

Tulsa Area Workforce Development Board
Meeting Minutes 08/16/2018

8:35 a.m.	In the absence of Board Chair, Martha Webb-Jones, the Workforce Tulsa Executive Director, Shelley Cadamy, called the meeting to order.
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Attending Board Members: *Monica Barczak, Kelly Beyer, Pamela Bridwell, Angela Buchanan, Eloy Chavez, Chelsea Levo-Feary, Susan Hartzler, Falen LeBlanc, Joyce McClellan, David Oliver, Jennifer Overmeyer, Kuma Roberts, Peter Selden, Robyn Stange, Mary Ann Van Curen, David White*

Absent Members: *Tom Albaugh, Ken Busby, Ted Cundiff, Rusty Edmiston, Joe Epperley, Justin Evans, Vanessa Finley, Amber Hatten, Tony Rivera, Krista Smalley, Brian Tannehill, Melvin Taylor, Jennifer Tucker, Martha Webb-Jones*

WDB Staff: *Shelley Cadamy, Julie Sorrels, Cherie Stierwalt*

Guests: *Olga Santos, Ron Julian, Casi Martin, Terri Leisten, Kyle Smith, Dominique Clarke, Jeremy Frutchey, Beth Wild, Danielle Mays, Michael Davis*

Item	Description / Discussion	Action
1.	Speed Networking took place.	<u>No Action Necessary</u>
2.	Reviewed & Approved 06/21/18 Board Meeting Minutes.	<u>Motion to Approve:</u> Kuma Roberts <u>Second:</u> Eloy Chavez <u>Vote:</u> Approved by Unanimous Vote
3.	Reviewed & Approved the Consent Agenda as included in the meeting packet: A. Program Year 2017 Tulsa Area Workforce Development Board Budget, Revision 4 B. Program Year 2017 Workforce Innovation and Opportunity Act, Title 1	<u>Motion to Approve:</u> Kuma Roberts <u>Second:</u> David Oliver

	<p>Adult and Dislocated Worker Program Services, Youth Program Services, and One-Stop Operator for the Tulsa Workforce Development Area Contract, Revision 5</p> <p>C. Program Year 2018 Contract Extension 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, Revision 1</p> <p>D. Program Year 2018 Employer of Record Contract, Revision 1</p> <p>E. Grievance Policy & Procedures</p> <p>F. Monitoring Policy</p> <p>G. Anti-Harassment Policy</p> <p>H. Incident Reporting Policy</p>	<u>Vote:</u> Approved by Unanimous Vote
4.	<p>Chair Update: Due to the absence of the Chair, this update was presented by Shelley Cadamy and covered the following topics after explaining that the majority of them originated from strategic planning:</p> <ul style="list-style-type: none"> •Bylaws- An update of the bylaws is set as a Review & Approve item for the 09/11/18 Area Board of Local Elected Officials. •Board Member Expectations- All Board members in attendance were asked to sign this document. •Conflict of Interest Form- All Board members in attendance were asked to sign this document. •Strategic Planning- The final document provided by The Persimmon Group still needs some refinement before it is considered a finalized plan. The Executive Committee is also considering altering the format of the plan. Shelley Cadamy will share the document as it is now with the Board via email. •Proposed Committee Changes- Shelley shared the proposed changes via a PowerPoint presentation. 	<u>No Action Necessary</u>
5.	<p>Presentation: Workforce Tulsa Operations Manager, Dominique Clarke, and Shelley Cadamy presented about the current working list of partners and explained that the partners listed are categorized as mandatory, strategic, or tactical and active, somewhat active, or not active at all in an effort to better focus engagement efforts. The referral process was also discussed, and Shelley Cadamy added that presentations can be arranged for individual partners to have the referral process explained in detail to front line staff.</p>	<u>No Action Necessary</u>
6.	<p>Presentation: Two business case studies were presented. Michael Davis, Workforce Tulsa Business Services Manager, presented about BizJet, and Shelley Cadamy presented about Sutherland Global.</p>	<u>No Action Necessary</u>
7.	<p>Executive Director Report: Shelley Cadamy advised that her report is contained in the meeting packet.</p>	<u>No Action Necessary</u>
8.	<p>Expense Report: Shelley Cadamy, presented the Expense Report as of 06/30/2018 (the end of Program Year 2017) as contained in the meeting packet, reminding the Board that there is usually a 60 day lag on this report.</p>	<u>No Action Necessary</u>

9.	Compliance: Shelley Cadamy presented the Program Year 2017 Contract Performance Report and Program Year 2017 Comprehensive Report as finalized documents as contained in the meeting packet.	<u>No Action Necessary</u>
10.	Youth Committee Report: Committee Chair, Kuma Roberts, addressed the following: <ul style="list-style-type: none"> • Committee restructure to become a Council • Lumina Grant • Tulsa Chamber hosted Human Resources Roundtable in partnership with Workforce Tulsa- Workforce Tulsa Manager of Youth Services, Cherie Stierwalt, states that as a result, Workforce Tulsa has been able to increase networking to help create career day activities such as the Home Builder's Association with whom Workforce Tulsa is currently working to put together a two-part event geared towards High School Students and the hard to serve population. Shelley Cadamy added that our relationship with the Tulsa Chamber is stronger than it has ever been. • Board members invited to refer anyone who should be engaged on the new Council 	<u>No Action Necessary</u>
11.	One-Stop Operator Report was presented by Workforce Tulsa Project Director, Kyle Smith, as contained in the meeting packet for both Program Year 2017 and Program Year 2018.	<u>No Action Necessary</u>
12.	New Business: None.	<u>No Action Necessary</u>
13.	Old Business: None.	<u>No Action Necessary</u>
14.	Announcements: None.	<u>No Action Necessary</u>
15.	10:30 a.m. -- The meeting was adjourned.	<u>Motion to Approve:</u> Angela Buchanan <u>Second:</u> Mary Ann Van Curen <u>Vote:</u> Approved by Unanimous Vote

Chair Signature:  Date: 12-13-18

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