

WorkforceTulsa

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03/28/2016

Tulsa Area Workforce Development Board Oversight Committee Meeting Minutes

2:00pm	<i>Oversight Chair, JoAnna Jamison, called the meeting to order.</i>	
ATTENDEES		
Committee Members: Ron Bussert, Rusty Edmiston, Charley Farley, JoAnna Jamison, David Oliver, Melvin Taylor, Dana Thompson		
Absent Members: Monica Barczak		
WIB Staff: Shelley Cadamy, Nicole Hayes, Julie Sorrels, Sarah Thompson		
Guests: Kyle Smith, Mildred Armstrong, Jeremy Frutchey, Rebecca Goodson		
Item	Description / Discussion	Action
1.	Introductions took place.	<u>No Action Necessary</u>
2.	The Oversight Committee reviewed & approved Meeting Minutes from 01/21/2016.	<u>Motion to Approve:</u> Charley Farley <u>Second:</u> David Oliver <u>Vote:</u> Approved Unanimously
3.	<u>Review & Approve</u> Strategic Plan as a working document with goals and objectives to be taken forward to the full Board. After Board approval, staff will complete action steps, due dates, KPIs, etc.	<u>Motion to Approve:</u> Ron Bussert <u>Second:</u> Charley Farley <u>Vote:</u> Approved Unanimously
4.	<u>Discussion</u> regarding Program Year 2016 Contract Measures was facilitated by Shelley Cadamy, Workforce Tulsa Executive Director.	
	<u>Action Steps</u>	<u>Accountability</u>
	1. Send Committee the current service provider contract.	Shelley Cadamy
2. Review current service provider contract & provide feedback to Shelley Cadamy over the next 30 days.	Charley Farley, Rusty Edmiston, Melvin Taylor	<u>No Action Necessary</u>

5.	Discussion regarding Board ByLaws was facilitated by Shelley Cadamy.		<u>No Action Necessary</u>
	Action Steps	Accountability	
	3. Review ByLaws over the next 30 days and forward input and questions to Shelley Cadamy &/or Nicole Hayes.	Committee members	
6.	Expense Report: Workforce Innovation and Opportunity Act Compliance Coordinator for Tulsa Community College, Rebecca Goodson presented the Monthly Expense Report through 02/29/2016.		<u>No Action Necessary</u>
	Action Steps	Accountability	
	4. Research information in the Incentive line item & report findings to Committee members.	Shelley Cadamy	
	5. Determine if all Client Services numbers are correct.	Jeremy Frutchey	
7.	Board Line Item as of 02/29/2016 as contained in the meeting packet was presented by Shelley Cadamy.		<u>No Action Necessary</u>
8.	Compliance: Workforce Tulsa Compliance & Outreach Manager, Nicole Hayes, reported that progress was continuing on the Program Year 2015 Adult & Dislocated Worker Monitoring Update.		<u>No Action Necessary</u>
9.	One-Stop Operator Report: The February 2016 Contract Performance Measures and Common Measures were presented by the Workforce Tulsa Strategic Operations Manager, Jeremy Frutchey, as reflected in the Metrics Report contained in the meeting packet. Workforce Tulsa Business Services Manager, Kyle Smith, presented Center updates.		<u>No Action Necessary</u>
	Action Steps	Accountability	
	6. Call Linda Mann, Union Public Schools, & ask how to obtain a list of those who passed the high school equivalency test.	Jeremy Frutchey	
10.	Chair Update: The Chair thanked those in attendance for coming and supporting the committee.		<u>No Action Necessary</u>
11.	Executive Director Report: Shelley Cadamy presented an Executive Director Report.		<u>No Action Necessary</u>

Tulsa Area Workforce Development Board Oversight Committee meetings are in compliance with the Oklahoma Meetings Act.

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	<ul style="list-style-type: none"> • 20% monitoring/auditing of the client files rather than the planned 100% • Grant Associates Action Plan in Response to Workforce Tulsa Audits provided as a handout • 100% monitoring of client files that include training, specifically looking at: <ul style="list-style-type: none"> ○ Eligibility ○ Paid vs. approved cost ○ Any disallowed cost found will be billed back to the service provider • Moving forward, monthly <ul style="list-style-type: none"> ○ 5% monitoring of new client files ○ 5% monitoring of client files that include training • Requested total breakdown of the service provider's Salary line for the PY16 Contract • Due from service provider 30 days into PY16 Contract: <ul style="list-style-type: none"> ○ A fully fleshed out Partner Plan ○ A fully fleshed out Youth Plan • PY16 documents will be sent to Committee members for review/input • State Monitoring report – still not received response from the State • Final Interviews are being conducted to fill the position of Executive Director of Workforce Services at the State level • WIOA Planning Regions letter signed by Governor Mary Fallin provided as a handout • PY16 incoming <ul style="list-style-type: none"> ○ Board Chair: Amber Hatten ○ Chief Local Elected Official: Commissioner John Smaligo 	
12.	<u>New Business:</u> None	<u>No Action Necessary</u>
13.	<u>Old Business:</u> None.	<u>No Action Necessary</u>
14.	<u>Meeting Adjourned:</u> 3:29pm	<u>Motion</u> to Adjourn: Charley Farley <u>Second:</u> Dana Thompson <u>Vote:</u> Adjourned Unanimously

Chair Signature:  Date: 5/23/16

