

WorkforceTulsa

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05/21/18

Tulsa Area Workforce Development Board Oversight Committee Meeting Minutes

1:31 pm Oversight Chair, Vanessa Finley, called the meeting to order.

ATTENDEES

Committee Members: Vanessa Finley, Mike Betsworth, Jessica Brent, David Oliver, Pamela Bridwell

Absent Members: Rusty Edmiston, Melvin Taylor

WDB Staff: Shelley Cadamy, Julie Sorrels, Nicole Cue

Guests: Jeremy Frutchey, Kyle Smith

Item	Description / Discussion	Action				
1.	Introductions took place.	No Action Necessary				
2.	Reviewed & Approved the 03/26/18 Oversight Committee Meeting Minutes as contained in the meeting packet with the duplication of David Oliver's name in attendance removed.	Motion to Approve: David Oliver Second: Jessica Brent Vote: Approved Unanimously				
3.	One-Stop Operator Report was presented by Workforce Tulsa Project Director, Kyle Smith.	No Action Necessary				
4.	<p>Reviewed & Approved the Program Year 2018 Tulsa Area Workforce Development Board Budget as provided in draft form as a handout with the caveat that the Budget would be completed and submitted to the Executive Committee for review & approval.</p> <table border="1"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>1. Ask Fiscal Agent to add a COWIB line to future budgets.</td> <td>Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Ask Fiscal Agent to add a COWIB line to future budgets.	Shelley Cadamy	<p>Motion to Approve: Mike Betsworth Second: Jessica Brent Vote: Approved Unanimously</p>
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1. Ask Fiscal Agent to add a COWIB line to future budgets.	Shelley Cadamy					
5.	<p>Reviewed & Approved the review and approval of the Program Year 2018 Contract Extension for Workforce Innovation and Opportunity Act, Title 1 Adult and Dislocated Worker Program Services, Youth Program Services, and One-Stop Operator for the Tulsa Workforce Development Area with quarterly goals to make up 80%-85% of the program year cumulative goals.</p> <table border="1"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>2. If the Service Provider has a problem with the quarterly goals only making up 80%-85% of the cumulative goals,</td> <td>Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	2. If the Service Provider has a problem with the quarterly goals only making up 80%-85% of the cumulative goals,	Shelley Cadamy	<p>Motion to Approve: Pamela Bridwell Second: Mike Betsworth Vote: Approved Unanimously</p>
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2. If the Service Provider has a problem with the quarterly goals only making up 80%-85% of the cumulative goals,	Shelley Cadamy					

	email the Oversight Committee members for input.							
6.	Reviewed & Approved the Program Year 2018 Employer of Record Contract.			Motion to Approve: David Oliver Second: Pamela Bridwell Vote: Approved Unanimously				
7.	Reviewed & Approved the Supplemental Wage Policy as contained in the meeting packet and as presented by Nicole Cue, Workforce Tulsa Compliance & Outreach Manager.			Motion to Approve: David Oliver Second: Jessica Brent Vote: Approved Unanimously				
8.	Reviewed & Approved the Limited English Proficiency Policy provided as a handout and as presented by Nicole Cue.			Motion to Approve: Pamela Bridwell Second: Jessica Brent Vote: Approved Unanimously				
9.	Reviewed & Approved the Program Year 2017-Program Year 2019 Limited English Proficiency Plan as contained in the packet and presented by Nicole Cue.			Motion to Approve: David Oliver Second: Jessica Brent Vote: Approved Unanimously				
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10.	Expense Report: Shelley Cadamy, Workforce Tulsa Executive Director, presented the monthly expense report as of 04/30/18.			No Action Necessary				
11.	Board Line Item: Shelley Cadamy presented the Board Line Item budget detail as of 04/30/18.			No Action Necessary				
12.	Compliance: Nicole Cue, Workforce Tulsa Compliance and Outreach Manager presented the finalized Program Year 2017 Quarter 2 Comprehensive Report.			No Action Necessary				
13.	Chair Update: Chair asked Committee members to report regarding the first Strategic Planning session.			No Action Necessary				

Oversight Committee Members: David Oliver; Melvin Taylor; Mike Betsworth; Vanessa Finley; Jessica Brent; Pamela Bridwell; Rusty Edmiston

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14.	<p>Executive Director Report: Shelley Cadamy reported that regarding the 501c paperwork/filing of taxes issue, she is still working with a woman with the Center for Non-Profits, and it may be necessary to set aside some money to hire her to advise Workforce Tulsa. David Oliver has put Shelley Cadamy in contact with an attorney who specializes in non-profits. Workforce Tulsa's attorney has moved to McAfee and Taft where there may be some additional resources.</p> <p>Shelley Cadamy also discussed:</p> <ul style="list-style-type: none"> • front line staff reporting issues with the enrollment process, so Nicole Cue and Workforce Tulsa Manager of Youth Strategy will be visiting the Tulsa American Job Center to determine if the process can be improved; • Board Orientations take place at the Tulsa American Job Center; • more engagement from the Department of Rehabilitation Services; and • strategic planning sessions discussions about possible updates to the committee structure. 	<u>No Action Necessary</u>
15.	New Business: None.	<u>No Action Necessary</u>
16.	Old Business: None.	<u>No Action Necessary</u>
17.	Meeting Adjourned: 3:17 pm	<p>Motion to Approve: David Oliver</p> <p>Second: Jessica Brent</p> <p>Vote: Approved Unanimously</p>

Chair Signature: _____



Date: _____



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