

**Tulsa Area Workforce Development Board**  
**Meeting Minutes 10/25/2018**

8:32 a.m.	Board Chair, Martha Webb-Jones, called the meeting to order.
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**Attending Board Members:** Tom Albaugh, Kelly Beyer, Pamela Bridwell, Angela Buchanan, Eloy Chavez, Joe Epperley, Chelsea Feary, Vanessa Finley, Susan Hartzler, Amber Hatten, Falen LeBlanc, Joyce McClellan, Jennifer Overmeyer, Tony Rivera, Kuma Roberts, Krista Smalley, Peter Selden, Robyn Stange, Martha Webb-Jones, David White

**Absent Members:** Rhonda Archer, Mike Betwsorth, Ken Busby, Ted Cundiff, Rusty Edmiston, Joe Epperley, Justin Evans, David Oliver, Brian Tannehill, Melvin Taylor, Jennifer Tucker, Mary Ann Van Curen

**WDB Staff:** Shelley Cadamy, Nicole Cue, Julie Sorrels, Cherie Stierwalt

**Guests:** Scott Amey, Ronald Julian, Casi Martin, Kyle Smith, Dominique Clarke, Shelby Boaz, Michael Davis

Item	Description / Discussion	Action				
1.	<p><b>Presentation:</b> Ted Rieck, presented about Tulsa Transit with the aid of a PowerPoint presentation.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Action Steps</th> <th style="width: 50%;">Accountability</th> </tr> </thead> <tbody> <tr> <td>1. Send Board members the results from the transportation survey that was completed by Workforce Tulsa participants.</td> <td style="text-align: center;">Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Send Board members the results from the transportation survey that was completed by Workforce Tulsa participants.	Shelley Cadamy	<p><b><u>No Action Necessary</u></b></p>
Action Steps	Accountability					
1. Send Board members the results from the transportation survey that was completed by Workforce Tulsa participants.	Shelley Cadamy					
2.	<p><b>Reviewed &amp; Approved</b> 08/16/18 Board Meeting Minutes.</p>	<p><b><u>Motion to Approve:</u></b> David White</p> <p><b><u>Second:</u></b> Amber Hatten</p> <p><b><u>Vote:</u></b> Approved by Unanimous Vote</p>				

3.	<p><b>Reviewed &amp; Approved</b> the Consent Agenda as included in the meeting packet:</p> <ul style="list-style-type: none"> <li>A. 2019 Tulsa Area Workforce Development Board Meeting Calendar</li> <li>B. Conflict of Interest Policy</li> <li>C. Equal Opportunity Policy</li> <li>D. Program Note Policy</li> <li>E. On-the-Job Training Policy</li> <li>F. Youth Program Policy</li> </ul>	<p><b>Motion to Approve:</b> Tom Albaugh</p> <p><b>Second:</b> Eloy Chavez</p> <p><b>Vote:</b> Approved by Unanimous Vote</p>
4.	<p><b>Chair Update</b> was presented by the Chair who addressed the following topics:</p> <ul style="list-style-type: none"> <li>• Bylaws</li> <li>• Committee Assignments</li> <li>• Strategic Planning</li> </ul>	<p><b><u>No Action Necessary</u></b></p>
5.	<p><b>Presentation:</b> Workforce Tulsa WIOA Programs Manager, Shelby Boaz, presented an overview of Dynamic Futures with the aid of a PowerPoint presentation.</p>	<p><b><u>No Action Necessary</u></b></p>
6.	<p><b>Executive Director Report:</b> Shelley Cadamy presented the Executive Director Report as contained in the meeting packet and highlighted the following topics:</p> <ul style="list-style-type: none"> <li>• Operations- Replaced approximately 20 computers at the Tulsa American Job Center, 12 of which were in public spaces</li> <li>• Infrastructure Share Agreement- Working towards an agreement in which partners assume more of the costs within the system</li> <li>• Compliance- "For Cause" Audit</li> <li>• Policy and Legislation- Thanks to everyone who participated in the Tulsa Regional Chamber OneVoice Agenda Project (David White and Jennifer Overmeyer were new participants this year.)</li> <li>• Special Projects/Initiatives <ul style="list-style-type: none"> <li>○ Shelley is serving on the Tulsa Regional Chamber's Futures IV Technical Committee</li> <li>○ University of Tulsa Law Clinic project is moving forward- will be presented at the February Board meeting</li> <li>○ Oklahoma Healthcare Authority work requirements for Medicaid/Soonercare</li> <li>○ Department of Education Business Tolls Project</li> </ul> </li> </ul>	<p><b><u>No Action Necessary</u></b></p>
7.	<p><b>Expense Report:</b> Shelley Cadamy, presented the Expense Report as of 08/31/2018 as contained in the meeting packet.</p>	<p><b><u>No Action Necessary</u></b></p>

8.	<p><b>Compliance:</b> Nicole Cue, Workforce Tulsa Compliance Manager, presented the Program Year 2017 Quarter 4 Contract Performance Report. The chair reminds the Board that part of the members' roles is to help drive eligible potential participants to the programs.</p>	<p><b><u>No Action Necessary</u></b></p>
9.	<p><b>One-Stop Operator Report</b> was presented by Workforce Tulsa Project Director, Kyle Smith, as contained in the meeting packet. Kyle Smith provided handouts to reflect the work they are doing to help align with strategic planning.</p> <ul style="list-style-type: none"> <li>• Partner Rules of Engagement – including a Participant Employment Statement</li> <li>• Enrollment Scorecard for Off-Site Recruitment Events</li> </ul>	<p><b><u>No Action Necessary</u></b></p>
10.	<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>• Tom Albaugh encouraged Board members to help the Tulsa Area United Way to meet their campaign goal over the next two weeks, explained some of the work that they do within the community, and offered to assist them in their efforts to do so. Materials were provided as handouts. Vanessa Finley added more information to support the importance of the Tulsa Area United Way in the community.</li> <li>• Industry Reports took place, and members addressed the following issues related to the industries they represent: <ul style="list-style-type: none"> <li>○ Kelly Beyer, Staffing- wage analysis</li> <li>○ Angela Buchanan, Transportation- safety technology; industry 350,000 drivers short, 100 openings at Melton Truck Lines</li> <li>○ Joe Epperly, Manufacturing- wages lagging</li> <li>○ Amber Hatten, Manufacturing- evaluating entry level wage, increasing benefits including profit sharing and the Zero Card</li> <li>○ Jennifer Overmeyer, Engineering &amp; Manufacturing- Tariffs and Quick Quits (Shelley Cadamy suggests that Jennifer Overmeyer talk with Workforce Tulsa Manager of Business Services Michael Davis to address this issue.)</li> <li>○ Tony Rivera, Hospitality- 6 new hotels</li> <li>○ Krista Smalley, Aerospace- customer purchased program, so worker reductions are being reversed; retention challenges with bringing in a new employer</li> <li>○ Robyn Stange, Manufacturing- focus on employees for retention</li> <li>○ Martha Webb-Jones, Aerospace- factory optimization and automation present shifting skill requirements</li> </ul> </li> <li>• Workforce Tulsa Director of Client Strategy, Cherie Stierwalt reported about: <ul style="list-style-type: none"> <li>○ Today's Tulsa Home Builder's Association Event, and</li> <li>○ Participation in the second Tulsa Expungement Expo</li> </ul> </li> </ul>	<p><b><u>No Action Necessary</u></b></p>

11.	<b>Old Business: None.</b>	<b><u>No Action Necessary</u></b>
12.	<b>Announcements:</b> Eloy Chavez invites Board members to attend a breakfast at 8am on Thursday, November 1 <sup>st</sup> at Northeastern State University- Broken Arrow where new programs approved by the State Board of Regents will be introduced.	<b><u>No Action Necessary</u></b>
13.	10:27 a.m. -- <b>The meeting was adjourned.</b>	<b><u>Motion to Adjourn:</u></b> Tom Albaugh <b><u>Second:</u></b> Mary Ann Van Curen <b><u>Vote:</u></b> Approved by Unanimous Vote

Chair Signature:  Date: 12-13-18