

09/29/2014

## Tulsa Area Workforce Investment Board Oversight Committee Meeting Minutes

2:04 p.m. Oversight Chair, JoAnna Jamison, called meeting to order.

### ATTENDEES

**Committee Members:** Monica Barczak, JoAnna Jamison, Melvin Taylor

**Absent Members:** Charley Farley, Edward Dornblaser, Helen Guidry, David Oliver

**WIB Staff:** Shelley Cadamy, Julie Sorrels, Nicole Hayes

**Guests:** Rebecca Goodson, Shawn Burch

**Guest via Phone:** Christopher Bernhardt

Item	Description / Discussion	Action
1.	The Oversight Committee reviewed & approved Meeting Minutes from 07/30/2014.	<b>Motion:</b> to Approve: Melvin Taylor <b>Second:</b> Monica Barczak <b>Vote:</b> Approved Unanimously
2.	<b>Introductions</b> took place.	<b>No Action Necessary</b>
3.	<b>Reviewed &amp; Approved</b> Youth Program & Individual Service Strategy Policy as presented by Nicole Hayes, Workforce Tulsa Monitoring, Compliance & Outreach Manager.	<b>Motion:</b> to Approve: Monica Barczak <b>Second:</b> Melvin Taylor <b>Vote:</b> Approved Unanimously
4.	<b>Reviewed &amp; Approved</b> Supportive Service Policy as presented by Nicole Hayes with the caveat that Nicole Hayes will research whether or not Section B, Food allowances, can be included on the vendor list and that the following changes (indicated by highlights in the handout provided) be made in section G, Support Service Summary: Adult, Dislocated Worker & Youth: <ul style="list-style-type: none"> <li>G(1) Auto Repair: Deleted "Documentation of the car's value must be included"</li> <li>G(3) Auto Tag: Deleted "quote from the Tag Agent" and added "The Service Provider must obtain a current copy of the tag agency's fee schedule from the local tag agency or Tax Commission website and distribute copies to all workforce offices with an effective date stamp."</li> <li>G(6) Books &amp; E-Books: Deleted "three quotes dated within 30 days of the request from book stores and" and added "Three (3) Quotes are not required if the client is approved for an ITA and the books or e-books related to training is offered by the school."</li> </ul>	<b>Motion:</b> to Approve: Monica Barczak <b>Second:</b> Melvin Taylor <b>Vote:</b> Approved Unanimously

5.	<b><u>Reviewed &amp; Approved</u></b> 2015 Meeting Calendar as presented by Julie Sorrels, Workforce Tulsa Admin/Project Coordinator	<b><u>Motion:</u></b> to Approve: Melvin Taylor <b><u>Second:</u></b> JoAnna Jamison <b><u>Vote:</u></b> Approved Unanimously
6.	<b><u>Reviewed &amp; Approved</u></b> Second Amendment to the Memorandum of Understanding Between Community Action Project of Tulsa County and Tulsa Area Workforce Investment Board as presented by Shelley Cadamy, Workforce Tulsa Executive Director. The Memorandum of Understanding to which this amendment applies was provided as a handout for reference.	<b><u>Motion:</u></b> to Approve: Melvin Taylor <b><u>Second:</u></b> JoAnna Jamison <b><u>Vote:</u></b> Approved Unanimously
7.	<b><u>Reviewed &amp; Approved</u></b> Individual Training Account Policy as presented by Nicole Hayes.	<b><u>Motion:</u></b> to Approve: Melvin Taylor <b><u>Second:</u></b> JoAnna Jamison <b><u>Vote:</u></b> Approved Unanimously
8.	<b><u>Reviewed &amp; Approved</u></b> Incentive Policy presented as a handout by Nicole Hayes.	<b><u>Motion:</u></b> to Approve: Melvin Taylor <b><u>Second:</u></b> JoAnna Jamison <b><u>Vote:</u></b> Approved Unanimously
9.	<b><u>Discussed</u></b> 503 Incentive Grant Review as facilitated by Shelley Cadamy.	<b><u>No Action Necessary</u></b>
10.	<b><u>Discussed</u></b> Common Measure Negotiation for Program Year 2014 as facilitated by Shelley Cadamy.	<b><u>No Action Necessary</u></b>
11.	<b><u>Discussed</u></b> Program Year 2013 Invoices as facilitated by Shelley Cadamy: <ul style="list-style-type: none"> <li>• Outstanding Invoices</li> <li>• Partner Processes</li> <li>• One-Stop Outcomes Report Layout &amp; Data Discussion</li> </ul>	<b><u>No Action Necessary</u></b>
12.	<b><u>Discussed</u></b> Oversight Committee Attendance Review as facilitated by JoAnna Jamison. Shelley Cadamy reported that Edward Dornblaser resigned from the Oversight Committee. JoAnna Jamison will call Helen Guidry. Shelley Cadamy will explore prospective Oversight Committee Members on the Board and share her ideas.	<b><u>No Action Necessary</u></b>
13.	<b><u>Expense Report:</u></b> Rebecca Goodson, Workforce Investment Act Compliance Coordinator for Tulsa Community College, presented the August 2014 Expense Report.	<b><u>No Action Necessary</u></b>
14.	<b><u>Board Line Item Budget:</u></b> Shelley Cadamy presented the Board Line Item Budget as of 08/31/2014. Shelley Cadamy reported that the amount budgeted for the website, www.workforcetulsa.com, will likely be	<b><u>No Action Necessary</u></b>

	exceeded primarily due to efforts towards ensuring compliance with posting meeting agendas and minutes.	
15.	<b><u>Compliance Report:</u></b> Nicole Hayes presented the Program Year 2013 Quarter 4 Performance Monitoring Report and reported that DESI did not make incentive.	<b><u>No Action Necessary</u></b>
16.	<b><u>Performance Reports:</u></b> August 2014 Contract Performance Measures and Common Measures were presented by Shawn Burch, Director of Grant Associates, Tulsa operation, represented in the Metrics Report contained in the packet as well as handouts including a dashboard and separate spread sheets for Common and Contract Performance Measures.	<b><u>No Action Necessary</u></b>
17.	<b><u>Chair Report</u></b> None	<b><u>No Action Necessary</u></b>
18.	<b><u>Executive Director Report:</u></b> Shelley Cadamy reported: <ul style="list-style-type: none"> <li>• Grant Associates, Tulsa operation – Made formal request for improved communication and resolution of issues including fiscal, outreach, business services, documentation and others. Meeting with Shawn Burch on Tuesday to discuss solutions.</li> <li>• WIOA – State has requested early adoption. Met with the United States Department of Labor to provide input.</li> <li>• United States Department of Labor Response – Should have been sent last week. Have not received it yet from the Oklahoma Department of Commerce.</li> </ul>	<b><u>No Action Necessary</u></b>
19.	<b><u>New Business:</u></b> None	<b><u>No Action Necessary</u></b>
20.	<b><u>Old Business:</u></b> None.	<b><u>No Action Necessary</u></b>
21.	<b><u>Meeting Adjourned:</u></b> 3:39 p.m.	<b><u>Motion:</u></b> to Adjourn: Monica Barczak <b><u>Second:</u></b> Melvin Taylor <b><u>Vote:</u></b> Approved Unanimously

Chair Signature:  Date: 11/17/14

