

Tulsa Area Workforce Development Board
Meeting Minutes 10/20/16

8:34 a.m.	Board Chair, Amber Hatton, called the meeting to order. A quorum was achieved by roll call/introductions of Board members at 8:39 a.m.	
<p><u>Attending Board Members:</u> <i>Monica Barczak, Angela Buchanan, Ken Busby, Mike Davidson, Rusty Edmiston, Vanessa Finley, Angela Flax, Amber Hatten, Joyce McClellan, Lee Simpson, Martha Webb-Jones</i></p> <p><u>Absent Members:</u> <i>Tom Albaugh, Lou Ann Amstutz, Thaddaeus Babb, Kelly Beyer, Dawn Bollinger, Paul Boyett, Brett Campbell, Susan Carper, Joe Epperley, Justin Evans, Charley Farley, Lindsay Goldfarb, Patrick Green, Rhonda Mayhan, David Oliver, David Polen, Denise Reid, Isaac Rocha, Melvin Taylor, Dana Thompson, Kinnee Tilly, Martha Webb-Jones</i></p> <p><u>Board Intern Present:</u> <i>Keith Lewis</i></p> <p><u>WDB Staff:</u> <i>Shelley Cadamy, Julie Sorrels, Nicole Cue, Sarah Thompson</i></p> <p><u>Guests:</u> <i>Bonnie Vann, Rebecca McCormick, Hannah McBee, Amber Knaack, Dominique Clarke, Jeremy Frutchet, Taylor Farr, Kristen Fair, Lee Longhorn, Heather Duvall, Sharla Owens</i></p>		
Item	Description / Discussion	Action
1.	Presentation: Martha Webb-Jones gave a presentation about the One Voice Agenda with the aid of a PowerPoint presentation. Two handouts will be distributed to Board members via email.	<u>No Action Necessary</u>
2.	Presentation: Sharla Owens gave a presentation about the Tulsa Campaign to Prevent Teen Pregnancy with the aid of a PowerPoint presentation. A packet of handouts was provided.	<u>No Action Necessary</u>
3.	Reviewed & Approved 08/18/16 Board Meeting Minutes.	<u>Motion to Approve:</u> Mike Davidson <u>Second:</u> Joyce McClellan <u>Vote:</u> Approved by Unanimous Vote

4.	<p>Reviewed & Approved the Consent Agenda as presented in the meeting packet with the following item <i>removed</i>:</p> <ul style="list-style-type: none"> Item E, Program Note Policy 	<p><u>Motion to Approve:</u> Vanessa Finley</p> <p><u>Second:</u> Ken Busby</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
5.	<p>Reviewed & Approved the Program Note Policy with the following changes:</p> <ul style="list-style-type: none"> On Page 9 of 22: <ul style="list-style-type: none"> K. Supportive Service Request Notes include a reason L. Result of Request for Supportive Service includes a reason only if the request is denied Throughout the document this in program notes, the following abbreviations changed: <ul style="list-style-type: none"> From CA (Career Advocate) to CM (Career Manager) From YA (Youth Advocate) to YCM (Youth Career Manager) 	<p><u>Motion to Approve:</u> Joyce McClellan</p> <p><u>Second:</u> Mike Davidson</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
6.	<p>Compliance: Workforce Tulsa Compliance & Outreach Manager, Nicole Cue, presented the Program Year 2015 Quarter 4 Contract Performance Report and the July 2016 Comprehensive Monitoring Report as contained in the packet.</p> <p>Nicole Cue reminds the Board that the Workforce Tulsa Manager of Youth Strategy, Sarah Thompson, & she are working auditing the Program Year 2015 Expenditure Monitoring Report reviewing files that include expenditures:</p> <ul style="list-style-type: none"> Training/tuition Supportive Services Incentive 	<p><u>No Action Necessary</u></p>
7.	<p>Expense Report: Workforce Innovation and Opportunity Act Compliance Coordinator for Tulsa Community College (TCC), Rebecca McCormick presented the Expense Report as of 09/30/2016. Rebecca McCormick reports that the Board & Staff Programs/Operations line item indicates \$0 remaining only because TCC encumbers the entire contracted amount at the beginning of the year. The Board will see the encumbered amount transition over to the expended amount moving forward within the year.</p>	<p><u>No Action Necessary</u></p>
8.	<p>Oversight Committee Report: In the absence of David Oliver, the Committee Chair, the Executive Director of Workforce Tulsa, Shelley Cadamy presented an Oversight Committee Report that was prepared by David Oliver:</p> <ul style="list-style-type: none"> Pleased to serve as the committee chair for one year with the caveat that new members are recruited Two Board members volunteer to serve on the committee: <ul style="list-style-type: none"> Vanessa Finley Martha Webb-Jones Meeting September 26, 2016 	<p><u>No Action Necessary</u></p>

	<ul style="list-style-type: none"> Committee will be working with the Executive Committee on the Request for Proposal for Service Provider Procurement. 	
9.	Executive Committee Report: Amber Hatten presented an Executive Committee Report.	<u>No Action Necessary</u>
10.	Youth Committee Report: Committee Chair, Joyce McClellan, presented a Youth Committee Report.	<u>No Action Necessary</u>
11.	Disability Employment Advisory Committee Report: Due to the absence of Committee Chair, Thaddaeus Babb, Nicole Cue presented the Disability Employment Advisory Committee report.	<u>No Action Necessary</u>
12.	<p>One-Stop Operator Report: Due to the absence of Kyle Smith, Interim Director of Grant Associates, the Business and Career Services Manager, Hannah McBee, presented the Program Year 2016- September Contract Performance Measures and Common Measures as reflected in the Metrics Report contained in the meeting packet. Hannah McBee reported:</p> <ul style="list-style-type: none"> Met or exceeded Program Year 2016 Quarter 1 Strategic plans in place to meet or exceed the Quarter 2 & Quarter 3 goals Service Delivery Model updated Introduction to Services Workshops are now on Mondays and Tuesdays to allow for a 2 day enrollment and workshop event on Wednesdays and Thursdays. One staff member is serving rural areas <ul style="list-style-type: none"> Creek County every Tuesday and Thursday through the Sapulpa Satellite Office Osage County every Friday through close partnership with the Pawhuska Chamber of Commerce Youth Winter Work Experience Program is being offered to Youth participants and employers. Success Story: 19 year old Jerome was recently hired by Bama and will be attending Tulsa Community College beginning next semester. He inspired his single parent mother to enroll yesterday in the Adult Workforce Tulsa Program. 	<u>No Action Necessary</u>
13.	Chair Report: Amber Hatton presented a Chair report and encourage Board members to engage Shelley Cadamy with the civic organizations with which they are associated that could benefit from the services that Workforce Tulsa offers.	<u>No Action Necessary</u>
14.	Executive Director Report: Shelley Cadamy presented the Executive Director Report as contained in the meeting packet.	<u>No Action Necessary</u>
15.	New Business: None.	<u>No Action Necessary</u>

16.	Old Business: None.	<u>No Action Necessary</u>
17.	Announcements: None.	<u>No Action Necessary</u>
18.	10:11 a.m. -- The meeting was adjourned.	<u>Motion</u> to Adjourn: Joyce McClellan <u>Second:</u> Mike Davidson <u>Vote:</u> Approved by Unanimous Vote

Chairman Signature: Amber Hatten Date: 12/15/16