

WorkforceTulsa

growing talent  growing opportunity

03/30/2015

Tulsa Area Workforce Investment Board Oversight Committee Meeting Minutes

2:03 p.m.

In the absence of Oversight Chair, JoAnna Jamison, the Workforce Tulsa Compliance & Outreach Manager, Nicole Hayes, called the meeting to order.

ATTENDEES

Committee Members: Monica Barczak, Charley Farley, Helen Guidry, David Oliver. Melvin Taylor

Absent Members: JoAnna Jamison, Ron Bussert

WIB Staff: Julie Sorrels, Nicole Hayes

Guests: Jeremy Frutchey

Item	Description / Discussion	Action
1.	The Oversight Committee reviewed & approved Meeting Minutes from 01/26/2015. Committee Member, Monica Barczak, requests that there be follow up made regarding the Shared Cost Agreement with Oklahoma Employment Security Commission.	Motion to Approve: Charley Farley Second: David Oliver Vote: Approved Unanimously
2.	Introductions did not take place.	No Action Necessary
3.	Reviewed & Approved Tulsa Area Workforce Investment Board Partner Memorandum of Understanding, revision 1 with the following caveats: <ul style="list-style-type: none"> Verify that OK Department of Career Tech Ex-Offenders Program has a signature page attached. Add Tulsa City-County Libraries as access points. Update Referral Process. Verify/update One-Stop Management Pool Staffing Numbers. 	Motion to Approve: Monica Barczak Second: Melvin Taylor Vote: 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.	Motion to Approve: Charley Farley Second: Melvin Taylor Vote: Approved Unanimously
5.	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.	Motion to Approve: Monica Barczak Second: David Oliver Vote: Approved Unanimously

6.	<p><u>Reviewed & Approved</u> Program Year 2014 Budget, Revision 3 as included in the packet and presented by Nicole Hayes. The highlighted cells indicate:</p> <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. • \$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><u>Motion to Approve:</u> Charley Farley <u>Second:</u> David Oliver <u>Vote:</u> Approved Unanimously</p>
7.	<p><u>Expense Report:</u> In the absence of Workforce Investment Act Compliance Coordinator for Tulsa Community College, Rebecca Goodson, Nicole Hayes presented the Monthly Expense Report as of 02/28/2015.</p>	<p><u>No Action Necessary</u></p>
8.	<p><u>Board Line Item Budget:</u> The Board Line Item Budget as of 02/28/2015 included in the meeting packet was presented by Nicole Hayes in the absence of Rebecca Goodson.</p>	<p><u>No Action Necessary</u></p>
9.	<p><u>Compliance:</u> 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><u>No Action Necessary</u></p>
10.	<p><u>One-Stop Operator Report:</u> The February 2015 Contract Performance Measures and Common Measures as reflected in the Metrics Report contained in the packet were presented by Jeremy Frutchey in the absence of Shawn Burch, Director of Grant Associates.</p>	<p><u>No Action Necessary</u></p>
11.	<p><u>Chair Report:</u> Due to the fact that the Committee Chair, JoAnna Jamison, is currently attending the National Association of Workforce Boards in Washington D.C. along with the Workforce Tulsa Executive Director, Shelley Cadamy, and other Workforce Tulsa Board members, no chair report was presented.</p>	<p><u>No Action Necessary</u></p>

12.	Executive Director Report: In the absence of Shelley Cadamy, Nicole Hayes reports that Shelley Cadamy requests that where it is possible, all Committee members be present at the next meeting in May due to the amount of items for the Committee to review in preparation for the transition from the Workforce Investment Act to Workforce Innovation and Opportunity Act.	<u>No Action Necessary</u>
13.	<u>New Business:</u> None	<u>No Action Necessary</u>
14.	<u>Old Business:</u> None.	<u>No Action Necessary</u>
15.	<u>Meeting Adjourned:</u> 3:24 p.m.	<u>Motion:</u> to Adjourn: Melvin Taylor <u>Second:</u> David Oliver <u>Vote:</u> Approved Unanimously

Chair Signature: *Phyllis Garrison* Date: 7/27/15

