

WorkforceTulsa

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10/08/15

Tulsa Area Workforce Development Board Executive Committee Meeting Minutes

8:39 a.m.	<i>Chair, Lee Simpson, called the meeting to order.</i>	
ATTENDEES Members: Ken Busby, JoAnna Jamison, Joyce McClellan, Lee Simpson, Brett Campbell Absent Members: Tom Albaugh, Denise Reid, Isaac Rocha WIB Staff: Shelley Cadamy, Julie Sorrels, Sarah Thompson Guests: Rebecca Goodson, Shawn Burch, Jeremy Frutchey		
Item	Description / Discussion	Action
1.	Introductions: None.	<u>No Action Necessary</u>
2.	Reviewed & Approved: The Executive Committee Meeting Minutes from 08/13/15 were reviewed and approved.	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> Brett Campbell <u>Vote:</u> Approved Unanimously
4.	Reviewed & Approved: The Revised Service Provider Contract Measures.	<u>Motion to Approve:</u> JoAnna Jamison <u>Second:</u> Brett Campbell <u>Vote:</u> Approved Unanimously
5.	Reviewed & Approved: The 2016 Meeting Calendar.	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> JoAnna Jamison <u>Vote:</u> Approved Unanimously
6.	Discussed: A discussion of the Program Year 2015 Tulsa Area Workforce Development Board Budget was facilitated by Shelley Cadamy.	<u>No Action Necessary</u>
7.	Expense Report: The Workforce Investment Act Compliance Coordinator for Tulsa Community College, Rebecca Goodson, presented the Monthly Expense Report as of 08/31/2015.	<u>No Action Necessary</u>
8.	Compliance: In the absence of Workforce Tulsa Compliance and Outreach Manager, Nicole Hayes, Shelley Cadamy presented the Program Year 2014 Quarter 4 Performance Monitoring Report as	<u>No Action Necessary</u>

Committee Members: Tom Albaugh, Ken Busby, Brett Campbell, Joanna Jamison, Isaac Rocha, Denise Reid, Joyce McClellan, Lee Simpson

Tulsa Area Workforce Development Board Executive Committee meetings are in compliance with the Oklahoma Meetings Act

	contained in the meeting packet and reported that the Program year 2014 Annual State Monitoring Report was received yesterday and will have a 30 day response period.	
9.	<p><u>One Stop Operator Report:</u> The September 2015 Contract Performance Measures and Common Measures as reflected in the Metrics Report were presented by the Workforce Tulsa Program Director, Shawn Burch, who provided a One-Stop Center Update handout & reported regarding:</p> <ul style="list-style-type: none"> • Contractual Performance • Business Services <ul style="list-style-type: none"> ○ Hot Jobs ○ Total Employer Job Orders – 76 ○ Placements – 90 • Training • Partnerships • Strategic Operations 	<u>No Action Necessary</u>
10.	<p><u>Chair Report:</u> Lee Simpson presented a report and reported that Board engagement continues to be a focus.</p>	<u>No Action Necessary</u>
11.	<p><u>Executive Director Report:</u> Shelley Cadamy reported:</p> <p>Financial</p> <ul style="list-style-type: none"> • We received our first cash payment for this fiscal year, which began July 1, from the State. Staying in close contact with our fiscal agent and with Mike Widell, VP of Operations at OSU-OKC. • I've requested planning numbers from the Deputy Secretary of Workforce, Deidre Myers, with no success. Requested from Mr. Widell that we don't have the same situation next year. • The lack of carryover from last year's budget has effectively cut this year's budget by \$900,000 if we receive flat funding from last year. • Mike Widell, VP of Operations at OSU-OKC expects to be able to send us actual dollar figures within 2 weeks. We'll adjust our budget accordingly ASAP and reevaluate training, programs, and staff. • WIOA requires 50% of our current budget (PY15) youth funds be spent on Out of School youth. However, the State nor the Department of Labor have given guidance on details or how to track those expenditures. Youth Council has a new chair, Dr. Joyce McLellan, who is being apprised and who will assist in creating strategy to spend appropriately. Youth Council's role in 	<u>No Action Necessary</u>

guiding the youth program is being reinforced.

- Workforce Tulsa Grant Writer Project – moving forward, but slowly. Denise Reid is point person and is continuing to pursue funding.

Policy

- We continue to provide new policies when we have a new WIOA-consistent policy from the State. Otherwise, we provide interim guidance memos.
- The State has provided some guidance about which we have too many questions to move forward.
- We received the State Monitoring report yesterday. Nicole and I will review and work with the fiscal agent and service provider to respond as soon as possible.

Miscellaneous

- Revamped Partner Meetings – We’re concentrating more on the system and less on reporting out on what Workforce Tulsa is doing. Will incorporate data into strategic plan.
- Revamped board meetings – all information included in packet with 3 – 5 minute reports from staff.
- Oversight Committee – Monica Barczak is on leave for a year. Two new board members are interested in joining and attended yesterday.
- Strategic Planning – Second strategic planning committee meeting scheduled.
- Disability Council – moving forward with PR for Disability month, education, etc.
- Vice Chair – Meeting with Amber Hatten and Edward Dornblaser

12.

New Business: None

No Action Necessary

17.	Old Business: None.	<u>No Action Necessary</u>
18.	<p><u>Proposed Executive Session:</u> Motion to enter Executive Session pursuant to Section 307 of the Oklahoma Open Meeting Act Title 25, Oklahoma Statute § 311, (B)(1) authorizing the executive session on matters discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee.</p> <p style="padding-left: 40px;">•Executive Director Annual Review</p>	<p><u>Motion</u> to Enter into Executive Session: Ken Busby</p> <p><u>Second:</u> Brett Campbell</p> <p><u>Vote:</u> Approved Unanimously</p> <p><u>Time:</u> 10:09 a.m.</p> <p><u>Motion</u> to Return to Regular Session: JoAnna Jamison</p> <p><u>Second:</u> Ken Busby</p> <p><u>Vote:</u> Approved Unanimously</p> <p><u>Time:</u> 10:15 a.m.</p>
<u>Meeting Adjourned:</u> 10:15 a.m.		<p><u>Motion:</u> JoAnna Jamison</p> <p><u>Second:</u> Ken Busby</p> <p><u>Vote:</u> Approved Unanimously</p>

Chair Signature:  Date: 12-10-15