

Board Meeting Minutes 08/21/2014

8:35 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 8:42 a.m.</p>
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Attending Board Members: *Thaddaeus Babb, Monica Barczak, Kelly Beyer, Paul Boyett, Angela Buchanan, Ken Busby, Ron Bussert, Eloy Chavez, Kevin Clayton, Mike Davidson, Curtis Evans, Charley Farley, Angela Flax, Joshua Giguiere, Rachel Hutchings, Joyce McClellan, David Oliver, Lee Simpson, Janet Smith, Melvin Taylor, Donna Wood*

Absent Members: *Tom Albaugh, Lou Ann Amstutz, Dawn Bollinger, Susan Carper, Donnie Checotah, Sherri Clark, Edward Dornblaser, Ida Doyle, Ron Dyer, Helen Guidry, Amber Hatten, JoAnna Jamison, Rhonda Mayhan, Charlie Plumb, David Polen, Isaac Rocha, Denise Reid, Bob Schooley, Kathy Seibold, Kinnee Tilly, Karisha Wagoner, Dick Williamson*

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

Guests: *Tracey Ritz, Bonnie Vann, Shawn Burch, Casey Ferguson, Carlette Adkison, Rahcael Becknell, Pete Shipman, Kendrick Chery, Lorri Romero, Marilyn Mackey, Sarah Henley, Christopher Wingert, Susan Bedwell, Diane Nichols*

Item	Description / Discussion	Action
1.	The Board Meeting Minutes from 06/19/2014 were reviewed and approved by the Board.	<p><u>Motion</u> to Accept the Minutes as Drafted: Rachel Hutchings</p> <p><u>Second:</u> Eloy Chavez</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
2.	Success Story was presented by Carlette Adkison, a WIA Youth Participant in the Summer Youth Employment Program who completed her work experience for the Bristow Housing Authority.	<u>No Action Necessary</u>
3.	Reviewed & Approved the Program Year 2014 Central Oklahoma Workforce Investment Board Employee of Record Contract, Revision 1 as presented by Workforce Tulsa Executive Director, Shelley Cadamy.	<p><u>Motion</u> to Approve: Kevin Clayton</p> <p><u>Second:</u> Melvin Taylor</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
4.	Reviewed & Approved the Program Year 2014 Demand Occupations list as presented by Shelley Cadamy.	<p><u>Motion</u> to Approve: Rachel Hutchings</p> <p><u>Second:</u> Melvin Taylor</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>

5.	Reviewed Program Year 2014 Contract for Workforce Investment Act, Title 1 Adult and Dislocated Worker Program Services, Youth Program Services and One-Stop Operator for the Tulsa Workforce Investment Area, Revision 1 as presented by Shelley Cadamy and approved by the Workforce Tulsa Executive Committee on 08/12/2014.	<u>No Action Necessary</u>
6.	Reviewed Program Year 2014 Budget, Revision 1 as presented by Shelley Cadamy and approved by the Workforce Tulsa Executive Committee on 08/12/2014.	<u>No Action Necessary</u>
7.	Presentation: An update on the Workforce Initiative and Opportunity Act was presented by Shelley Cadamy.	<u>No Action Necessary</u>
7.	Introduction to Grant Staff: Interim Director for Grant Associates, Christopher Wingert, introduced the management team for Grant: <ul style="list-style-type: none"> • Kendrick Chery, Youth Program Manager • Casey Ferguson, Career Services Manager • Rachael Becknell, Business Services Manager • Lorri Romero, Strategic Operations Coordinator • Sarah Henley, Partner Coordinator • The Director position is open and currently being filled by co-interim Directors, Christopher Wingert and Christopher Bernhardt. One of Grant Associates' Senior Vice Presidents, Doug Cotter, has been on site and may come again a couple more times to serve in a leadership role during the transition. 	<u>No Action Necessary</u>
9.	Expense Report: In the absence of the Workforce Investment Act Compliance Coordinator for Tulsa Community College, Rebecca Goodson, Shelley Cadamy explained that there was no July 2014 Expense Report to present because no invoices were submitted by Grant Associates during the month of July. The Oversight Committee has requested some changes be made to future Expense Reports, so there may be negative amounts where training funds have been over-encumbered.	<u>No Action Necessary</u>
10.	Nomination Committee Report: Ken Busby, Nomination Committee Chair, reports that there are no changes to report since the last Board meeting.	<u>No Action Necessary</u>
11.	Youth Council Report: In the absence of Youth Council Chair, Candace Stine, Sarah Thompson, Workforce Tulsa Manger of Youth Services, reported that the Summer Youth Employment Program was completed successfully by 35 Youth participants. Sarah Thompson and Nicole Hayes completed on-site reviews and received a lot of positive feedback as well as information regarding a few areas with room for improvement. Comprehensive monitoring will follow.	<u>No Action Necessary</u>
12.	Oklahoma Employment Security Commission (OESC) Report: OESC Area Director, Charley Farley presented the July 2014 Program Service Statistics as documented on the Dashboard handout. Charley Farley reported other OESC news:	<u>No Action Necessary</u>

	<ul style="list-style-type: none"> • The Department of Veterans Employment and Training (aka State DVET) will be auditing the Sapulpa office's services to veterans in September, 2014. • The Tulsa Area Employers Council continues to meet each month, 10 months out of the year. 86 employer representatives attended in August, 2014. The next meeting will be September 9, 2014 at 8:30am-10:00am at the Tulsa Country Club. Denise Engle will give an HRCI certified presentation about worker's compensation. To receive flyers, Board members can request to be put on the announcement list, and the information can also be found on www.workfortulsa.com. There is no cost to attend, and registration is not required. • OESC Fall Job Fair will take place on October 16, 2014. Booths cost \$100. • OESC Disabled Veterans Outreach Program Specialist, Kelli Campbell, who was selected as DVOP of the Year by Disabled American Veterans is introduced to the Board. 	
13.	<p>Compliance Report: Workforce Tulsa Monitoring, Compliance & Outreach Manager, Nicole Hayes:</p> <ul style="list-style-type: none"> • Presented the Equal Employment Opportunity Monitoring Report. • Presented the Program Year 2013 Quarter 2 Performance Monitoring Report. The service provider met criteria for the Youth incentive only. • Presented the Program Year 2013 Quarter 3 Performance Monitoring Report. The service provider did not meet incentive for any performance measures. • Presented the Program Year 2013 U.S. Department of Labor Employment and Training Administration Monitoring Report – June 9-13, 2014 Financial and Administrative Review. Shelley Cadamy reported that there were three areas where there were disallowed or questioned costs. <ul style="list-style-type: none"> ○ WIA focused professional development for the Fiscal Agent (Tulsa Community College) was purchased by the Fiscal Agent using WIA grant money that Workforce Tulsa paid them to be the Fiscal Agent. The decision whether or not to respond to the finding is being left up to the Fiscal Agent ○ Shelley Cadamy will respond to the others. • Presented the Program Year 2013 Oklahoma Department of Commerce Annual Program Monitoring where it was determined that any issues had been appropriately addressed at the local level. • Presented New State Guidance with a summary provided as a handout: <ul style="list-style-type: none"> ○ OWDI #05-2014, Program Year 2013 Performance Incentive Awards for Local Workforce Investment Areas ○ OWDI #04-2014 Local Planning Guidance 	<p style="text-align: center;"><u>No Action Necessary</u></p>

13.	<p>Performance Report & Service Provider Update for July 2014 was presented by Christopher Wingert. He reports that partnerships are being leveraged, efforts are being made to reach out to underserved businesses, labor market data is being closely monitored and analyzed, and daily orientations and weekly recruitment events are now available to job seekers. Christopher presented common measures and contract performance measures for July 2014 via a PowerPoint presentation and handouts.</p>	<u>No Action Necessary</u>
14.	<p>Executive Director Report: Shelley Cadamy Munoz presented this report as a handout and discussed:</p> <ul style="list-style-type: none"> • Transition <ul style="list-style-type: none"> ○ Service provider is nearly fully staffed. Addition of a partner coordinator and a business services team has allowed us to be exponentially more effective. Thanks to Charley Farley and his team as we rework the majority of our processes. ○ Introduced Grant team to partners via the first of what will be quarterly partner meetings. Very successful meeting. • OneVoice Agenda process is wrapping up. <ul style="list-style-type: none"> ○ Board staff participated on Transportation, Workforce & Education, and HR & Labor committees. ○ See Workforce & Education handout ○ The OneVoice Summit is September 10th (7:30AM – 12:30PM) at the Renaissance Hotel & Convention Center. • Rapid Responses <ul style="list-style-type: none"> ○ With the help of our economic development partners, we're re-employing people sometimes before they're actually laid off. ○ We continue to have at least one rapid response per month, sometimes one per week. • US Conference of Mayors Workforce Development Council • Anniversary – thank you! 	<u>No Action Necessary</u>
15.	<p>Chair Report: Lee Simpson outlined his 4 main goals for the Board:</p> <ul style="list-style-type: none"> • Support Shelley Cadamy and the Board Staff. • Ensure that Board meetings are efficient, information rich experiences. • Take the Workforce message to business leaders in our area (e.g. Mike Neal, President and CEO of the Tulsa Regional Chamber). • Make strategic use of Board talent. <p>Lee Simpson reported that a facilitator has been obtained for the 4 hour Strategic Planning Session that will take place on September 18, 2014.</p>	<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.	10:28 a.m. -- The meeting was adjourned.	Motion to Adjourn: Ken Busby Second: Melvin Taylor Vote: Approved by Unanimous Vote

Chairman Signature:  Date: 10-27-14

