

# WorkforceTulsa

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06/14/2018

## Tulsa Area Workforce Development Board Executive Committee Meeting Minutes

8:37 a.m. | The Executive Committee Chair, Amber Hatten, called the meeting to order.

### ATTENDEES

**Members:** Tom Albaugh, Ken Busby, Amber Hatten

**Absent Members:** Vanessa Finley, Kuma Roberts, Peter Selden, Martha Webb-Jones\*

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

\*Martha Webb-Jones joined the meeting via speaker phone and did not vote on Review & Approve items.

Item	Description / Discussion	Action
1.	<b>Reviewed &amp; Approved</b> the 04/12/2018 Executive Committee Meeting Minutes.	<b>Motion to Approve:</b> Ken Busby <b>Second:</b> Tom Albaugh <b>Vote:</b> Approved Unanimously
2.	<b>Reviewed &amp; Approved</b> the Program Year 2018 Tulsa Area Workforce Development Board Budget as presented by the Workforce Tulsa Manager of Youth Strategy, Cherie Stierwalt.	<b>Motion to Approve:</b> Tom Albaugh <b>Second:</b> Ken Busby <b>Vote:</b> Approved Unanimously
3.	<b>Reviewed &amp; Approved</b> the Program Year 2018 Contract Extension Workforce Investment and Opportunity Act, Title 1 Adult and Dislocated Worker Program Services, Youth Program Services, and One-Stop Operator for the Tulsa Workforce Development Area as presented by Workforce Tulsa Compliance Manager, Nicole Cue. The Committee approved this contract extension with the caveat that contract measures may be renegotiated during the program year based on the outcomes of strategic planning.	<b>Motion to Approve:</b> Ken Busby <b>Second:</b> Tom Albaugh <b>Vote:</b> Approved Unanimously
4.	<b>Reviewed &amp; Approved</b> the Program Year 2018 Employer of Record Contract as presented by Workforce Tulsa Manager of Operations, Julie Sorrels.	<b>Motion to Approve:</b> Ken Busby <b>Second:</b> Tom Albaugh <b>Vote:</b> Approved Unanimously

### Executive Committee Members:

Tom Albaugh; Ken Busby; Vanessa Finley; Amber Hatten; Kuma Roberts; Peter Selden; Martha Webb-Jones  
Oklahoma Works, a proud partner of the American Job Center Network

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5.	<b><u>Reviewed &amp; Approved</u></b> Sapulpa American Job Center Lease	<b><u>Motion to Approve:</u></b> Ken Busby <b><u>Second:</u></b> Tom Albaugh <b><u>Vote:</u></b> Approved Unanimously
6.	<b><u>Reviewed &amp; Approved</u></b> the Supplemental Wage Policy as presented by Nicole Cue. This policy establishes a process to obtain employment information relevant to local performance indicators for those participants who did not provide their social security number or whose employer does not participate in the Unemployment Insurance program, including the self-employed.	<b><u>Motion to Approve:</u></b> Tom Albaugh <b><u>Second:</u></b> Ken Busby <b><u>Vote:</u></b> Approved Unanimously
7.	<b><u>Reviewed &amp; Approved</u></b> the Limited English Proficiency Policy as presented by Nicole Cue. This policy allows LEP individuals to have meaningful access to all programs and services and unsure that they are able to participate effectively regardless of their ability to speak, read, write, or understand English	<b><u>Motion to Approve:</u></b> Ken Busby <b><u>Second:</u></b> Tom Albaugh <b><u>Vote:</u></b> Approved Unanimously
8.	<b><u>Reviewed &amp; Approved</u></b> of the Program Year 2017 – Program Year 2019 Limited English Proficiency Plan as presented by Nicole Cue. This plan provides assurances and demonstrates that LEP customers of Workforce Tulsa are being provided meaningful access to program information, benefits, and services. This plan will be updated every three years to refresh assurances, address changes in methodology, update any changes in the LEP population, and include stakeholder and beneficiary feedback.	<b><u>Motion to Approve:</u></b> Tom Albaugh <b><u>Second:</u></b> Ken Busby <b><u>Vote:</u></b> Approved Unanimously
9.	<b><u>Expense Report</u></b> as of 04/30/2018 was included in the meeting packet and presented by Julie Sorrels.	<b><u>No Action Necessary</u></b>
10.	<b><u>Compliance:</u></b> None.	<b><u>No Action Necessary</u></b>

11.	<b><u>One-Stop Operator Report</u></b> was presented by Julie Sorrels as contained in the packet.	<b><u>No Action Necessary</u></b>
12.	<b><u>Chair Report:</u></b> Amber Hatten reported that she is excited to finish out the strategic planning. This is her last Executive Committee meeting to serve as Chair.	<b><u>No Action Necessary</u></b>
13.	<b><u>Executive Director Report:</u></b> Julie Sorrels presented highlights from the information contained in the Executive Director Report that was included in the meeting packet.	<b><u>No Action Necessary</u></b>
14.	<b><u>New Business:</u></b> None	<b><u>No Action Necessary</u></b>
15.	<b><u>Old Business:</u></b> Upon the request of Cherie Stierwalt, Amber Hatten gave a report out on the Second Chance Hiring Event. Cherie Stierwalt added that job seekers who misunderstood the intent of the event and showed up at the Tulsa American Job Center were met and advised by a team that included representatives with organizations that work with the justice involved population and herself.	<b><u>No Action Necessary</u></b>
<b><u>Meeting Adjourned:</u></b> 9:29 a.m.		<b><u>Motion to Approve:</u></b> Tom Albaugh <b><u>Second:</u></b> Ken Busby <b><u>Vote:</u></b> Approved Unanimously

Chair Signature:  Date: 8-9-18

