

# WorkforceTulsa

growing talent  growing opportunity

01/26/2015

## Tulsa Area Workforce Investment Board Oversight Committee Meeting Minutes

2:02 p.m.	Oversight Chair, JoAnna Jamison, called meeting to order.	
<b>ATTENDEES</b>		
<b>Committee Members:</b> Monica Barczak, Charley Farley, Helen Guidry, JoAnna Jamison, David Oliver		
<b>Absent Members:</b> Melvin Taylor		
<b>WIB Staff:</b> Shelley Cadamy, Julie Sorrels, Nicole Hayes; Sarah Thompson		
<b>Guests:</b> Rebecca Goodson, Shawn Burch, Kelly Beyer		
Item	Description / Discussion	Action
1.	The Oversight Committee reviewed & approved Meeting Minutes from 11/17/2014.	<b>Motion to Approve:</b> Charley Farley <b>Second:</b> Helen Guidry <b>Vote:</b> Approved Unanimously
2.	<b>Introductions</b> took place. Kelly Beyer is observing the meeting.	<b>No Action Necessary</b>
3.	<b>Review &amp; Approval</b> of the Shared Cost Agreement with Oklahoma Employment Security Commission is tabled. The document is still with Workforce Tulsa's legal representation for review.	<b>Tabled</b>
4.	<b>Discussed</b> Eligible Training Providers as facilitated by Executive Director of Workforce Tulsa, Shelley Cadamy. Board staff has been working with the Oklahoma Department of Commerce and educational providers in order to work as effectively as possible within the available database. Board staff regularly updates the service provider via spread sheet with an accurate and current list of approved programs.	<b>No Action Necessary</b>
5.	<b>Discussed</b> Workforce Innovation and Opportunity Act (WIOA) update as facilitated by Shelley Cadamy. Regulations were originally expected to be released on January 18, 2015. That has been postponed by the United States Department of Labor until Spring of 2015. July 1, 2015 will be the implementation deadline. Considering that Workforce Tulsa has a 2 month approval process, reasonable efforts to move forward based on a current understanding of the changes brought forth by the legislation are being made. Nomination Committee met to map out post WIOA Board composition. Due to the downsizing of the Board, some Ad-Hoc committees will dissolve with their responsibilities being allocated to the standing committees. Recruitment efforts for the standing committees are underway. The Disability Committee has been created. The Youth Council, though optional under WIOA, will remain.	<b>No Action Necessary</b>

6.	<p><b><u>Discussed</u></b> the rough draft of the recently revamped Release of Information Form presented as a handout by Shelley Cadamy. Sharing of the social security number of clients is necessary. This Form is currently under review by Workforce Tulsa's legal representation. The document will be brought through the review and approval process.</p>	<p><b><u>No Action Necessary</u></b></p>
7.	<p><b><u>Expense Report:</u></b> Rebecca Goodson, Workforce Investment Act Compliance Coordinator for Tulsa Community College, presented the December 2014 Expense Report.</p>	<p><b><u>No Action Necessary</u></b></p>
8.	<p><b><u>Board Line Item Budget:</u></b> Shelley Cadamy presented the Board Line Item Budget as of 12/31/2014 included in the meeting packet. In the future, contingency items (to include membership overage) not budgeted should be broken out and be labeled as spent, thus reducing the remaining contingency by the total amount spent.</p>	<p><b><u>No Action Necessary</u></b></p>
9.	<p><b><u>Compliance:</u></b> Nicole Hayes, Workforce Tulsa Compliance &amp; Outreach Manager, presented the Program Year 2014 Quarter 1 Performance Monitoring Report as presented in the packet. All performance measures were met or exceeded, so Grant did earn incentive. Nicole Hayes reports that for the Program Year 2014 Systems Monitoring was met to the satisfaction of the Oklahoma Department of Commerce.</p>	<p><b><u>No Action Necessary</u></b></p>
10.	<p><b><u>One-Stop Operator Report:</u></b> December 2014 Contract Performance Measures and Common Measures were presented by Shawn Burch, Director of Grant Associates, Tulsa operation, as represented in the Metrics Report contained in the packet. Shawn Burch reports that she has been working with her team to develop workflows, processes, and training for the Adult Career Advisors in order to meet performance measures moving forward as well as for the Youth Advocates. The Business Services Team is working diligently with employers.</p>	<p><b><u>No Action Necessary</u></b></p>
11.	<p><b><u>Chair Report:</u></b> None</p>	<p><b><u>No Action Necessary</u></b></p>
12.	<p><b><u>Executive Director Report:</u></b> Shelley Cadamy reported:</p> <ul style="list-style-type: none"> <li>• Metrics &amp; Compliance <ul style="list-style-type: none"> <li>○ Employment contract – Contract benefits amount was less than half of what's actually needed for the year. Travel should increase because of WIOA travel. Requesting sit down with Eddie Foreman to better understand benefits/insurance/retirement costs for future.</li> <li>○ DOL response - Have responded to all requests except the revamp of the OESC MOU with shared costs.</li> </ul> </li> <li>• Financial</li> </ul>	<p><b><u>No Action Necessary</u></b></p>

	<ul style="list-style-type: none"> <li>○ Received funding for TAUW Innovation Grant - \$50K. In process of hiring a Project Coordinator</li> <li>○ Letter to DESI for disallowed costs. – still with the attorney</li> <li>● Policy <ul style="list-style-type: none"> <li>○ Bylaws need to be revamped, including Executive Director Review &amp; Compensation process.</li> </ul> </li> </ul>	
13.	<b><u>New Business:</u></b> None	<b><u>No Action Necessary</u></b>
14.	<b><u>Old Business:</u></b> None.	<b><u>No Action Necessary</u></b>
15.	<b><u>Meeting Adjourned:</u></b> 3:19 p.m.	<b><u>Motion:</u></b> to Adjourn: Monica Barczak <b><u>Second:</u></b> Charley Farley <b><u>Vote:</u></b> Approved Unanimously

Chair Signature:  Date: 4/9/15

