

WorkforceTulsa

growing talent  growing opportunity

12/09/2014

Tulsa Area Workforce Investment Board Executive Committee Meeting Minutes

11:35 a.m.	<i>Chair, Lee Simpson, called the meeting to order.</i>	
ATTENDEES Members: Shane Netherton, Denies Reid, Lee Simpson Absent Members: Tom Albaugh; Ken Busby; Joanna Jamison; Denise Reid; Candace Stine WIB Staff: Shelley Cadamy; Nicole Hayes Guests: Rebecca Goodson; Shawn Burch; Charley Farley		
Item	Description / Discussion	Action
1.	Introductions: None.	<u>No Action Necessary</u>
2.	Reviewed & Approved: The Executive Committee Meeting Minutes from 10/14/2014 were reviewed and approved by the Executive Committee.	Motion to Approve the Minutes as Drafted: Denise Reid Second: Shane Netherton Vote: Approved Unanimously
3.	Reviewed & Approved: Tulsa City-County Library Memorandum of Understanding (MOU) Shelley Cadamy, Executive Director of Workforce Tulsa explained this MOU will make the current partnership between the Tulsa City-County Library and Workforce Tulsa official. Therefore allowing more services and opportunities for the shared client.	Motion to Approve the Tulsa City-County Library Memorandum of Understanding: Denise Reid Second: Shane Netherton Vote: Approved Unanimously
4.	Reviewed & Approved: Program Year 2014 Budget, Revision 2 Shelley Cadamy explained that in the Program Year 14 Revision 1 funds were set aside to pay for unpaid training cost for clients during Program Year 13. Of those funds set aside to pay for training cost of the Program Year 2013, \$58,000.00 was not needed and with the approval of this budget revision will be redistributed into the training line for the Service Provider to utilize in the training of current participants.	Motion to Approve Program Year 2014 Budget, Revision 2: Denise Reid Second: Shane Netherton Vote: Approved Unanimously

Committee Members: Tom Albaugh, Ken Busby, Joanna Jamison, Isaac Rocha, Denise Reid, Candace Stine, Lee Simpson, Donna Wood

Tulsa Area Workforce Investment Board Executive Committee meetings are in compliance with the Oklahoma Meetings Act

	organizations that utilize the referral process.	
11.	<p><u>Chair Report:</u></p> <p>Lee Simpson, Committee Chair, informed the committee of the need to have a Chair-Elect. He feels it is important that the individual who will be stepping into the position of Board Chair will find it beneficial to shadow the Board Chair in order to be update once they are elected.</p> <p>Lee Simpson report out the four (4) main goals he intended on achieving during his term of Board Chair.</p> <ol style="list-style-type: none"> 1. Stay out of Shelley's way. 2. Strategic Planning <ol style="list-style-type: none"> a. Completed b. Developed Strategic Planning Committee 3. Good use of time and efforts at Board Meetings <ol style="list-style-type: none"> a. Moving towards a committee report out only format, rather than a long exhaustive meeting. 4. Board Composition and Engagement <ol style="list-style-type: none"> a. Road Show Meeting b. Tours of American Job Centers c. Looking at member who are inactive 	<u>No Action Necessary</u>
13.	<p><u>Executive Director Report:</u></p> <ul style="list-style-type: none"> • Revised Board Meetings structure. <ul style="list-style-type: none"> ○ Majority of work happens at oversight & executive committee meetings. ○ Meetings will consist of business (votes) via consent agenda, one or two speakers, reports from key committees, minimal report from service provider, short Chair report, short highlights from Executive Director • Ongoing Chair meetings with Tulsa Chamber, Goodwill, United Way. Suggestions? • Committees – <ul style="list-style-type: none"> ○ Strategy Committee has formed & met ○ Referral Committee is being phased out. ○ Scheduling Jan meetings for nominating committee, demand occupations, and eligible training provider committees • Service Provider Update <ul style="list-style-type: none"> ○ Operations & Communications are much improved. ○ Bi-weekly meetings with Grant management team. ○ Nearly fully staffed. ○ Continuing to work on integration with OESC. • Compliance & Policy <ul style="list-style-type: none"> ○ Nicole has done all major revisions to policy, and 	<u>No Action Necessary</u>

	<p>can now focus more on outreach.</p> <ul style="list-style-type: none"> ○ Customer Satisfaction is still an issue. ○ DOL monitoring – shared costs agreement remains ● Commerce <ul style="list-style-type: none"> ○ OKJobMatch & State Database – Going away. RFP for combined solution. ○ Secretary of Commerce resigned. ● Highlights <ul style="list-style-type: none"> ○ Grant Writer ○ Vanpooling – Received TAUW grant to help secure employers. ○ TCC Plus 50 Grant ○ It's My Community Grant ○ Jobs Plus Grant ○ Attending lots of WIOA webinars 	
14.	Old Business: None.	<u>No Action Necessary</u>
15.	Announcements: None.	<u>No Action Necessary</u>
<u>Meeting Adjourned:</u> 12:54 p.m.		<u>Motion</u> to Approve: Denise Reid <u>Second:</u> Shane Netherton <u>Vote:</u> Approved Unanimously

Chair Signature:  Date: 2-12-15

