

Tulsa Area Workforce Development Board
Meeting Minutes 12/13/2018

8:32 a.m.	Board Chair, Martha Webb-Jones, called the meeting to order.	
<p><u>Attending Board Members:</u> Tom Albaugh, Angela Buchanan, Eloy Chavez, Joe Epperley, Vanessa Finley, Susan Hartzler, Amber Hatten, Falen LeBlanc, Joyce McClellan, David Oliver, Jennifer Overmeyer, Tony Rivera, Kuma Roberts, Peter Selden, Krista Smalley, Martha Webb-Jones, David White</p> <p><u>Absent Members:</u> Rhonda Archer, Mike Betwsorth, Kelly Beyer, Pamela Bridwell, Ken Busby, Ted Cundiff, Rusty Edmiston, Joe Epperley, Justin Evans, Chelsea Feary, Lesli Shoals, Robyn Stange, Brian Tannehill, Melvin Taylor, Jennifer Tucker, Mary Ann Van Curen</p> <p><u>WDB Staff:</u> Shelley Cadamy, Nicole Cue, Julie Sorrels, Cherie Stierwalt</p> <p><u>Guests:</u> Tom Summar, Emily Hutton, Beth Wild, Terri Leisten, Jeremy Frutchey, Laura Law, Marilyn Surber, Kyle Smith, Dominique Clarke, Shelby Boaz, Michael Davis</p>		
Item	Description / Discussion	Action
1.	Reviewed & Approved 08/16/18 Board Meeting Minutes.	<p><u>Motion to Approve:</u> Tom Albaugh</p> <p><u>Second:</u> David Oliver</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
2.	<p>Reviewed & Approved the Consent Agenda as included in the meeting packet:</p> <ul style="list-style-type: none"> A. Program Year 2018 Contract Extension Workforce Innovation and Opportunity Act., Title 1 Adult and Dislocated Worker Program Services, Youth Program Services, and One-Stop Operator for the Tulsa Workforce Development Area, Revision 2 B. Program Year 2018 Tulsa Area Workforce Development Board Budget, Revision 1 C. Request for Oklahoma Office of Workforce Development (OOWD) Program Funding Formula Calculations D. Tulsa Mayor’s Economic Development Housing Study Contribution E. Supportive Services Policy F. Eligible Training Provider Policy 	<p><u>Motion to Approve:</u> Kuma Roberts</p> <p><u>Second:</u> David White</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>

3.	Chair Update , as presented by the Chair, addressed strategic plan tracking and committee assignments.	<u>No Action Necessary</u>
4.	Executive Director Report: Shelley Cadamy presented the Executive Director Report as contained in the meeting packet and called attention to the bolded Board member asks. Shelley Cadamy also gave kudos to the Business Services Team lead by Michael Davis for their work on the Morcon project mentioned in the Special Projects/Initiatives section of the report.	<u>No Action Necessary</u>
5.	Expense Report: Shelley Cadamy, presented the Expense Report as of 10/31/2018 as contained in the meeting packet.	<u>No Action Necessary</u>
6.	Compliance: Nicole Cue, Workforce Tulsa Compliance Manager, presented the Program Year 2017 Quarter 4 Contract Performance Report.	<u>No Action Necessary</u>
7.	<p>Committee/Council Reports:</p> <ul style="list-style-type: none"> • Board Development Committee- In Ken Busby's absence, the Board Chair delivered this report. Meetings will take place on the 3rd Thursday every other month beginning in January 2019. The scope of this committee, formerly known as the Nominating Committee, has expanded to focus on Board development. • Business Development Committee- Amber Hatten reports that the first meeting took place on the last Thursday of November 2018, and 2019 scheduled meetings take place on the 4th Thursday of every other month. Focused on establishing baseline data and demand occupations. • Finance Strategy & Oversight Committee- Vanessa Finley was not yet present at the time of this report. Shelley Cadamy reported that this committee's new duties include fundraising oversight & helping to craft the budget. Focused on re-establishing 501(c)(3) status. • Innovative Workforce Opportunity Council- Kuma Roberts explained that the Council combines efforts to serve disability, youth, criminal justice involved, and veteran populations. She explains that Council members do not have to be Board members, and she welcomes Board members to refer people to serve on the Council. The next meeting is January 3, 2019 from 8:30am-10:30am. First meeting took place with a full room. At 	

	<p>that first meeting, the discussion was around the Council name, mission statement. Focused on identifying appropriate terminology and on developing strategies to best serve these populations.</p>	
<p>8.</p>	<p>Industry Reports were delivered by the following Board members:</p> <ul style="list-style-type: none"> • Angela Buchanan, Transportation- This is Angela Buchanan’s last meeting, and Marilyn Surber will be taking her place. Angela Buchanan reports the following regarding Melton Truck Lines: <ul style="list-style-type: none"> ○ 120 open positions ○ Buying 495 trucks next year ○ Sending people to school ○ Offering signing bonuses ○ Looking at HB1 drivers in Mexico ○ Partnering with Louisiana Workforce sending prisoners to school ○ Not just a shortage in drivers but also freight brokers, inside sales people, etc., so they have started a new program in partnership with Tulsa Technology Center who has provided an embedded trainer • Amber Hatten, Manufacturing- Amber Hatten reports that with unemployment being so low, they are still feeling the crunch of trying to fill positions. Business is good for Webco Industries. Their Human Resources and Marketing departments are working together to develop an employer branding campaign. They have created a new position managing talent and engagement and are partnering with area schools to reach out to students and teachers who are active in FFA, band, sports, etc. Through Era Solutions, Webco is working with Ft. Sill and Ft. Hood to have transitioning veterans come and work for up to 6 months. Webco Industries houses those participants, and the military pays them during those 6 months. • Jennifer Overmeyer, Engineering & Manufacturing- AAON is working on reaching out to youth to plan for meeting future workforce. AAON has created a new position to implement a 5-hour initial onboarding/ basic training before new hires receive job/department specific training. • Tony Rivera, Hospitality- Hyatt is growing, new rooms are being added. Due to a smoke damage, the downtown Hyatt will likely remain closed until late January, but they have been able to take care of their employees as well as helping them with other options including temporary work with other employers. • Krista Smalley, Aerospace- NORDAM needs to fill hundreds of positions. They have created a new Talent Acquisition Manager position. NORDAM is focusing on entry-level hires to train and grow. NORDAM has released its requirement for a High School degree or GED for those entry-level positions, modeled largely after Whirlpool, and they are looking at the logistics to incorporate on site GED classes like those that Whirlpool has. In partnership with Tulsa Technology Center, NORDAM has developed a 2-week training course for those new hires. After the first of the year, NORDAM will be working the 	

	<p>logistics around second chance hiring practices for those who are justice involved.</p> <ul style="list-style-type: none"> • Martha Webb-Jones, Aerospace- Spirit AeroSystems is preparing for growth. Martha Webb-Jones will continue to rely heavily on the Workforce Tulsa Business Services Team. Her team met with Kyle Smith & Michael Davis a couple of weeks ago to work toward filling Spirit's high school summer internship positions. Spirit is focusing on hourly onboarding focused on the culture at Spirit, which includes peer mentoring, coaching, and touch points. Spirit has exhausted its recall list. • David Oliver requested that he be listed on the next Board agenda to provide an industry report. Goodwill Industries is seeing a 10% rate for open positions and has created an in house training position. Non-profits are waiting to see what the impact of the tax reform affecting contributions will be, but that will likely be a 2-year process, and parking benefits. <p>Joyce McClellan encourages employers to visit Tulsa Technology Center classrooms and meet the instructors and students as part of their recruitment efforts.</p>	
9.	<p>One-Stop Operator Report was presented by Workforce Tulsa Project Director, Kyle Smith, as contained in the meeting packet. Kyle Smith presented two initiatives:</p> <ul style="list-style-type: none"> • Workforce Tulsa Certified • Concierge Customer Service <p>Kyle Smith reported Business Services data for Program Year 2017 (1 placement for every 2.5 referrals) compared to Program Year 2018 to date (1 placement for every just under 2 referrals.)</p> <p>Kyle Smith gave an update on the Morcon project.</p> <ul style="list-style-type: none"> • Starting pay was raised from \$12/hr. to \$13/hr with a \$0.50 increase after 60 days, and pay will be \$14/hr. at the end of 90 days. • Considering removing background checks • Considering removing Marijuana has been removed from the drug testing <p>Kyle Smith reports that the service provider has maintained a less than 5% monitoring error rate since October 2017.</p>	<u>No Action Necessary</u>
10.	New Business: None	<u>No Action Necessary</u>
11.	Old Business: None	<u>No Action Necessary</u>
12.	Announcements: None	<u>No Action Necessary</u>

13.	9:42 a.m. -- The meeting was adjourned.	Motion to Adjourn: Tom Albaugh Second: Vanessa Finley Vote: Approved by Unanimous Vote
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Chair Signature:  Date: 2-21-19

