

WorkforceTulsa

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02/12/15

Tulsa Area Workforce Investment Board Executive Committee Meeting Minutes

8:32 a.m.	<i>Chair, Lee Simpson, called the meeting to order.</i>	
ATTENDEES Members: Lee Simpson, Tom Albaugh, Ken Busby, JoAnna Jamison Absent Members: Shane Netherton, Denise Reid, Denise Reid, Candace Stine, Isaac Rocha WIB Staff: Shelley Cadamy, Julie Sorrels, 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 12/09/2014 were reviewed and approved by the Executive Committee having noted that item 5, Review & Approval of the Program Year 2014 Oklahoma Employment Security Commission (OESC) Shared Cost Agreement had been tabled until this meeting, yet it is not available.	<u>Motion to Approve:</u> Tom Albaugh <u>Second:</u> Ken Busby <u>Vote:</u> Approved Unanimously
3.	Reviewed & Approved: Program Year 2014 Demand Occupation List, revision 1 as created by the Demand Occupation Ad Hoc Committee and presented by the Workforce Tulsa Executive Director, Shelley Cadamy, in reference to the document provided in the meeting packet. The Demand Occupation Committee have determined that updating the Demand Occupation list shall be revisited biannually. Quite a few additions were made for this revision. Oversight Committee Chair, JoAnna Jamison, gave permission for this document to be carried forward for a vote by this committee without having been voted on by the Oversight Committee.	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> Tom Albaugh <u>Vote:</u> Approved Unanimously
4.	Reviewed & Approved: Program Year 2014 Central Oklahoma Workforce Investment Board Employee of Record Contract, Revision 2 as presented in the meeting packet having been approved by the Oversight Committee. It reflects increases in the contracted amount for Personal Benefits by \$28, 091.18 and Travel by \$7,000. The need for this revision was caught due to standing fiscal meetings. Lee Simpson suggest that when the contract is reviewed for Program Year 2015, percentages be	<u>Motion to Approve:</u> JoAnna Jamison <u>Second:</u> Ken Busby <u>Vote:</u> Approved Unanimously

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

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

	added off the side for each WIB Staffing Budget Item.	
5.	<u>Discussed:</u> Program Year 2014 Oklahoma Employment Security Commission (OESC) Shared Cost Agreement. The document was and is still with Workforce Tulsa's Attorney, so the item was tabled by the Oversight Committee.	<u>No Action Necessary</u>
6.	<u>Compliance:</u> Nicole Hayes, Workforce Tulsa Compliance & Outreach Manager, presents the Program Year 2014 Quarter 1 Performance Monitoring Report as contained in the packet. All performance measures were met or exceeded, so Grant did earn incentive. Nicole Hayes reports that the Program Year 2014 Systems Monitoring was met to the satisfaction of the Oklahoma Department of Commerce.	<u>No Action Necessary</u>
9.	<u>Expense Report:</u> Rebecca Goodson, Workforce Investment Act Compliance Coordinator for Tulsa Community College, presented the December 2014 Expense Report. Shawn Burch reports that moving forward, every training for which services have been obligated will show as obligated, as what is expected to be paid out. This will be reflected in the January 2015 Expense Report.	<u>No Action Necessary</u>
10.	<p><u>One Stop Operator Report:</u> Shawn Burch reports:</p> <ul style="list-style-type: none"> • Streamlining workflows while providing additional training for career advisors in an effort to increase enrollment numbers. <ul style="list-style-type: none"> ○ Goal for enrollment is 60 per month • Business Services Team <ul style="list-style-type: none"> ○ New team members ○ 65 job orders ○ 86 commitments ○ Since October 2014, approximately 50 jobs have been filled. ○ Monthly goal to help place people in jobs is currently 30 per month. • Youth Team <ul style="list-style-type: none"> ○ Outreach ○ Proper documentation signed by parent(s) makes enrollments a challenge ○ Another challenge is engagement • Partners are engaging with events, referrals, etc. • Hiring some interns for the front desk • Training <ul style="list-style-type: none"> ○ Working with employers to determine their needs ○ Exploring 4 day customer service program at the Eastgate Workforce Center 	<u>No Action Necessary</u>

	<ul style="list-style-type: none"> • Being very strategic with funds • In reference to the heat map, the goal is to branch out and serve a larger geographical portion of the Workforce Tulsa Area. 	
11.	<p><u>Chair Report:</u></p> <p>Lee Simpson, Committee Chair, thanks those present for attending and asks that they encourage absent members to attend future meetings. As Chair, he is meeting his goals: strategic planning, networking, and staying out of Shelley Cadamy's way. Regarding strategic planning, one goal is to have less Board members who are more engaged. Suggestions for Vice Chair are welcome. Kudos for Shelley Cadamy regarding operations and networking.</p>	<p><u>No Action Necessary</u></p>
13.	<p><u>Executive Director Report:</u></p> <p>Shelley Cadamy reports on the following information as provided in a handout.</p> <ul style="list-style-type: none"> • WIOA Update • Committees <ul style="list-style-type: none"> ○ Majority of the work happens in the committees, especially Oversight & Executive. ○ Thanks to those of you who indicated your interest in joining/learning more about committees – I'll be following up if I haven't already. ○ Strategy Committee – had first meeting. Waiting for WIOA update for subsequent meetings. ○ Nominating Committee – has determined post-WIOA makeup of the board ○ Demand Occupations Committee has determined demand occupation recommendations for Summer & Fall ○ Eligible Training Provider Committee – put on hold more stringent criteria • Highlights <ul style="list-style-type: none"> ○ Vanpooling project – Bama has signed on as first beta employer. Received funding for TAUW Innovation Grant (\$50K). In process of hiring a Project Coordinator. ○ Joined the statewide effort to pursue the American Apprenticeship Initiative Grant. Coordinating the Tulsa portion of the project. 	<p><u>No Action Necessary</u></p>

	<ul style="list-style-type: none"> ○ Developing a short-term alternative teacher certification process with NSU as part of the Ready to Work grant. ○ Finalized the Library partnership. Nice press. ○ Chamber is using Salesforce to communicate job openings to Grant's Business Services Team. ○ Meeting with legislators once a month during the session. ○ Continuing meeting with Lee and community leaders. TCC and Community Service Council are next. ○ Initial meetings with Campaign to Prevent Teenage Pregnancy, presented to full staff of Youth Services of Tulsa and meeting with the OK Mental Health Association. ○ Continuing to work toward a Workforce Grant Writer ○ New Secretary of Commerce and Executive Director at the Oklahoma Department of Commerce. 	
14.	Old Business: None.	<u>No Action Necessary</u>
15.	Announcements: None.	<u>No Action Necessary</u>
<u>Meeting Adjourned:</u> 10:01 a.m.		<u>Motion</u> to Approve: Ken Busby <u>Second:</u> JoAnna Jamison <u>Vote:</u> Approved Unanimously

Chair Signature:  Date: 4-16-15