policy.</p> <p>The motion was made to approve the GCWDB Employer of Record (COWIB) Personnel Policy and Procedures Section 4.11, adding Item 3 to include up to \$5,000 “Severance”</p>	<p><b>Michael Branan – GCWDB CEO</b></p> <p><b><u>Vote:</u></b>  <b><u>Motion:</u></b> Scott Fry  <b><u>Second:</u></b> Tammy Taylor  <b><u>Motion Carried</u></b></p>

	<p>payment for the permanent full-time GCWDB employees as presented. All members present voted to approve the addition of Item C in Section 4.11 of the GCWDB Employer of Record (COWIB) Personnel Policy and Procedures to allow up to \$5,000 severance payment to GCWDB permanent full-time staff.</p>	
<p>9.</p>	<p><b>Discussion and Possible Action: Priority 5 Services</b></p> <p>Michael Branan, GCWDB CEO, explained due to the level of funding needing to be expended over PY25, he recommends the Board consider allowing services to the Priority 5 populations from the date of this meeting, February 12, 2026, to June 30, 2026. All Priority 5 must still have a barrier to employment as described in policy. In the past, the populations of Priority 1 through 4 only were eligible for services to be provided.</p> <p>The Service Provider must meet the contractual performance of 80% low income in Qtr. 3 and Qtr. 4.</p> <p>The motion was made to approve funding being used for the Priority 5 populations with a barrier to employment from February 12, 2026 to June 30, 2026 as presented. All members present voted to approve Priority 5 populations with a barrier to employment be eligible to receive services from February 12, 2026 through June 30, 2026.</p>	<p><b>Michael Branan – GCWDB CEO</b></p> <p><b><u>Vote:</u></b>  <b><u>Motion:</u></b> Eric Wells  <b><u>Second:</u></b> Larry Payton  <b><u>Motion Carried</u></b></p>
<p>10.</p>	<p><b>Discussion: Financial Report</b></p> <p>Ashley Sellers, COWIB CEO/Fiscal Agent, explained financial reports presented. She indicated we are in a two-layer cost allocation system. This means 10% of each grant and program can be taken for 3 accounting staff, herself and one other employee performing the Fiscal Agent duties. They charge 39%, per person listed above, for performing these duties. The initial total budget was \$7.3 million. There is still a balance of \$4.3 million to be spent. above for the Fiscal Agent, one employee plus the three-accounting staff for services performed for GCWDB.</p>	<p><b>Ashley Sellers – COWIB CEO/Fiscal Agent</b></p>
<p>11.</p>	<p><b>Discussion: Executive Director Report</b></p> <p>Michael Branan, GCWDB CEO, advised all Oklahoma Workforce Boards received a consultation letter from Governor Stitt. This letter indicates he is working with the US</p>	<p><b>Michael Branan – GCWDB CEO</b></p>

	<p>Dept of Labor to make Oklahoma a “one board” state. The State Plan has not been shared with the Board CEO/Directors, Chief Local Officials, or Board Chairs. Ashley Sellers. COWIB CEO/Fiscal Agent, added if this happens, the Governor’s Council would be running the “one state” board. This has been discussed verbally with the CLEO and Vice CLEO. They will be working with their local legislators and senators. There will be a need to have some special meetings with the LEO’s, Executive Committee, and Board Members as this is developing.</p> <p>Michael relayed the current GCWDB AJC locations and cost for rent. Information is being gathered from youth professionals to determine how the youth can be served better. A tour of the Talking Leaves Job Corps Center was given to Michael and Larod Snyder. A Chamber of Commerce ribbon cutting was held at the Bartlesville AJC on 2/10/2026. Michael will be reporting out at the Governor’s Council 2/13/2026 on the GCWDB money received and how it was spent for PY24. This will include the number of participants plus the total dollars that was spent on each of them. The current PY25 data reflects \$3,800 is being spent per participant.</p>	<p><b><u>Vote:</u></b>  <b><u>Motion:</u></b>  <b><u>Second:</u></b>  <b><u>Motion Carried</u></b></p>
12.	<p><b>Adjourn:</b></p> <p>The motion was made to adjourn at 3:01 p.m.</p> <p>All members present voted their approval to adjourn.</p>	<p><b>Jenny Bentley – Board Chair</b></p> <p><b><u>Vote:</u></b>  <b><u>Motion:</u></b> Jill Zimmer  <b><u>Second:</u></b> Eric Wells  <b><u>Motion Carried</u></b></p>

**Executive Committee Members:** Amy Spencer, Bobbie Wolf, Dower Combs, Eric Wells, Jennifer Bentley, Jill Zimmer, Larry Payton, Dr. Pete Selden, Scott Fry, Tammy Taylor

**Approved by:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Jennifer Bentley, Board Chair**

*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 (USDOL/ETA) through awards totaling \$ 5,002,637.84.*



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