

Board Meeting Minutes 04/17/2014

8:32 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 8:34 a.m.</p>
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Attending Board Members: Tom Albaugh, Thaddaeus Babb, Monica Barczak, Kelly Beyer, Angela Buchanan, Ken Busby, Susan Carper, Eloy Chavez, Kevin Clayton, Mike Davidson, Ron Dyer, Curtis Evans, Angela Flax, Rachel Hutchings, JoAnna Jamison, David Oliver, Isaac Rocha, Denise Reid, Bob Schooley, Lee Simpson, Janet Smith, Melvin Taylor

Absent Members: Lou Ann Amstutz, Ric Baser, Dawn Bollinger, Paul Boyett, Donnie Checotah, Sherri Clark, Edward Dornblaser, Ida Doyle, Charley Farley, Chris Gilreath, Helen Guidry, Jennifer Lester, Rhonda Mayhan, Charlie Plumb, David Polen, Kinnee Tilly, Karisha Wagoner, Dick Williamson

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

Guests: Michelle Bish, Angie Buchanan, Rebecca Goodson, Carla Hight, Sherita Moses, Jon Nelson, Tracey Ritz, Bonnie Vann, Kristen Fair,

Item	Description / Discussion	Action
1.	The Board Meeting Minutes from 02/20/2014 were reviewed and approved by the Board.	<p>Motion to Accept the Minutes as Drafted: Tom Albaugh</p> <p>Second: Rachel Hutchings</p> <p>Vote: Approved by Unanimous Vote</p>
2.	Presentation of the National Association of Workforce Boards Conference Update was presented by Shelley Cadamy Munoz, Workforce Tulsa Executive Director.	<u>No Action Necessary</u>
3.	Discussed Youth Customer Satisfaction Survey: Sarah Thompson, Workforce Tulsa Manager of Youth Services, said that the Polleverywhere.com subscription has been cancelled because the services is not going to meet our needs. We will return to using email to conduct these surveys and have instructed the service provider, DESI, to contact Youth participants to encourage participation. Alternative solutions will be explored.	<u>No Action Necessary</u>
4.	Expense Report: Rebecca Goodson, Workforce Investment Act Compliance Coordinator for Tulsa Community College, presented the March 2014 Expense Report.	<u>No Action Necessary</u>
5.	Request for Proposal AdHoc Committee Report: Request for Proposal (RFP) AdHoc Committee Chair, Rachel Hutchings, reported that the RFP process is moving along. The deadline for technical questions was April 15, 2014, and none were submitted. The deadline	<u>No Action Necessary</u>

	for proposal submissions is April 29, 2014. Evaluations will begin April 30, 2014 and continue through May 8, 2014.	
6.	Referral AdHoc Committee Report: Referral AdHoc Committee Chair, JoAnna Jamison, reported that the committee has learned what it cannot do and is moving forward on what it can do. Shelley Cadamy Munoz said that the purchase of software to implement into this process is being considered due to the State allowing more autonomy to the area WIBs as well as some funding toward that end. Privacy issues and other logistic concerns are being addressed at a State level.	<u>No Action Necessary</u>
7.	Demand Occupations AdHoc Committee Report: Denise Reid, Demand Occupations AdHoc Committee Chair, reported that the committee will continue to look at the Demand Occupations List on a quarterly basis. The most recent Demand Occupations List is available on www.workforcetulsa.com .	<u>No Action Necessary</u>
8.	Eligible Training Provider AdHoc Committee Report: Curtis Evans, Eligible Training Provider (ETP) AdHoc Committee Chair, reported that best practices will be discussed at the next ETP Committee meeting.	<u>No Action Necessary</u>
9.	Nomination Committee Report: Nominating Committee Chair, Kelly Beyer, reported that the Nomination Committee continues to be strategic and selective in bringing in new Board members. Susan Carper is attending her first TAWIB Board meeting today as well as new Board member, Isaac Rocha.	<u>No Action Necessary</u>
10.	Youth Council Report: In the absence of Youth Council Chair, Candace Stine, Sherita Moses, DESI Project Lead, described the Summer Youth Employment Program and reported that there are several TAWIB Board members who will be presenting workshops at the Work Readiness Academy. Outreach efforts continue with prospective employers. Sarah Thompson and Jeremy Frutche, WIA Adult & Youth Team Lead, are working on the Elevate 2014 committee. Elevate is a one day youth summit where participants learn basic work readiness skills and are exposed to core exploration, and that will take place in June, 2014.	<u>No Action Necessary</u>
11.	Oklahoma Employment Security Commission (OESC) Report: In the absence of OESC Area Director, Charley Farley, Jon Nelson reported: <ul style="list-style-type: none"> • www.oklahomajobmatch.com comes online as the sole database used by OESC, DESI, employers, and employees on Monday, June 2, 2014. Training sessions will take place in May, 2014 for OESC and DESI staff. • Five Rapid Response sessions have been facilitated during February and March of 2014 providing information to a total of 98 employees. • Tulsa Area Employment Council is going strong with 95 hopeful employers attend the April meeting. • The April 3rd Spring Job Fair was a success with 99 employers and over 900 job seekers in attendance. 	<u>No Action Necessary</u>

12.	<p>Performance Report: 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"> • Adult Customers Receiving Intensive Services: Where the PY13 to Date goal is 338, the actual is 169. • Number of Active Youth: Where the PY13 to Date goal is 210, the actual is 167. 	<u>No Action Necessary</u>
13.	<p>Executive Director Report: Shelley Cadamy Munoz presented this report as a handout and discussed:</p> <ul style="list-style-type: none"> • Grants/Projects • Centers • Policy • Marketing/Outreach <ul style="list-style-type: none"> ○ Speaking ○ Media ○ Metrics ○ Miscellaneous <ul style="list-style-type: none"> ▪ Introduced as new members at the Broken Arrow Chamber of Commerce and Bixby Chamber of Commerce. ▪ Participated in Tulsa Tech’s strategic planning process. • Board <ul style="list-style-type: none"> ○ New board member – Isaac Rocha, Bama ○ Proposed new board member – Kathy Siebold, United Way (waiting on signature from CLEO) ○ Please complete your board member self-evaluation. Let Julie know if we need to send to you again. • RFP Protest – formal grievance status • Staff Development/Successes <ul style="list-style-type: none"> ○ Julie Sorrels, who is a Women In Recovery Graduate, successfully had her criminal record expunged and successfully obtained her driver’s license. ○ Nicole Hayes, was selected as a Journal Record 40 Achiever Under 40. ○ Staff attended Bridges Out of Poverty Training. ○ Attended Governor Fallin’s American Works: Education & Training for Tomorrow’s Jobs Summit \ • DESI met their goals for PY13 Quarter 1 for Contract Measures and will be paid an incentive. 	<u>No Action Necessary</u>
14.	<p>Chair Report: Lee Simpson reported that he attended the National Association of Workforce Board’s 2014 conference. Lee Simpson referenced the purpose of the TAWIB as documented on the meeting agenda and discussed the responsibility of the Board to educate the general business community about what TAWIB does. Lee Simpson</p>	<u>No Action Necessary</u>

	and Shelley Cadamy Munoz will be creating a small informative PowerPoint and going on a road show to meet with and educate business leaders in the area about Workforce Tulsa as well as learning from those leaders in the business community how Workforce Tulsa can be improved. Lee Simpson requests that Board members submit suggestions regarding key people with whom it would be beneficial to meet. Lee Simpson said that Board Staff, led by Shelley Cadamy Munoz is exceptional, cohesive, and working hard.	
15.	New Business: None.	<u>No Action Necessary</u>
16.	Old Business: None.	<u>No Action Necessary</u>
17.	Announcements: Michelle Bish, DESI State Programs Manager, announced that Elevate takes place on June 17, 2014.	<u>No Action Necessary</u>
18.	9:30 a.m. -- The meeting was adjourned.	<u>Motion</u> to Adjourn: Ken Busby <u>Second:</u> Melvin Taylor <u>Vote:</u> Approved by Unanimous Vote

Chairman Signature:  Date: 9-3-14