

Tulsa Area Workforce Development Board Meeting Minutes 06/16/16

8:34 a.m.	<p>Board Chair, Lee Simpson, called the meeting to order.</p> <p>A quorum was achieved by roll call/introductions of Board members at 8:41 a.m.</p>
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Attending Board Members: Tom Albaugh, Thaddaeus Babb, Paul Boyett, Rusty Edmiston, Vanessa Finley, Angela Flax, Amber Hatten, David Oliver, Isaac Rocha, Lee Simpson

Absent Members: Lou Ann Amstutz, Monica Barczak, Kelly Beyer, Dawn Bollinger, Angela Buchanan, Ken Busby, Brett Campbell, Susan Carper, Mike Davidson, Joe Epperley, Justin Evans, Charley Farley, Rhonda Mayhan, Joyce McClellan, David Polen, Denise Reid, Melvin Taylor, Dana Thompson, Kinnee Tilly, Martha Webb-Jones

Board Intern Present: Keith Lewis

WIB Staff: Shelley Cadamy, Julie Sorrels, Nicole Hayes, Sarah Thompson

Guests: Jon Nelson, Bonnie Vann, Carla Hight, Rebecca McCormick, Kyle Smith, Mildred Armstrong, Beth Wild

Item	Description / Discussion	Action
1.	Presentation: Legislative Update was presented by Workforce Tulsa Executive Director, Shelley Cadamy, with Prezi.	<u>No Action Necessary</u>
2.	Reviewed & Approved 04/21/16 Board Meeting Minutes.	<p><u>Motion to Approve:</u> Vanessa Finley</p> <p><u>Second:</u> Thaddaeus Babb</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
3.	<p>Reviewed & Approved the Consent Agenda:</p> <p>A. Program Year 2016 Tulsa Area Workforce Development Board Budget</p> <p>B. Program Year 2016 Employer of Record Contract</p> <p>C. Program Year 2016 Contract Extension for Workforce Innovation and Opportunity Act, Title 1 Adult and Dislocated Worker Program Services, Youth Program Services and One-</p>	<p><u>Second:</u> Amber Hatten</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>

	<p>Stop Operator for the Tulsa Workforce Development Area</p> <p>D. Eligible Training Provider Policy</p>	
4.	<p>Compliance: Workforce Tulsa Compliance & Outreach Manager, Nicole Hayes, deferred to Workforce Innovation and Opportunity Act Compliance Coordinator for Tulsa Community College, Rebecca McCormick, who reported that the Oklahoma Office of Workforce Development sent an email requesting desk review items for the Year 2015 Financial Audit/Monitoring. No on site date has yet been scheduled.</p> <p>Nicole Hayes presented the Program Year 2015 Adult, Dislocated Worker & Youth Monitoring Report. All questioned and disallowed costs will be resolved by June 30, 2016. All issues named in the report will be addressed by July 31, 2016. The Service Provider response included in the packet displays processes that have been put into place to correct the issues named in the report and prevent those issues from happening again.</p>	<p><u>No Action Necessary</u></p>
5.	<p>Expense Report: Workforce Innovation and Opportunity Act Compliance Coordinator for Tulsa Community College, Rebecca McCormick, presented the Expense Report as of 04/30/16 as contained in the meeting packet.</p>	<p><u>No Action Necessary</u></p>
6.	<p>Oversight Committee Report: In the absence of Committee Chair, JoAnna Jamison, Shelley Cadamy presented an Oversight Committee Report. JoAnna Jamison has been a tremendous Board member and Committee Chair, but she is retiring. Union Public Schools will replace her on the Board. Ron Bussert had agreed to chair the Oversight Committee, but he has had to unexpectedly leave the Board. Shelley will work with Committee members to line up her successor as Committee Chair.</p>	<p><u>No Action Necessary</u></p>
7.	<p>Executive Committee Report: Lee Simpson presented an Executive Committee Report.</p>	<p><u>No Action Necessary</u></p>
8.	<p>Strategy Committee Report: Shelley Cadamy reports that strategy updates will be presented to the committees, and high level updates will be provided to the Board.</p>	<p><u>Shelley Cadamy</u></p>
9.	<p>Youth Committee Report: In the absence of Committee Chair, Joyce McClellan, Manager of Youth Strategy, Sarah Thompson, presented a Youth Council Report. Due to budget cuts, the Summer Youth Employment Program this year will not be able to serve</p>	<p><u>No Action Necessary</u></p>

	<p>about 30 youth participants. The academic enrichment week is currently taking place. Next week is the Work Readiness Academy week at which several Board and Youth Committee members are presenting. The 6 week work experiences will begin July 5, 2016. The Business Services Team secured employers, some of which are represented on the Board (e.g. Ross Group, BAMA.)</p>	
10.	<p>Disability Employment Advisory Committee Report: Committee Chair, Thaddaeus Babb, presented the Disability Employment Advisory Committee report. The Committee’s Strategic Plan includes the following goals to be reached within the next two program years:</p> <ul style="list-style-type: none"> • Increase active business partnership by 50 • Increase workforce participation for job seekers with disabilities by 200 <p>The Committee is planning an Ability Resource Fair geared toward employers and job seekers with disabilities that will take place July, 2017</p> <p>The Committee is actively recruiting members of the business community who have worked with people with disabilities and have promoted, supported, and are actively hiring people with disabilities.</p>	<p><u>No Action Necessary</u></p>
11.	<p>One-Stop Operator Report: Mildred Armstrong, Interim Director of Grant Associates, presented the Program Year 2015- May Contract Performance Measures and Common Measures as reflected in the Metrics Report contained in the meeting packet. Mildred Armstrong gave a One-Stop Services Update.</p> <ul style="list-style-type: none"> • All contractual performance goals were met or exceeded except for Adult and Dislocated Worker Industry Recognized Occupational Skill Certification. Reengaging customers who have or are received/receiving Workforce Tulsa funds for training. • All common measures goals were met or exceeded except for: <ul style="list-style-type: none"> ○ Dislocated Worker Entered Employment ○ Youth Degree/Certificate Attainment • Recent Collaborations: <ul style="list-style-type: none"> ○ McClain High School Tour of Eastgate ○ Oklahoma Department of Transportation <p>Jon Nelson reported that Oklahoma Employment Security Commission is having some transitions with veterans staffing are taking place. The Jobs for Veterans State Grant determines the number of Veterans Employment Representatives for each state. There are two kinds Local Veterans Employee Representative (LVER) and Disabled Veterans Outreach Program Specialist (DVOP). Oklahoma is losing LVER positions. Oklahoma is retaining the staff, but they will be acquiring new duties. The Tulsa area had two LVERs, but we will now only have one: Ryan Davis of Muskogee.</p>	<p><u>No Action Necessary</u></p>

12.	Chair Report: Lee Simpson presented his last Chair Report.	<u>No Action Necessary</u>
13.	Executive Director Report: Shelley Cadamy presented a verbal Executive Director Report. Strategic responses to the budget cuts this program year include determining and focusing on our high priority partnerships and working with local businesses to help fund a grant writer.	<u>No Action Necessary</u>
14.	New Business: None.	<u>No Action Necessary</u>
15.	Old Business: None.	<u>No Action Necessary</u>
16.	Announcements: None.	<u>No Action Necessary</u>
17.	9:49 a.m. -- The meeting was adjourned.	<u>Motion</u> to Adjourn: Isaac Rocha <u>Second:</u> Thaddaeus Babb <u>Vote:</u> Approved by Unanimous Vote

Chairman Signature: Amber Hatten Date: 8/18/16