

04/09/15

Tulsa Area Workforce Investment Board Executive Committee Meeting Minutes

8:33 a.m.	<i>In the absence of Chair, Lee Simpson, the meeting was called to order by JoAnna Jamison.</i>	
ATTENDEES		
Members: Tom Albaugh, Ken Busby, JoAnna Jamison, Shane Netherton, Denise Reid		
Absent Members: Lee Simpson, 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 02/12/15 were reviewed and approved.	<u>Motion to Approve:</u> Tom Albaugh <u>Second:</u> Denise Reid <u>Vote:</u> Approved Unanimously
3.	Reviewed & Approved: Program Year 2014 Tulsa Area Workforce Investment Board Partner Memorandum of Understanding, revision 1. JoAnna Jamison voiced concerns regarding signature pages being completed prior to the end of the program year by partners who have to take them through their own Board approval processes. The Executive Director of Workforce Tulsa, Shelley Cadamy, reports that she is seeking a creative solution from Richard McPherson, the Executive Director of Oklahoma Employment Security Commission.	<u>Motion to Approve:</u> Denise Reid <u>Second:</u> Tom Albaugh <u>Vote:</u> Approved Unanimously
4.	Reviewed & Approved Program Year 2014 Demand Occupation List, revision 2 – addition of Standard Occupational Classification code 11-1021, General and Operations Managers.	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> Denise Reid <u>Vote:</u> Approved Unanimously
	Reviewed & Approved Program Year 2014 Budget, Revision 3 as included in the packet. The highlighted cells indicate: <ul style="list-style-type: none"> • \$851.47 was added back to the Board (Administration and Program) in both Adult and Dislocated Worker streams therein increasing them to the original Program Year 2014 Board approved budget amounts. 	<u>Motion to Approve:</u> Denise Reid <u>Second:</u> Tom Albaugh <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

	<p>\$6,454.71 of incentive money awarded to Workforce Tulsa by the Oklahoma Department of Commerce for having met Common Measures goals was added to the Dislocated Worker stream for line item Operations under Service Provision.</p>	
5.	<p>Reviewed & Approved Supportive Service Policy presented by Nicole Hayes as included in the meeting packet. Nicole reported that in an attempt to reduce redundancy, the process of the Career Advisor filling out and uploading the supportive service needs checklist was removed. Within the Oklahoma Service Link system is a needs and barriers section that is addressed with the client when sitting with a Career Advisor. The approval is made with the caveat that the final sentence listed as the reason for this most recent update in the Supportive Service Policy Changes Overview read as "...is addressed with the client when they are sitting with their Career Advisor."</p>	<p>Motion to Approve: Tom Albaugh</p> <p>Second: JoAnna Jamison</p> <p>Vote: Approved Unanimously</p>
6.	<p>Compliance: Nicole Hayes presented the following documents as contained in the meeting packet:</p> <ul style="list-style-type: none"> • Program Year 2014 Quarter 2 Monitoring Report – met goals/earned incentive • Program Year 2013 Summer Youth Employment Program Monitoring Report – all areas of concern have been cleared • Program Year 2014 Equal Employment Opportunity Monitoring Report 	<p>No Action Necessary</p>
9.	<p>Expense Report: The Workforce Investment Act Compliance Coordinator for Tulsa Community College, Rebecca Goodson, presented the Monthly Expense Report as of 02/28/2015. Updates based on the Program Year 2014 Budget, Revision 3 will not be included in expense reports unless and until it is approved by the Board.</p>	<p>No Action Necessary</p>
10.	<p>One Stop Operator Report: The February 2015 Contract Performance Measures and Common Measures as reflected in the Metrics Report contained in the packet were presented by Shawn Burch, Director of Grant Associates. Shawn Burch presented a hand out to illustrate process improvements. Shawn Burch reported:</p> <ul style="list-style-type: none"> • 2 new intake workers will be able to meet the Workforce Tulsa Customer Flow presented in the hand out • Triage model • Business Services Team Placements <ul style="list-style-type: none"> ○ 27 for March 2015 ○ 12 so far for April 2015 ○ 100 so far for Program Year 2014 	<p>No Action Necessary</p>

11.	<p><u>Chair Report:</u> None.</p>	<u>No Action Necessary</u>
13.	<p><u>Executive Director Report:</u> Shelley Cadamy reports on the following information as provided in a handout.</p> <ul style="list-style-type: none"> • WIOA Update <ul style="list-style-type: none"> ○ Proposed rules released April 2, 2015 ○ Nicole and I have cleared our calendars as much as possible to read 1,500 pages of proposed rules. ○ Comments due 60 days from release. • Highlights <ul style="list-style-type: none"> ○ NAWB Conference ○ Eastgate Tours ○ Continuous improvement regarding customer service and customer flow at Eastgate ○ Analyzing data for future location strategy ○ Pursuing Face Forward Grant ○ Vanpooling project – Renewed Strategy. 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. ○ Developing a short-term alternative teacher certification process with NSU as part of the Ready to Work grant. ○ Continuing meeting with Lee and community leaders. TCC and Community Service Council are next. ○ Continuing to work toward a Workforce Grant Writer 	<u>No Action Necessary</u>
14.	<p>Old Business: None.</p>	<u>No Action Necessary</u>

15.	Announcements: None.	<u>No Action Necessary</u>
<u>Meeting Adjourned:</u> 10:08 a.m.		<u>Motion</u> to Approve: JoAnna Jamison <u>Second:</u> Denise Reid <u>Vote:</u> Approved Unanimously

Chair Signature:  Date: 6-11-15