

WorkforceTulsa

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05/23/2016

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: JoAnna Jamison, David Oliver, Melvin Taylor		
Absent Members: Monica Barczak, Rusty Edmiston, Charley Farley, Dana Thompson		
WIB Staff: Shelley Cadamy, Nicole Hayes, Julie Sorrels, Sarah Thompson		
Guests: Mildred Armstrong, Kyle Smith, Rebecca McCormick, Linda Smith, Christine Smith		
Item	Description / Discussion	Action
1.	Introductions took place.	<u>No Action Necessary</u>
2.	The Oversight Committee reviewed & approved Meeting Minutes from 03/28/2016.	Motion to Approve: David Oliver Second: Melvin Taylor Vote: Approved Unanimously
3.	Review & approval of Oversight Committee Chair Elect was tabled.	Motion to Table: Melvin Taylor Second: David Oliver Vote: Approved Unanimously
4.	The Oversight Committee reviewed & approved Program Year 2016 Tulsa Area Workforce Development Board Budget. Workforce Tulsa Executive Director, Shelley Cadamy, provided the Committee with a handout comparison of the proposed Program year 2016 budget versus the Actual Program Year 2015 budget. Shelley Cadamy discussed changes in service locations that could be made to cut costs.	
	Action Steps	Accountability
	1. Forward real planning numbers to the committee & Rebecca McCormick once received locally.	Shelley Cadamy
2. Update the budget with the real planning numbers.	Rebecca McCormick	Motion to Table: Melvin Taylor Second: David Oliver Vote: Approved Unanimously

5.	<p>The Oversight Committee reviewed & approved Program Year 2016 Employer of Record Contract with the caveat that the following correction be made: At the bottom of page 11, section AK payment and Delivery Provisions, the twelve month period of the WDB Staffing Budget should be For Period July 1, 2016 through June 30, 2017.</p>	<p><u>Motion to Table:</u> David Oliver <u>Second:</u> Melvin Taylor <u>Vote:</u> Approved Unanimously</p>
6.	<p>The Oversight Committee reviewed & approved Program Year 2016 Contract Extension for Workforce Innovation and Opportunity Act, Title 1 Adult ad Dislocated Worker Program Services, Youth Program Services and One-Stop Operator for the Tulsa Workforce Development Area. Shelley Cadamy presented the document contained in the meeting packet, and a document with Grant’s proposed changes was provided as a handout. The Committee approved the extension as included in the packet with the requested modifications:</p> <ul style="list-style-type: none"> • Indirect cost rate in section 8 to be raised from 9% to 10%. • Admin is included in the incentive calculation (NOT INDIRECT as was also requested by the Service Provider). 	<p><u>Motion to Table:</u> David Oliver <u>Second:</u> Melvin Taylor <u>Vote:</u> Approved Unanimously</p>
7.	<p>The Oversight Committee reviewed & approved the Eligible Training Provider Policy as presented by Nicole Hayes, Workforce Tulsa Compliance & Outreach Manager, with the following corrections with the clean copy contained in the packet referenced:</p> <ul style="list-style-type: none"> • On page 4, section C, Transition to WIOA, correct language to read past tense. • On page 5 and within the table contained in section D (2) (2), Subsequent Programs, in the column titled Subsequent Eligibility Performance Category, “Program Completion Rate” should read “Employment Retention Rate”. 	<p><u>Motion to Table:</u> David Oliver <u>Second:</u> Melvin Taylor <u>Vote:</u> Approved Unanimously</p>
8.	<p>Discussion regarding Program Year 2016 Partner Memorandum of Understanding was facilitated by Nicole Hayes.</p>	<p><u>No Action Necessary</u></p>

9.	Discussion regarding Pawhuska office was facilitated by Shelley Cadamy.	<u>No Action Necessary</u>
10.	Discussion regarding the Regional Planning district was facilitated by Shelley Cadamy.	<u>No Action Necessary</u>
11	Discussion regarding the State Policy Process was facilitated by Shelley Cadamy. An appeal was submitted to the State regarding the WIOA Youth Title 1 Program Policy.	<u>No Action Necessary</u>
12.	Expense Report through 04/30/2016 was presented by the Workforce Innovation and Opportunity Act Compliance Coordinator for Tulsa Community College, Rebecca McCormick. Monthly fiscal meetings have been reinstated.	<u>No Action Necessary</u>
13.	Board Line Item Report as of 04/30/2016 as contained in the meeting packet was presented by Shelley Cadamy.	<u>No Action Necessary</u>
14.	Compliance: Workforce Tulsa Compliance & Outreach Manager, Nicole Hayes, presented the Program Year 2015 Adult, Dislocated Worker, & Youth Monitoring Report as contained in the packet. The Service Provider's response was presented as a handout. The Service Provider plans to have all issues resolved by July 31, 2016, and all disallowed cost & questioned cost will be resolved before June 20, 2016.	<u>No Action Necessary</u>
15.	One-Stop Operator Report: The April 2016 Contract Performance Measures and Common Measures were presented by the Workforce Tulsa Interim Program Manager, Mildred Armstrong, as reflected in the Metrics Report contained in the meeting packet. Mildred Armstrong reported: <ul style="list-style-type: none"> ● Contract Measures <ul style="list-style-type: none"> ○ Contract extension numbers were met. ○ Adult and Dislocated Worker- All goals were met or exceeded except Industry Recognized Occupational Skills Certification, but they are on target to meet that goal. 	<u>No Action Necessary</u>

	<ul style="list-style-type: none"> ○ Youth- All goals were met or exceeded except Customers Receiving Intensive Services, and they are pushing very hard towards meeting that goal. ● Common Measures- Working toward becoming more proactive to drive these performance measures. <ul style="list-style-type: none"> ○ Adult – All goals are met or exceeded ○ Dislocated Worker – All goals are met or exceeded except Entered Employment ○ Youth – <ul style="list-style-type: none"> ▪ Placement in Employment/Education- Goal met/exceeded ▪ Degree/Certification Attainment- Goal not met ▪ Literacy/Numeracy Gains – Goal not met 	
16.	Chair Update: The Chair expressed that it has been her pleasure to serve this Committee.	<u>No Action Necessary</u>
17.	Executive Director Report: Shelley Cadamy presented an Executive Director Report. Shelley Cadamy went through the action items contained in the Oversight Committee meeting minutes from 03/28/2016.	<u>No Action Necessary</u>
18.	New Business: None	<u>No Action Necessary</u>
19.	Old Business: None.	<u>No Action Necessary</u>
20.	Meeting Adjourned: 3:28pm	<u>Motion</u> to Adjourn: Melvin Taylor <u>Second:</u> David Oliver <u>Vote:</u> Adjourned Unanimously

Chair Signature: David B. Oliver Date: 9-26-16