



**City of Broken Arrow**  
**Minutes**  
**Broken Arrow Economic Development Authority**

City Hall  
220 S 1st Street  
Broken Arrow OK  
74012

*Chairperson Craig Thurmond*  
*Vice Chair Scott Eudey*  
*Trustee Johnnie Parks*  
*Trustee Debra Wimpee*  
*Trustee Christi Gillespie*

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**Tuesday, October 6, 2020**

**Council Chambers**

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**1. Call to Order**

Chairperson Craig Thurmond called the meeting to order at approximately 9:08 p.m.

**2. Roll Call**

**Present: 5 -** Christi Gillespie, Debra Wimpee, Johnnie Parks, Scott Eudey, Craig Thurmond

**3. Consideration of Consent Agenda**

- A. 20-65 Approval of the Broken Arrow Economic Development Authority Meeting Minutes of September 15, 2020**
- B. 20-1198 Approval of and authorization to execute Amendment No. 2 to Professional Services Agreement with Ghost and Anglin**
- C. 20-1212 Ratification of the Claims List Check Register dated September 29, 2020** Chairperson Thurmond asked if there were any items to be removed from the Consent Agenda. There were none.

MOTION: A motion was made by Scott Eudey, seconded by Christi Gillespie.

**Move to approve the Consent Agenda**

The motion carried by the following vote:

**Aye: 5 -** Christi Gillespie, Debra Wimpee, Johnnie Parks, Scott Eudey, Craig Thurmond

**4. Consideration of Items Removed from Consent Agenda**

There were no items removed from the Consent Agenda; no action was required or taken.

**5. Presentations**

There were no Presentations.

**6. General Authority Business**

- A. 20-1219 Consideration, discussion, and possible approval of a request to provide funding to the Broken Arrow Economic Development Corporation to staff a Career / Workforce Center for eighteen months, beginning December 31, 2020 and ending July 30, 2022** Jennifer Conway, President and CEO of the Broken Arrow Chamber of Commerce, reported economic recovery was underway; however, job losses were still being experienced. She stated the Broken Arrow Economic Development Corporation was consistently assessing Broken Arrow businesses; a recent survey completed in July (with 90 businesses responding) revealed 17.86% of businesses reported trouble finding or keeping employees, and most recently more than 40% reported furloughing or laying off staff or anticipating further layoffs and furloughs. She noted the Broken Arrow unemployment rate was at 8% (which was excellent, down from 15%), but a year ago today, there was only a 3% unemployment rate. She stated combining Tulsa and Wagoner County in August 2020, 30,000 individuals were drawing unemployment benefits, and 2,500 had exhausted the benefits. She stated Broken

Arrow needed to help its citizens as it could. She stated a gap in workforce services for Broken Arrow businesses and residents had been identified. She noted currently most direct workforce services were located within the Tulsa City Limits. She stated the Chamber/EDC was proposing a virtual and physical center for intake, assessment, career counseling and referrals. She stated the Center would provide one on one skills assessment, provide upscaling and retraining opportunities, and provide in-person and virtual job fairs in Broken Arrow. She stated the Center would offer a vetted validated resource for businesses to continue economic recovery and eventual growth by locating talent and employees, providing employer recruitment support, career services, and job placement. She stated there would be no duplication of services in the region; the Center would work with existing service providers and continue to work with education partners such as Broken Arrow Public Schools, Union, Tulsa Tech, and TCC. She noted as a service center it was proposed the Center would work with a State of Oklahoma Hiring Rep, through OESC, for job identification for veterans as well. She stated possible funding included the Special CARESs Act Fund from the County which was required to be spent by December 30, 2020; this proposal had been approved and recommended by the Tulsa Economic Development Council who was managing the CARES Act Funds for Tulsa County and would go before the County Commissioners on October 12, 2020 for final approval. She stated the Chamber and EDC sought funding approval from Broken Arrow through the CARES Act in the amount of \$150,000 dollars which would pay for 1.5 employees for 18 months. She stated the EDC would seek and secure permanent funding immediately from other sources to be sure this program continued. She stated the provision of 18 months would provide a solid foundation for the program and enable the EDC to obtain additional funding sources. She noted she received an RFP yesterday where the potential business informed the EDC the workforce pipeline and services in the community was just as important as the land and the building offered. She stated for Broken Arrow to continue to grow this workforce placement program was vital. She noted the Center would be ready to open in four weeks; the virtual resources would be available sooner. She noted existing Chamber office space and the front desk area of the Public School Central Main building, would be utilized for this project. She noted this would be an excellent partnership.

City Manager Spurgeon noted the EDC was in full support of this project. He stated Broken Arrow received the CARES Act Funds and he believed the majority of the funds would go towards personnel costs related to public safety and a portion to assist with recovery from the pandemic; he stated he felt this project was an excellent use of these funds. He stated if BAEDA approved, the agreement with the EDC would be amended to outline the use of these funds, and a budget amendment would be needed to bring these funds into the budget to pay the EDC for this program. He recommended approval. He noted the Chamber and EDC were committed to raising funds to continue the program past 18 months.

Council Member Wimpee asked if there were employees lined up for this program. Ms. Conway responded in the negative; there was a job description being created; it was important for the candidate to have workforce development, career service, and HR experience, but the job description would be posted as soon as Broken Arrow and Tulsa approved. She noted buildout would be accomplished quickly as it was mostly placement of computers, desks, phones, etc.

Council Member Gillespie stated she felt this was an excellent program which would enable Broken Arrow to continue to prosper and grow.

MOTION: A motion was made by Scott Eudey, seconded by Debra Wimpee.

**Move to approve the request to provide funding to the Broken Arrow Economic Development Corporation to staff a Career / Workforce Center for eighteen months, beginning December 31, 2020 and ending July 30, 2022**

The motion carried by the following vote:

**Aye:**     **5 -**     Christi Gillespie, Debra Wimpee, Johnnie Parks, Scott Eudey, Craig Thurmond

**7. Remarks and Updates by City Manager and Staff**

There were no remarks or updates by City Manager and Staff.

**8. Executive Session**

There was no Executive Session.

**9. Adjournment**

The meeting adjourned at approximately 9:20 p.m.

MOTION: A motion was made by Johnnie Parks, seconded by Debra Wimpee.

**Move to adjourn**

The motion carried by the following vote:

**Aye:**     **5 -**     Christi Gillespie, Debra Wimpee, Johnnie Parks, Scott Eudey, Craig Thurmond

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Chairperson

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Secretary