

06/11/15


## Tulsa Area Workforce Investment Board Executive Committee Meeting Minutes

8:30 a.m.	<i>Chair, Lee Simpson, called the meeting to order.</i>	
<b>ATTENDEES</b>		
<b>Members:</b> Tom Albaugh, JoAnna Jamison, Shane Netherton, Isaac Rocha, Lee Simpson		
<b>Absent Members:</b> Ken Busby, Denise Reid, Candace Stine		
<b>WIB Staff:</b> Shelley Cadamy, Julie Sorrels		
<b>Guests:</b> Rebecca Goodson, Shawn Burch, Barbara Waxman, Brett Campbell		
Item	Description / Discussion	Action
1.	<b>Introductions:</b> None.	<b><u>No Action Necessary</u></b>
2.	<b>Reviewed &amp; Approved:</b> The Executive Committee Meeting Minutes from 04/09/15 were reviewed and approved.	<b><u>Motion to Approve:</u></b> Tom Albaugh <b><u>Second:</u></b> Shane Netherton <b><u>Vote:</u></b> Approved Unanimously
3.	<b>Reviewed &amp; Approved:</b> Program Year 2015 Tulsa Area Workforce Development Board Partner Memorandum of Understanding as presented by the Workforce Tulsa Executive Director, Shelley Cadamy, to be distributed to all partner agencies for a 30 day response period after which any requested changes will be taken through the Board approval process.	<b><u>Motion to Approve:</u></b> Tom Albaugh <b><u>Second:</u></b> JoAnna Jamison <b><u>Vote:</u></b> Approved Unanimously
4.	<b>Reviewed &amp; Approve:</b> Program Year 2015 Tulsa Area Workforce Development Board Budget as presented by Shelley Cadamy. Available funds include projected carry over amounts as of June, 2015 and an estimate of Program Year 2015 available funds based on Program Year 2014 actual funds. Expenses are divided among Board, Fiscal Agent, and Service Provision for each applicable funding stream.	<b><u>Motion to Approve:</u></b> Shane Netherton <b><u>Second:</u></b> JoAnna Jamison <b><u>Vote:</u></b> Approved Unanimously
5.	<b>Reviewed &amp; Approved:</b> Program Year 2015 Employee of Record Contract as presented by Shelley Cadamy. This contract is basically the same as the Program Year 2014 Employee of	<b><u>Motion to Approve:</u></b> Tom Albaugh <b><u>Second:</u></b> Isaac Rocha

**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>Record Contract with the following updates/changes:</p> <ul style="list-style-type: none"> <li>• WIOA language updates</li> <li>• Inclusion of sexual orientation within Equal Opportunity Employment language</li> <li>• Payment and Delivery Provisions <ul style="list-style-type: none"> <li>• Budget items clearly defined</li> <li>• Total budget increase of \$55,081 to accommodate: <ul style="list-style-type: none"> <li>• Salaries</li> <li>• Travel</li> <li>• Fee increases</li> </ul> </li> </ul> </li> </ul>	<p><b><u>Vote:</u></b> Approved Unanimously</p>
6.	<p><b><u>Reviewed &amp; Approved:</u></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 which extends the contract beyond June 30, 2015 to end on June 30, 2016. It includes a Program Year 2015 contract budget that is subject to change pending the determination of Program Year 2014 carry over funds and actual Program Year 2015 funds with the following updates/changes:</p> <ul style="list-style-type: none"> <li>• Contract Goals updated per WIOA</li> <li>• Quarterly goals are cumulative</li> </ul>	<p><b><u>Motion to Approve:</u></b> Isaac Rocha</p> <p><b><u>Second:</u></b> Shane Netherton</p> <p><b><u>Vote:</u></b> Approved Unanimously</p>
7.	<p><b><u>Discussed:</u></b> Workforce Innovation and Opportunity Act (WIOA) Update as facilitated by Shelley Cadamy:</p> <ul style="list-style-type: none"> <li>• Board Make Up</li> <li>• Tulsa Area Workforce Development Board By-Laws</li> <li>• Fiscal Agent Reappointment</li> <li>• Program Year 2015 Tulsa Area Advisory Board of Local Elected Officials (ABLEO) Consortium Operations Agreement</li> </ul>	<p><b><u>No Action Necessary</u></b></p>
8.	<p><b><u>Compliance:</u></b> Workforce Tulsa Compliance &amp; Outreach Manager, Nicole Hayes, presented the Program Year 2014 Quarter 3 Performance Monitoring Report provided as a hand out.</p>	<p><b><u>No Action Necessary</u></b></p>
9.	<p><b><u>Expense Report:</u></b> The Workforce Investment Act Compliance Coordinator for Tulsa Community College, Rebecca Goodson, presented the Monthly Expense Report as of 04/30/2015.</p>	<p><b><u>No Action Necessary</u></b></p>
10.	<p><b><u>One Stop Operator Report:</u></b> The May 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.</p>	<p><b><u>No Action Necessary</u></b></p>

11.	<p><b>Chair Report:</b> Lee Simpson presented a report and discussed:</p> <ul style="list-style-type: none"> <li>Continued outreach meeting with community partners/leaders</li> <li>National Association of Workforce Boards Conference</li> <li>Meeting with people from Grant Associates' Corporate Office</li> <li>Five year strategic plan</li> </ul>	<u>No Action Necessary</u>
13.	<p><b>Executive Director Report:</b> Shelley Cadamy reported that all her updates were discussed within the WIOA update discussion agenda line item earlier in the meeting.</p>	<u>No Action Necessary</u>
14.	<b>New Business:</b>	<u>No Action Necessary</u>
15.	<b>Old Business:</b> None.	<u>No Action Necessary</u>
16.	<b>Announcements:</b> None.	<u>No Action Necessary</u>
<p><b>Meeting Adjourned:</b> 9:51 a.m.</p> 		<p><b>Motion:</b> Tom Albaugh <b>Second:</b> Shane Netherton <b>Vote:</b> Approved Unanimously</p>

Chair Signature:  Date: 8-13-15