

# WorkforceTulsa

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05/18/2015

## Tulsa Area Workforce Investment Board Oversight Committee Meeting Minutes

2:02 p.m. Oversight Chair, JoAnna Jamison, called the meeting to order.

### ATTENDEES

**Committee Members:** Charley Farley, Helen Guidry, David Oliver, JoAnna Jamison, Ron Bussert

**Absent Members:** Monica Barczak, Melvin Taylor

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

**Guests:** Jeremy Frutchey, Shawn Burch

Item	Description / Discussion	Action
1.	The Oversight Committee reviewed & approved Meeting Minutes from 03/30/2015.	<b>Motion to Approve:</b> David Oliver <b>Second:</b> Charley Farley <b>Vote:</b> Approved Unanimously
2.	<b>Introductions</b> took place.	<b>No Action Necessary</b>
3.	<b>Review &amp; Approval</b> of the Program Year 2015 Tulsa Area Workforce Development Board Partner Memorandum of Understanding was tabled.	<b>Motion to Table:</b> Charley Farley <b>Second:</b> David Oliver <b>Vote:</b> Approved Unanimously
4.	<b>Review &amp; Approval</b> of the Program Year 2015 Tulsa Area Workforce Development Board Budget did not take place as the actual dollar amounts of federal money the Board will receive has not been determined. Shelley Cadamy, Executive Director of Workforce Tulsa, reported that the amount cannot be less than 90% of the amount received the previous year. A dummy budget based on that 90% minimum amount will be presented to the Executive Committee at their June meeting.	<b>No Action Necessary</b>
5.	<b>Reviewed &amp; Approved</b> Program Year 2015 Employee of Record Contract presented as a handout by Shelley Cadamy subject to the approval of the Executive Committee. With the understanding that this document is a work in progress, the Committee suggests that an increase up to \$50,000 for travel expenses be considered by the Executive Committee.	<b>Motion to Approve subject to the approval of the Executive Committee:</b> Helen Guidry <b>Second:</b> Ron Bussart <b>Vote:</b> Approved Unanimously

6.	<p><b>Reviewed &amp; Approved</b> Program Year 2015 Contract Extension for 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 with the caveat that the contract performance goal totals for the service provider remain static but that quarterly goals be redistributed.</p>	<p><b>Motion to Approve:</b> David Oliver  <b>Second:</b> Helen Guidry  <b>Vote:</b> Approved Unanimously</p>
7.	<p><b>Discussed</b> Tulsa Area Workforce Development Board By-laws that is set to be reviewed &amp; approved by the Area Board of Local Elected Officials as facilitated by Shelley Cadamy. The Committee would like the Area Board of Local Elected Officials to consider setting the quorum for Board meetings at 25% or 33% of the full Board.</p>	<p><b>No Action Necessary</b></p>
8.	<p><b>Expense Report:</b> In the absence of Workforce Investment Act Compliance Coordinator for Tulsa Community College, Rebecca Goodson, Shelley Cadamy presented the Monthly Expense Report as of 04/30/2015 as included in the meeting packet. The Committee requests that this document be set up to have a subtotal to which Trade Adjustment Assistance money would be added for a total.</p>	<p><b>No Action Necessary</b></p>
9.	<p><b>Board Line Item Budget:</b> The Board Line Item Budget as of 04/30/2015 included in the meeting packet was presented by Shelley Cadamy.</p>	<p><b>No Action Necessary</b></p>
10.	<p><b>Compliance:</b> Nicole Hayes reported that the Program Year 2014 Quarter 3 Performance Monitoring Report though in the final stages is not yet finalized. The committee</p>	<p><b>No Action Necessary</b></p>
11.	<p><b>One-Stop Operator Report:</b> The April 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 reported about:</p> <ul style="list-style-type: none"> <li>• Incentive dollars</li> <li>• New personnel</li> <li>• Improvements for assessments</li> <li>• Training initiatives with partners</li> <li>• Revising the referral process</li> </ul>	<p><b>No Action Necessary</b></p>
12.	<p><b>Chair Report:</b>  JoAnna Jamison reported that the Oversight Committee is needing more members with expertise the areas that are covered in the meetings.</p>	<p><b>No Action Necessary</b></p>

13.	<b>Executive Director Report:</b> Shelley presented a Workforce Innovation and Opportunity Act Approval Timeline as a handout.	<b><u>No Action Necessary</u></b>
14.	<b>New Business:</b> None	<b><u>No Action Necessary</u></b>
15.	<b>Old Business:</b> None.	<b><u>No Action Necessary</u></b>
16.	<b>Meeting Adjourned:</b> 3:37 p.m.	<b>Motion:</b> to Adjourn: Helen Guidry <b>Second:</b> David Oliver <b>Vote:</b> Approved Unanimously

Chair Signature: Spencer Jamison Date: 7/27/15

