

Tulsa Area Workforce Development Board
Meeting Minutes 04/21/06

8:30 a.m.	<p>Board Chair, Lee Simpson, Workforce Tulsa Executive Director, called the meeting to order.</p> <p>A quorum was achieved by roll call/introductions of Board members at 8:36 a.m.</p>
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Attending Board Members: Tom Albaugh, Kelly Beyer, Paul Boyett, Angela Buchanan, Ken Busby, Ron Bussert, Rusty Edmiston, Charley Farley, Vanessa Finley, Angela Flax, Amber Hatten, Joyce McClellan, David Oliver, Nikki Parker, Denise Reid, Isaac Rocha, Lee Simpson, Melvin Taylor, Martha Webb-Jones

Absent Members: Lou Ann Amstutz, Thaddaeus Babb, Monica Barczak, Dawn Bollinger, Brett Campbell, Susan Carper, Mike Davidson, Joe Epperley, Justin Evans, JoAnna Jamison, Rhonda Mayhan, David Polen, Dana Thompson, Kinnee Tilly

Board Intern Present: Keith Lewis

WIB Staff: Shelley Cadamy, Julie Sorrels

Guests: Jon Nelson, Bonnie Vann, Carla Hight, Rebecca Goodson, Kyle Smith, Hannah McBee, Chris Berhnhardt, Mildred Armstrong

Item	Description / Discussion	Action
1.	Presentation: Virtual Job Shadow – Denise Reid, Tulsa Chamber of Commerce, presented about www.virtualjobshadow.com.	<u>No Action Necessary</u>
2.	Presentation: With the aid of a PowerPoint, the Business Services presentation was presented by Isaac Rocha of BAMA Companies, the Grant and Associates Deputy Director, Kyle Smith, and the Grant and Associates Business Services Manager in Training who manages the BAMA account, Hannah McBee.	<u>No Action Necessary</u>
3.	Presentation regarding the Broken Arrow Public Schools’ Work with Manufacturers did not take place.	<u>No Action Necessary</u>

4.	<p>Presentation: The Workforce Tulsa Executive Director, Shelley Cadamy, facilitated the 2016 National Association of Workforce Boards (NAWB) Conference Report Out with input from Lee Simpson, Amber Hatten, Denise Reid, and Joyce McClellan. Shelley Cadamy added that others who attended included Nicole Hayes, JoAnna Jamison, and Workforce Tulsa's Chief Local Elected Official, Creek County Commissioner Newt Stephens.</p>	<p><u>No Action Necessary</u></p>
5.	<p>Reviewed & Approved 02/18/16 Board Meeting Minutes.</p>	<p><u>Motion to Approve:</u> Ken Busby</p> <p><u>Second:</u> Isaac Rocha</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
6.	<p>Review & Approve: Strategic Plan including goals and objectives as presented by Shelley Cadamy.</p>	<p><u>Motion to Approve:</u> Tom Albaugh</p> <p><u>Second:</u> Denise Reid</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
7.	<p>Compliance: In the absence of Workforce Tulsa Compliance & Outreach Manager, Nicole Hayes, Shelley Cadamy presented the:</p> <ul style="list-style-type: none"> • Program Year 2015 Adult, Dislocated Worker, & Youth Monitoring Update: Struggles with documentation within the client files have been discovered and addressed with Grant Associates. Board Staff have been monitoring files with the intention of a 100% monitoring, but that was not feasible. Instead, 20% of the files will be monitored after which a formal report will be provided to Grant Associates. They will respond. The Oversight & Executive Committees have been overseeing this matter. • Program Year 2015 Fiscal Monitoring Report as contained in the meeting packet, but a response has not yet been received from Grant Associates. The Oversight Committee is overseeing this matter. 	<p><u>No Action Necessary</u></p>
8.	<p>Expense Report: Workforce Innovation and Opportunity Act Compliance Coordinator for Tulsa Community College, Rebecca Goodson presented the Expense Report as of 03/31/16. Shelley Cadamy reported that joint fiscal team discussions between the Board's Fiscal Agent & the Service Provider will be held to resolve discrepancies such as the -5% remaining in the Service Provider Incentive line item.</p>	<p><u>No Action Necessary</u></p>
9.	<p>Oversight Committee Report: In the absence of Committee Chair, JoAnna Jamison, Committee member, Ron Bussert presented an Oversight Committee Report.</p>	<p><u>No Action Necessary</u></p>

10.	<p>Executive Committee Report: Lee Simpson presented an Executive Committee Report:</p> <ul style="list-style-type: none"> • Encourage Committee involvement • Thankful to Rachel Hutchings for her service on the Board and very proud of her accomplishments as Board Chair. Rachel Hutchings' new position is with the Tulsa Community College Foundation. 	<u>No Action Necessary</u>
11.	<p>Youth Council Report: Council Chair, Joyce McClellan, presented a Youth Council Report and reported that the Council is working to be very strategic & deliberate when guiding the programs that serve the out of school Youth clients.</p>	<u>No Action Necessary</u>
12.	<p>Disability Employment Advisory Council Report:</p>	<u>No Action Necessary</u>
13.	<p>One-Stop Operator Report: Mildred Armstrong, Interim Director of Grant Associates, presented the Program Year 2015- March Contract Performance Measures and Common Measures as reflected in the Metrics Report contained in the meeting packet. Mildred Armstrong gave a One-Stop Services Update.</p>	<u>No Action Necessary</u>
14.	<p>Chair Report: Lee Simpson presented a Chair Report.</p>	<u>No Action Necessary</u>
15.	<p>Executive Director Report: Shelley Cadamy presented an Executive Director Report that addressed the following items that are expanded upon in the handout she provided:</p> <p>Major Projects & Highlights</p> <ul style="list-style-type: none"> • Summer work experience – If you're interested in summer interns, please let Kyle Smith know, ksmith@grantassociatesinc.com • Intern – Christine Smith • Ban the Box • Transition from Jail to Community • Secretary Shirley Visit • Work Ready Oklahoma – Project with OKC organization to increase the number of teachers in the Tulsa area. • Creek County Project – Business Services team is working with Creek County to assist people in the Creek County justice system to become re-employed as soon as they're released so that they can better pay their fines and not become re-incarcerated. The project is a pilot and has just begun. • Legal Aid Expungement Project – National pilot to build a "do it yourself" online expungement product with review and analysis by pro bono attorneys. Workforce Tulsa is a 	<u>No Action Necessary</u>

major partner, providing the beta group of clients as well as financial support in terms of required fees for expungement.

- **CareerAdvance®** - CAPTulsa just received a new grant to continue this project, which is a work-readiness program offering coaching, education, training and job opportunities for CAPTulsa, Educare and TANF parents with a focus on recipients with young children.
- **Vanpool Collaborative** – Vanpooling program project is on hold, awaiting a contract with a different vanpool company.
- **Homeless Veterans’ Reintegration Program** - We supported the Volunteers of America Oklahoma’s application for the Homeless Veterans’ Reintegration Program, and they received \$300,000 to provide an estimated 16,000 veterans with tools and training to help them successfully transition from homelessness to sustainable housing and living wage jobs. Workforce Tulsa’s Career Coaches and Business Services Team are assisting with the jobs portion.
- **Veterans focus group** – Working with a select group of community leaders from the Oklahoma Employment Security Commission, Community Service Council, and Volunteers of America to address the big picture issues that keep Veterans from being employed.
- **Male Diversion Project** – Working with Tulsa County on a proposed prison diversion program similar to Women in Recovery, but for males.

Funding

- **Diversification** – In order to meet our mission, we must diversify our funding to rely on federal funding less. Potential opportunities are:
 - **Workforce Grant Writer**
 - **Corporate donations for summer work experience**

WIOA Implementation

- **WIOA** is the federal legislation that took effect July 1, 2015, basically reinventing the workforce system. We are moving forward as quickly as possible with new policy and programs, but guidance from the State and Federal government is slow, due to the nature of the massiveness of the changes.
- **Nominating Committee** – we’re convening this committee to replace several board members who have transitioned. If you have suggestions for industry leaders (C-level) who would be good additions to the board, please email Ken Busby, kbusby920@aol.com.

	Resources <ul style="list-style-type: none"> • Workforce Analysis – Comprehensive analysis of Tulsa proper’s workforce needs. View the final report here https://www.tulsachamber.com/wp-content/uploads/2014/11/Final-Report_October-2014_Updated-Thank-You-Logos.pdf 	
16.	New Business: None.	<u>No Action Necessary</u>
17.	Old Business: None.	<u>No Action Necessary</u>
18.	Announcements: None.	<u>No Action Necessary</u>
19.	10:35 a.m. -- The meeting was adjourned.	<u>Motion</u> to Adjourn: Ron Bussert <u>Second:</u> Ken Busby <u>Vote:</u> Approved by Unanimous Vote

Chairman Signature:  Date: 6-16-16

