WorkforceTulsa
growing talent growing opportunity

Board Meeting Minutes 10/27/2014

10:37 a.m.	Board Chair, Lee Simpson, called the meeting to order. A quorum was achieved by roll call of Board members at 10:41 a.m.

Attending Board Members: *Tom Albaugh, Kelly Beyer, Angela Buchanan, Ken Busby, Ron Bussert, Kevin Clayton, Curtis Evans, Charley Farley, Angela Flax, JoAnna Jamison, Shane Netherton, Denise Reid, Kathy Seibold, Lee Simpson*

Absent Members: *Lou Ann Amstutz, Thaddaeus Babb, Monica Barczak, Dawn Bollinger, Paul Boyett, Susan Carper, Eloy Chavez, Donnie Checotah, Sherri Clark, Mike Davidson, Edward Dornblaser, Ida Doyle, Ron Dyer, Joshua Giguiere, Helen Guidry, Amber Hatten, Rachel Hutchings, Rhonda Mayhan, Joyce McClellan, David Oliver, Charlie Plumb, David Polen, Isaac Rocha, Bob Schooley, Janet Smith, Melvin Taylor, Kinnee Tilly, Karisha Wagoner, Dick Williamson*

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

Guests: *Bonnie Vann, Carla Hight, Shawn Burch, Christopher Wingert, Jeremy Frutchey, Kyle Smith, Tom Summar*

Item	Description / Discussion	Action
1.	**The Board Meeting Minutes** from 08/21/2014 were reviewed and approved by the Board.	**Motion** to Accept the Minutes as Drafted: Ken Busby **Second:** Kevin Clayton **Vote:** Approved by Unanimous Vote
2.	**Reviewed & Approved** the Consent Agenda with item B, Supportive Service Policy, edited and provided as a hand out.	**Vote:** Approved by Unanimous Vote
3.	**Compliance:** Nicole Hayes, Workforce Tulsa Compliance & Outreach Manager, presented the Program Year 2013 Quarter 4 Performance Monitoring Report and reported that DESI did not make incentive.	**No Action Necessary**
4.	**Presentation:** Regional Workforce Analysis by Denise Reid who provided a handout and reported: • Announcement of the Talent Dividend Prize Results - October 29, 2014 – with a press release from the Tulsa Chamber later that afternoon (Tulsa placed in the top ten out of 57 cities.) • 2014 Return On Inclusion Summit – October 30, 2014 (part of Diversity Awareness Month) o CEO breakfast, sponsored by Mosaic o Workshops o Keynote lunch by Lenora Billings-Harris • Lumina Grant (invitation only) o Application submitted – October 15, 2014 o Recipients notified – December 1, 2014	**No Action Necessary**

Tulsa Area Workforce Investment Board (TAWIB) meetings are in compliance with the Oklahoma Open Meetings Act

	• The Choose Tulsa Jobs website will be re-launched as Choose Tulsa • Mosaic celebrates 2014 Top Inclusion Workplace Cultures – 11/05/14	
5.	**Expense Report:** In the absence of the Workforce Investment Act Compliance Coordinator for Tulsa Community College, Rebecca Goodson, Workforce Tulsa Executive Director, Shelley Cadamy, presented the September 2014 Expense Report. The Oversight Committee requested a couple of changes that are reflected in this report: • % Remaining Column – due to allocation practices, amounts could become negative towards the end of the fiscal year • Client services are broken out into Adult, Dislocated Worker, Youth, and Trade Adjustment Assistance (TAA)	**No Action Necessary**
6.	**Strategy Committee Report:** In the absence of Committee Chair, Edward Dornblaser, Lee Simpson reported that the recently formed committee has not yet met. The original version of the strategic plan was provided on the tables for review by Board members.	**No Action Necessary**
7.	**Oversight Committee Report:** Committee Chair, JoAnna Jamison, reported that the committee is working to streamline the information that is presented to the Board by looking over items to be reviewed and approved very carefully and in a strategic manner before they progress through the meeting cycle. The committee is looking for new members, and Lee Simpson encouraged Board engagement in strengthening committees.	**No Action Necessary**
8.	**Executive Committee Report:** Lee Simpson will be touring the Eastgate Workforce Center this afternoon. Shane Netherton is the newest member of the Executive Committee. Lee Simpson reported that the committee will be involved in streamlining information that is presented to the Board and working closely with the Strategy Committee.	**No Action Necessary**

9.	**Youth Strategy Report:** Workforce Tulsa Manager of Youth Strategy, Sarah Thompson, presented a PowerPoint presentation and discussed:
	• Current Projects
	• Manufacturing Week – Proclamation from the Mayer
	• Union Public School Manufacturing Tour – Educators and Students
	  ○ NOV Enerflow
	  ○ Tactical Electronics
	  ○ Tulsa Tech
	• How Board members can help the Youth Program
	  ○ Allow Youth to tour facility
	  ○ Recruit other employers to host a facility tour
	  ○ Become an employer for a summer work experience
	  ○ Be a Youth mentor
	  ○ Follow Workforce Tulsa on Facebook www.facebook.com/WorkforceTulsaArea
	  ○ Follow Workforce Tulsa on Twitter @WorkforceTulsa
		No Action Necessary

10.	**One-Stop Operator Report:** Director for Grant Associates, Shawn Burch reported:
	• Metrics Report, provided as a handout, indicates that for the month of September, 2014, all contractual standards are being met or exceeded.
	• Meeting challenges
	  o Increasing effective communication (e.g. weekly meetings)
	  o Working aggressively to find the best way to merge data bases to yield accurate data and meet deadlines
	  o Partnership with Manpower is ending this month
	  o New employee: Kyle Smith, Business Services Manager
	  o Jeremy Frutchey has been promoted to the position of Strategic Operations Coordinator
	  o Servicing legacy customers – seamless transition and utilizing partnerships
	  o Introduction to Services now includes a pre-screening
	  o Welcome email and an email detailing next steps upon enrollment
	  o Youth Strategy meetings
	  ▪ Target out of school Youth
	  ▪ New incentive strategy
	  ▪ Improve mentoring aspect
	• Success story: Mariah Brady
		No Action Necessary

11.	**Chair Report:** Lee Simpson yielded his time to Shelley Cadamy for the Executive Director Report.	**No Action Necessary**
12.	**Executive Director Report:** • Shelley Cadamy Munoz presented this report as a handout and discussed: Parking! – Talk to Julie if you don't have one already or didn't pick up one today • Sign-up sheet for board intro refresher, committee involvement, involvement in our youth program, or hiring, or feel free to add your own. • Conflict of interest form – please complete. • Martin Luther King Parade – Monday, January 19th at 11am. We'd love to have you march with us! • Board mixer? • Coordinating Resource fair for all partners who are putting people to work. • Working with Amy Santee of GKFF. She's pulling her portfolio of programs together in one place to talk about how we coordinate workforce programs for all of them. All are justice-involved. • Monthly meetings with Representative Kevin Matthews, Representative Seneca Scott, and Senator Jabar Shumate, depending upon when they're available. • Strategy Committee – documents are distributed on tables. • Vanpooling – Bama and WSI are our beta employers. • Macy's and Sofidel – working to fill jobs. Please help us promote.	**No Action Necessary**

	• Business Services – new team lead • Libraries – working toward access to library resources for all clients and adding all libraries as access centers • US Department of Labor Ready to Work Partnership Grants was awarded to It's My Community, and we're a partner. We received the maximum of $10m for this grant. Abstracts are with handouts. • ImpactTulsa report out - ImpactTulsa aligns the community to provide a pathway for all students to thrive. We contributed to the data portion of this project. Go to www.impacttulsa.com. • Attended DOL WIOA Input Session for the Dallas Region. Shelley Cadamy also presented a PowerPoint presentation, Workforce in Five Minutes.	
15.	**New Business:** None.	**No Action Necessary**
16.	**Old Business:** None.	**No Action Necessary**
17.	**Announcements:** Oklahoma Employment Security Commission Area Director, Charley Farley announced the Fall Job Fair was the biggest one yet with 119 employers represented and 800 job seekers in attendance.	**No Action Necessary**
18.	11:54 a.m. -- **The meeting was adjourned.**	**Motion** to Adjourn: Ken Busby **Second:** Charley Farley **Vote:** Approved by Unanimous Vote

Chairman Signature: _____ **Date:** 1-15-15