

**Board Meeting Minutes 06/19/2014**

8:36 a.m.	<p>Board Chair, Lee Simpson, called the meeting to order.</p> <p>A quorum was achieved by roll call of Board members at 8:41 a.m.</p>
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**Attending Board Members:** Tom Albaugh, Thaddaeus Babb, Monica Barczak, Ric Baser, Angela Buchanan, Eloy Chavez, Mike Davidson, Curtis Evans, Charley Farley, Angela Flax, Helen Guidry, Rachel Hutchings, JoAnna Jamison, David Oliver, David Polen, Isaac Rocha, Bob Schooley, Lee Simpson, Janet Smith, Melvin Taylor, Kinnee Tilly

**Absent Members:** Lou Ann Amstutz, Kelly Beyer, Dawn Bollinger, Paul Boyett, Ken Busby, Susan Carper, Donnie Checotah, Sherri Clark, Kevin Clayton, Edward Dornblaser, Ida Doyle, Ron Dyer, Jennifer Lester, Rhonda Mayhan, Charlie Plumb, Denise Reid, Karisha Wagoner, Dick Williamson

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

**Guests:** Rebecca Goodson, Carla Hight, Sherita Moses, Jon Nelson, Tracey Ritz, Bonnie Vann, Kristen Fair, Beth Wild, Toy O'Brien, Nina Reynolds, Stacey Chadwell, Ron Bussert

Item	Description / Discussion	Action
1.	<b>The Board Meeting Minutes</b> from 04/17/2014 were reviewed and approved by the Board.	<p><b><u>Motion</u></b> to Accept the Minutes as Drafted: Ric Baser</p> <p><b><u>Second:</u></b> Eloy Chavez</p> <p><b><u>Vote:</u></b> Approved by Unanimous Vote</p>
2.	<b>Presentation</b> of Tulsa Reading Partners was presented by Jessica Risenhoover.	<b><u>No Action Necessary</u></b>
3.	<b>Reviewed &amp; Approved</b> Supportive Service Policy as presented by Nicole Hayes, Tulsa Workforce Monitoring, Compliance, and Outreach Manager.	<p><b><u>Motion</u></b> to Approve: Ric Baser</p> <p><b><u>Second:</u></b> Melvin Taylor</p> <p><b><u>Vote:</u></b> Approved by Unanimous Vote</p>
4.	<b>Reviewed &amp; Approved</b> the Program Year 2014 Workforce Tulsa Budget as presented by Shelley Cadamy, Workforce Tulsa Executive Director.	<p><b><u>Motion</u></b> to Approve: Ric Baser</p> <p><b><u>Second:</u></b> Bob Schooley</p> <p><b><u>Vote:</u></b> Approved by Unanimous Vote</p>
5.	<b>Reviewed &amp; Approved</b> the PY 2014 Central Oklahoma Workforce Investment Board Employee of Record Contract as presented by Shelley Cadamy with the understanding that the structure will go from percentage of cost to fee for service and be brought back for	<p><b><u>Motion</u></b> to Approve: Charley Farley</p> <p><b><u>Second:</u></b> Ric Baser</p>

review and approval at the August 2014 Workforce Tulsa Board meeting.

**Vote:** Approved by Unanimous Vote

**Reviewed & Approved** the Request for Proposal Committee Recommendation to contract with DB Grant Associates as the Program Year 2014 Service Provider for Workforce Investment Act, Title 1 Adult and Dislocated Worker Program Services, Youth Program Services, and One-Stop Operator for the Tulsa Workforce Investment Area, Project# RFP-13-0002-TL as presented by Rachel Hutchings, Request for Proposal Committee Chair. The roll call vote is represented below:

Board Member	Yea Vote	Nay Vote
Tom Albaugh	X	
Thaddaeus Babb	X	
Monica Barczak	X	
Ric Baser	X	
Angela Buchanan	X	
Eloy Chavez	X	
Mike Davidson	X	
Curtis Evans	X	
Charley Farley	X	
Angela Flax	X	
Helen Guidry	X	
Rachel Hutchings	X	
JoAnna Jamison	X	
David Oliver	X	
David Polen	X	
Isaac Rocha	X	
Bob Schooley	X	
Lee Simpson	X	
Janet Smith	X	
Melvin Taylor	X	
Kinnee Tilly	X	

**Motion** to Approve: Request for Proposal Committee

**Second:** Ric Baser

**Roll Call Vote:** By the Board with 21 having voted yea and 0 having voted nay

6.

**Reviewed & Approved** the Contract for Workforce Investment Act, Title 1 Adult and Dislocated Worker Program Services, Youth Program Services and One-Stop Operator for the Tulsa Workforce Investment Area as presented by Shelley Cadamy with the following changes:

1. Attachment A, section D on pg. 14, all but the first sentence will be removed.
2. Attachment B, sections VI & VII on pg. 23, the performance goals (e.g. 5 of the 6 Dislocated Worker measures) will be changed to be consistent with the rest of the contract.
3. Attachment C, the heading of the Youth Measures table on pg. 26 will read "YOUTH" instead of "ADULT & DISLOCATED WORKER".

The roll call vote is represented below:

Board Member	Yea Vote	Nay Vote

**Motion to Approve:** Ric Baser

**Second:** David Oliver

**Roll Call Vote:** By the Board with 21 having voted yea and 0 having voted nay

7.

	Tom Albaugh	X		
	Thaddaeus Babb	X		
	Monica Barczak	X		
	Ric Baser	X		
	Angela Buchanan	X		
	Eloy Chavez	X		
	Mike Davidson	X		
	Curtis Evans	X		
	Charley Farley	X		
	Angela Flax	X		
	Helen Guidry	X		
	Rachel Hutchings	X		
	JoAnna Jamison	X		
	David Oliver	X		
	David Polen	X		
	Isaac Rocha	X		
	Bob Schooley	X		
	Lee Simpson	X		
	Janet Smith	X		
	Melvin Taylor	X		
	Kinnee Tilly	X		
8.	<b>Reviewed &amp; Tabled</b> Designation of Grant Associates as Center Manager for the Eastgate and Sapulpa Workforce Centers.			<p><b>Motion</b> to Table: Ric Baser</p> <p><b>Second:</b> Melvin Taylor</p> <p><b>Vote:</b> Tabled by Majority Vote; Rachel Hutchings abstained from the vote.</p>
9.	<b>Expense Report:</b> Rebecca Goodson, Workforce Investment Act Compliance Coordinator for Tulsa Community College, presented the May 2014 Expense Report.			<b>No Action Necessary</b>
10.	<b>Nomination Committee Report:</b> Shelley Cadamy announced that Kelly Beyer has stepped down as Nominating Committee Chair and off of the Workforce Tulsa Executive Committee because she works for Manpower, a company with whom DB Grant Associates subcontracts. Ken Busby has agreed to accept that position. Joyce McClellan has replaced Jennifer Lester on the Board to represent Tulsa Tech. Ron Bussert of OSU Tulsa is in attendance today considering joining the Board. Nomination forms signed by our Chief Local Elected Official are in the mail for Kathy Seibold of the Tulsa Area United Way and Amber Hatten, the Director of Human Resources for Webco Industries.			<b>No Action Necessary</b>
11.	<b>Youth Council Report:</b> In the absence of Youth Council Chair, Candace Stine, Sarah Thompson, Workforce Tulsa Manger of Youth Services, reported that the Summer Youth Employment Program Work Readiness Academy was completed successfully by 36 Youth participants. This week, those participants began the academic and			<b>No Action Necessary</b>

	work experience portion of the program. Tuesday was the Elevate Youth Summit where 64 Workforce Tulsa Youth were exposed to passion mapping, educators, and employers.	
12.	<p><b>Oklahoma Employment Security Commission (OESC) Report:</b> OESC Area Director, Charley Farley, presented the July '13 to June '14 Program Service Statistics as documented on the Dashboard handout. Charley Farley reported that OESC has a disabled veterans outreach program specialist at the Eastgate Center, Kelli Campbell, who was selected as DVOP of the Year by Disabled American Veterans.</p>	<u>No Action Necessary</u>
13.	<p><b>Compliance Report:</b> Nicole Hayes:</p> <ul style="list-style-type: none"> <li>Presented the Program Year 2013 Quarter 1 Performance Monitoring Report. The service provider did meet incentive for certain performance measures, and an invoice was submitted and approved for the incentive payment.</li> <li>Reported that the Program Year 2013 Oklahoma Department of Commerce Annual Program Monitoring was completed a few weeks ago. During the informal exit conference, there were no issues found since any corrective action necessary is being handled properly at the local level.</li> </ul> <p>Shelley Cadamy reported that some issues were found during the United States Department of Labor Periodic Fiscal Monitoring although those issues may not end up in the final report. Workforce Tulsa will likely not have any disallowed costs. It will be a few months before a final report is available.</p>	<u>No Action Necessary</u>
13.	<p><b>Performance Report:</b> Sherita Moses, DESI Project Lead, reported that Common Measure Goals are being met or exceeded. She reported that all Contract Measures are being met or exceeded with the exception of:</p> <ul style="list-style-type: none"> <li>Adult Customers Receiving Intensive Services</li> <li>Adult Customers Receiving Industry-Recognized Occupational Skills Certification</li> <li>Dislocated Worker Customers Receiving Intensive Services</li> <li>Dislocated Worker Customers Receiving Industry-Recognized Occupational Skills Certification</li> <li>Number of Active Youth Youth Receiving Career Readiness Certification (CRC)</li> </ul>	<u>No Action Necessary</u>
14.	<p><b>Executive Director Report:</b> Shelley Cadamy Munoz presented this report as a handout and discussed:</p> <ul style="list-style-type: none"> <li>Transition</li> <li>Participating in Impact! Tulsa <ul style="list-style-type: none"> <li><a href="http://www.impacttulsa.com/">http://www.impacttulsa.com/</a></li> <li>Engaging the community, Aligning resources, and Empowering students. Cradle to Career.</li> </ul> </li> <li>Participated in the reboot of the National Aviation Consortium. Tulsa Community College and Tulsa Technology Center lead that project.</li> </ul>	<u>No Action Necessary</u>

	<ul style="list-style-type: none"> <li>○ <a href="http://naccareers.com/">http://naccareers.com/</a></li> <li>○ <a href="http://www.tulsacc.edu/nac">http://www.tulsacc.edu/nac</a></li> <li>● Nicole Hayes was selected as a Journal Record 40 Achiever Under 40</li> <li>● Board Member demographic information needed for funders and Leadership Tulsa</li> <li>● US Department of Labor monitoring</li> <li>● OneVoice Agenda process is beginning. <ul style="list-style-type: none"> <li>○ Many committees are workforce related.</li> <li>○ <a href="https://www.tulsachamber.com/onevoice/">https://www.tulsachamber.com/onevoice/</a></li> </ul> </li> <li>● The Oklahoma Department of Commerce has determined that we properly adjudicated ResCare's grievance. No other updates.</li> <li>● United Way and GKFF are interested in the vanpooling consortium of which we're part. If your company or a colleague's company would like to participate, please let me know.</li> <li>● Strategic Planning in August</li> </ul>	
15.	<p><b>Chair Report:</b> Lee Simpson reported:</p> <ul style="list-style-type: none"> <li>● If any of the Board Members every have any issues, questions, concerns or comments, please call him.</li> <li>● During the next two years as Workforce Tulsa Chair, his broad goals for the Board include: <ul style="list-style-type: none"> <li>○ Improved Board recruitment and training</li> <li>○ Strategic Planning</li> <li>○ Improve the Workforce Tulsa program contract compliance oversight</li> </ul> </li> </ul>	<b><u>No Action Necessary</u></b>
15.	<p><b>New Business:</b> None.</p>	<b><u>No Action Necessary</u></b>
16.	<p><b>Old Business:</b> None.</p>	<b><u>No Action Necessary</u></b>
17.	<p><b>Announcements:</b> None.</p>	<b><u>No Action Necessary</u></b>
18.	9:51 a.m. -- <b>The meeting was adjourned.</b>	<p><b><u>Motion</u></b> to Adjourn: Ric Baser</p> <p><b><u>Second:</u></b> Eloy Chavez</p> <p><b><u>Vote:</u></b> Approved by Unanimous Vote</p>

Chairman Signature:  Date: 9-3-14

