

10/14/2014

**Tulsa Area Workforce Investment Board**  
**Executive Committee Meeting Minutes**

11:39 a.m.	Chair, Lee Simpson, called the meeting to order.	
<b>ATTENDEES</b>		
<b>Members:</b> JoAnna Jamison; Lee Simpson; Shane Netherton <b>Absent Members:</b> Ken Busby; Denise Reid; Isaac Rocha; Candace Stine <b>WIB Staff:</b> Shelley Cadamy; Nicole Hayes <b>Guests:</b> Shawn Burch		
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 08/12/2014 were reviewed and approved by the Committee.	<b><u>Motion</u></b> to Approve the Minutes as Drafted: JoAnna Jamison  <b><u>Second:</u></b> Tom Albaugh  <b><u>Vote:</u></b> Approved Unanimously
3.	<b>Reviewed &amp; Approved:</b> Youth Program and Individual Service Strategy Policy to incorporate the newly released Oklahoma Workforce Development Issuance 02-2014.	<b><u>Motion</u></b> to Approve the Minutes as Drafted: JoAnna Jamison  <b><u>Second:</u></b> Tom Albaugh  <b><u>Vote:</u></b> Approved Unanimously
4.	<b>Reviewed &amp; Approved:</b> Supportive Service Policy updated as a result of a letter written to the Oklahoma Department of Commerce by the TAWIB in reference to cumbersome procedure in reference to procurement. Guidance from Commerce was received encouraging the use of a Vendor List for service/products used for all participants, therefore eliminating the cumbersome three quotes per service/product for each participant. A section was added to this policy that allows the Service Provider to create and maintain such a list. Other items specified within the letter have been addressed within the policy as well.	<b><u>Motion</u></b> to Approve: JoAnna Jamison  <b><u>Second:</u></b> Tom Albaugh  <b><u>Vote:</u></b> Approved Unanimously

**Committee Members:** Tom Albaugh, Ken Busby, Joanna Jamison, Isaac Rocha, Denise Reid, Candace Stine, Lee Simpson, Donna Wood

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

5.	<p><b><u>Reviewed &amp; Approved:</u></b> Individual Training Account Policy updated due to Program Year 2013 US Department of Labor Monitoring Finding #5 "TAWIB's One-Stop service provider, DESI, inappropriately obligated Individual Training Account amounts at the local level causing Oklahoma Department Of Commerce to inaccurately report unliquidated obligations on the quarterly 9130 Financial Report". There are no questioned costs as a result of this finding. An additional change was made from the requirement of a Cost of Training Form (COTF) for each semester to an annual basis to match state guidance found in Oklahoma Workforce Development Issuance 16-2013.</p>	<p><b><u>Motion</u></b> to Approve: Tom Albaugh  <b><u>Second:</u></b> JoAnna Jamison  <b><u>Vote:</u></b> Approved Unanimously</p>
6.	<p><b><u>Reviewed &amp; Approved:</u></b> Incentive Policy in which incentive amounts have been changed in order to increase program engagement.</p>	<p><b><u>Motion</u></b> to Approve: Tom Albaugh  <b><u>Second:</u></b> JoAnna Jamison  <b><u>Vote:</u></b> Approved Unanimously</p>
7.	<p><b><u>Reviewed &amp; Approved:</u></b> 2015 Meeting Calendar having been created in consideration of the area public school calendars and federal holidays to ensure no conflicts.</p>	<p><b><u>Motion</u></b> to Approve: Tom Albaugh  <b><u>Second:</u></b> JoAnna Jamison  <b><u>Vote:</u></b> Approved Unanimously</p>
8.	<p><b><u>Reviewed &amp; Approved:</u></b> Second Amendment to the Memorandum of Understanding Between Community Action Project of Tulsa County and Tulsa Area Workforce Investment Board as presented by Shelley Cadamy, Executive Director of Workforce Tulsa.</p>	<p><b><u>Motion</u></b> to Approve: Shane Netherton  <b><u>Second:</u></b> JoAnna Jamison  <b><u>Vote:</u></b> Approved Unanimously</p>
9.	<p><b><u>Discussed:</u></b> PY 2014 Oklahoma Department of Commerce's Department of Labor response to the United States Department of labor in reference to the Workforce Tulsa audit as facilitated by Shelley Cadamy. In the final report, there were no disallowed costs. A recommendation was made by the US Department of Labor for the Tulsa Area Workforce Investment Board to add language from the Training and Employment Guidance Letter 28-10 to its Individual Training Account policy to ensure appropriate obligations of training funds.</p>	<p><b><u>No Action Necessary</u></b></p>
10.	<p><b><u>Discussed:</u></b> 503 Incentive Grant as facilitated by Shelley Cadamy. The Oklahoma Department of Commerce (ODOC) received a monetary incentive from Department of Labor for meeting its Common Measures. ODOC decided to distribute the incentive funds to the local area through a competitive process. This competitive process was a request for proposal on a grant that</p>	<p><b><u>No Action Necessary</u></b></p>

	<p>focused on minority women in STEM training and pregnancy prevention. Workforce Tulsa submitted an application, but was not awarded. Oversight recommended that a letter be written to ODOC requesting improvement points and scoring explanations.</p> <table border="1" data-bbox="203 283 1023 472"> <thead> <tr> <th data-bbox="203 283 609 346">Next Steps</th> <th data-bbox="609 283 1023 346">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="203 346 609 472">1. Draft Letter for Oversight Committee</td> <td data-bbox="609 346 1023 472">Shelley Cadamy, Workforce Tulsa Executive Director</td> </tr> </tbody> </table>	Next Steps	Accountability	1. Draft Letter for Oversight Committee	Shelley Cadamy, Workforce Tulsa Executive Director	
Next Steps	Accountability					
1. Draft Letter for Oversight Committee	Shelley Cadamy, Workforce Tulsa Executive Director					
11.	<p>Program Year 2014 Common Measures as facilitated by Shelley Cadamy. For the first time, the Oklahoma Department of Commerce negotiated with the local area on their common measures performance goals. Shelley Cadamy expressed some concern regarding the Dislocated Located Worker Employment Retention goal of 91.50% due to uncontrollable circumstances such as participant medical leave, family emergencies, etc.</p>	<p><b><u>No Action Necessary</u></b></p>				
12.	<p><b><u>Expense Report:</u></b> The agenda item was represented as September 2014 Expense Report, but the actual document presented at the meeting was for the month of August 2014.</p>	<p><b><u>No Action Necessary</u></b></p>				
13.	<p><b><u>Performance Report:</u></b> Shawn Burch, Program Director for Grant Associates, presented to the committee:</p> <ul style="list-style-type: none"> <li>• Program Year 2014 Quarter 1 Contractual Goals have been met.</li> <li>• 46 new participants have been intensively served.</li> <li>• Challenges with the current Business Services Manpower Contract and its ending as of the end of October. But are proactive in creation of a new Business Services team.</li> <li>• There will be a new member to the Service Provider team starting the October 20, 2014. This individual brings experience in working with the hard-to-serve populations – returning citizens.</li> <li>• 2 team members from Man Power have joined the Service Provider staff. Their goal is to identify job openings at the beginning so they can send participants to training and slide them right into an occupation.</li> <li>• Also the Business Services team will be working with employers to create work experience with youth that will potentially turn into full time employment.</li> <li>• Spoke to the invoice challenges that presented themselves during the transition of Service Providers. Changes are being made to correct and prevent issues moving forward.</li> </ul>	<p><b><u>No Action Necessary</u></b></p>				

14.	<p><b>Chair Update:</b> Lee Simpson reported:</p> <ul style="list-style-type: none"> <li>• New Strategic Planning Chair is Edward Dornblaser.</li> <li>• Request for change of Board Agenda <ul style="list-style-type: none"> <li>○ Add Oversight and Executive Committee reports</li> <li>○ More concise and value driven</li> </ul> </li> <li>• All matrix reports presented to the Board by Service Provider must first be reviewed by Board Chair and Board Staff.</li> </ul>	<u><b>No Action Necessary</b></u>
15.	<p><b>Executive Director Report:</b> Shelley Cadamy reported:</p> <ul style="list-style-type: none"> <li>• Revised Board Meetings structure.</li> <li>• Majority of work happens at oversight &amp; executive committee meetings.</li> <li>• Meetings will consist of business (votes) via consent agenda, one or two speakers, reports from key committees, minimal report from service provider, short Chair report, short highlights from Executive Director</li> <li>• Ongoing Chair meetings with Tulsa Chamber, Goodwill, United Way</li> <li>• Strategy Committee formed. Scheduling first meeting now.</li> <li>• Service Provider Update</li> <li>• Continuing issues with communications, operations, HR and Business Services. New project lead, Shawn Burch, has made improvements and is turning things around. Communications are much improved.</li> <li>• New Business Services team lead hired &amp; arriving next week; New Adult lead hired &amp; relocating; New Youth Advocate hired &amp; relocating; Operations position vacated &amp; filled.</li> <li>• Will have disallowed costs related to the TCC/Turley project. Waiting for details from current service provider to create and send letter to DESI for reimbursement/payment.</li> <li>• Continuing to work on integration with OESC.</li> <li>• Commerce</li> <li>• OKJobMatch &amp; State Database – Going away. RFP for combined solution.</li> <li>• STEM Grant – writing letter asking for clarification</li> <li>• Ecosystems – report unacceptable. Request to send letter from board requesting clarification</li> <li>• Regional Economies – Proposed solution for WIOA. Duplication of WIBS.</li> <li>• Real Estate Research</li> <li>• Project Highlights</li> <li>• Vanpooling – Bama &amp; WSI signed on as beta employers</li> <li>• Impact Tulsa – continuing to be part of data team</li> <li>• CAP CareerAdvance – MOU signed. Moving forward.</li> </ul>	<u><b>No Action Necessary</b></u>

	<ul style="list-style-type: none"> <li>• Women in Recovery – getting issues resolved. Creating process specifically for this project.</li> <li>• Legislative Interim Study – provided best practices for workforce programs that keep youth out of juvenile justice system.</li> <li>• Presented to OK Economic Development Council on workforce</li> <li>• Staff attending DOL WIOA training in Dallas</li> </ul>	
16.	<p><b><u>Proposed Executive Session:</u></b> Motion to enter Executive Session pursuant to Section 307 of the Oklahoma Open Meeting Act Title 25, Oklahoma Statute § 311, (B)( 1) authorizing the executive session on matters discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee.</p> <ul style="list-style-type: none"> <li>•Executive Director Annual Review</li> </ul>	<p><b><u>Motion</u></b> to Enter into Executive Session: Joanna Jamison</p> <p><b><u>Second:</u></b> Tom Albaugh</p> <p><b><u>Vote:</u></b> Approved Unanimously</p> <p><b><u>Time:</u></b> 12:56 p.m.</p> <p><b><u>Motion</u></b> to Return to Regular Session: Tom Albaugh</p> <p><b><u>Second:</u></b> Joanna Jamison</p> <p><b><u>Vote:</u></b> Approved Unanimously</p> <p><b><u>Time:</u></b> 1:16 p.m.</p>
17.	<p><b><u>Executive Session Motion:</u></b></p>	<p><b><u>Motion</u></b> to provide a 3% salary increase for the Executive Director of Workforce Tulsa: Tom Albaugh</p> <p><b><u>Second:</u></b> Joanna Jamison</p> <p><b><u>Vote:</u></b> Approved Unanimously</p>
18.	<p><b>New Business:</b> None.</p>	<p><b><u>No Action Necessary</u></b></p>
19.	<p><b>Old Business:</b> None.</p>	<p><b><u>No Action Necessary</u></b></p>

20.	Announcements: None.	<b><u>No Action Necessary</u></b>
<b><u>Meeting Adjourned:</u></b> 1:23 p.m.		<b><u>Motion</u></b> to Adjourn: Tom Albaugh <b><u>Second:</u></b> Joanna Jamison <b><u>Vote:</u></b> Approved Unanimously

Chair Signature:  Date: 12-9-14