

Tulsa Area Workforce Development Board Meeting Minutes 06/15/17

8:36 a.m.	<p>Board Chair, Amber Hatten, called the meeting to order.</p> <p>A quorum was achieved by roll call/introductions of Board members at 8:40 a.m.</p>
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Attending Board Members: Tom Albaugh, Thaddaeus Babb, Kelly Beyer, Jenae Bradford, Angela Buchanan, Ken Busby, Brett Campbell, Eloy Chavez, Rusty Edmiston, Amber Hatten, Joyce McClellan, David Oliver, David Polen, Martha Webb-Jones

Absent Members: Lou Ann Amstutz, Dawn Bollinger, Paul Boyett, Pamela Bridwell, Susan Carper, Ted Cundiff, Mike Davidson, Joe Epperley, Justin Evans, Vanessa Finley, Patrick Green, Susan Hartzler, Tony Rivera, Lee Simpson, Melvin Taylor, Kinnee Tilly, Jennifer Tucker

WDB Staff: Shelley Cadamy, Julie Sorrels, Nicole Cue, Cherie Stierwalt

Guests: Jon Nelson, Kyle Smith, Terri Leisten, Amber Knaack, Hanna McBee, Jeremy Frutchey

Item	Description / Discussion	Action
1.	<p>Reviewed & Approved 04/20/17 Board Meeting Minutes.</p>	<p><u>Motion to Approve:</u> Tom Albaugh</p> <p><u>Second:</u> Brett Campbell</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
2.	<p>Reviewed & Approved the Consent Agenda as contained in the meeting packet with item C. Sapulpa American Job Center Lease removed to be considered for review and approval as a separate item.</p> <ul style="list-style-type: none"> A. Program Year 2017 Tulsa Area Workforce Development Board Budget. B. Program Year 2017 Employer of Record Contract C. Sapulpa American Job Center Lease D. Monitoring Policy E. Program Note Policy F. Adult & Dislocated Worker Policy 	<p><u>Motion to Approve:</u> Ken Busby</p> <p><u>Second:</u> Joyce McClellan</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>

3.	<p>Reviewed & Approved the Sapulpa American Job Center Lease with the name of the leasee to be corrected.</p>	<p><u>Motion to Approve:</u> David Oliver</p> <p><u>Second:</u> Eloy Chavez</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
4.	<p>Reviewed & Approved the Program Year 2016 Tulsa Area Workforce Development Board Budget, revision 2.</p>	<p><u>Motion to Approve:</u> Brett Campbell</p> <p><u>Second:</u> Tom Albaugh</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
5.	<p>Discussion regarding three items tabled by the Executive Committee was facilitated by Workforce Tulsa Executive Director, Shelley Cadamy.</p> <ul style="list-style-type: none"> A. Program Year 2017 Tulsa Area Workforce Development Board Partner Memorandum of Understanding B. Program Year 2017 Tulsa Area Workforce Development Board Local Plan C. Program Year 2017 Northeastern Regional Board Regional Plan 	<p><u>No Action Necessary</u></p>
6.	<p>Discussion regarding a 40% Training Requirement Letter to the Governor's Council for Workforce and Economic Development was facilitated by Shelley Cadamy. Shelley Cadamy explained the Executive Committee gave her the go-ahead to write letter to be approved by the Executive Committee if the policy does get formally introduced.</p>	<p><u>No Action Necessary</u></p>

7.	<p>Presentation: Shelley Cadamy shared about the new American Job Center in Downtown Tulsa using a Workforce 101 Prezi presentation.</p>	<p><u>No Action Necessary</u></p>
8.	<p>Compliance: Workforce Tulsa Compliance & Outreach Manager, Nicole Cue, presented the Program Year 2016 Quarter 3 Contract Performance Report.</p>	<p><u>No Action Necessary</u></p>
9.	<p>Expense Report: Shelley Cadamy, presented the Expense Report as of 05/31/2017 as contained in the packet.</p>	<p><u>No Action Necessary</u></p>
10.	<p>Industry Reports were delivered by the following Board members:</p> <ul style="list-style-type: none"> • Kelly Beyer, Staffing: ManpowerGroup Employment Outlook Survey • Angela Buchanan, Transportation: huge demand for CDL drivers; great partnerships/meetings with Tulsa Tech & Tulsa Community College; success penetrating the veteran market; pleased with workforce development in Tulsa • Ken Busby, Tourism & Culture: using Route 66 to drive tourists to Tulsa; Tulsa Tough's 12th year in Tulsa, continues to grow national & international attention; challenges moving USA BMX to Tulsa, hoping to locate within the Tulsa city limits; serving on the Regional Tourism Task Force again this year for the Tulsa Regional Chamber OneVoice Agenda • Rusty Edmiston, Construction: struggling to find people trained or wanting to be trained in the trades (e.g. masonry, electrical, plumbing) to fill positions; preparing for the automation of construction; immigration issues (Shelley Cadamy invites Rusty Edmiston or someone from his company to participate in the OneVoice Agenda. 	<p><u>No Action Necessary</u></p>

Brett Campbell of the Tulsa Regional Chamber encourages those in attendance to participate in the OneVoice Agenda process.)

Action Steps	Accountability
1. Email information about the OneVoice Agenda to the Board	Shelley Cadamy

- Amber Hatten, Manufacturing: busy, lots of open positions and not enough skilled workers to fill them; preparing for automation for low skilled worker positions; recently increased pay scale; this past month, concerns regarding people not passing drug screens
- David Polen, Call Center/Back Office: looking to hire people who are able to provide more concierge level service than just the basic customer care provided at typical call centers; retraining workforce how to manage social media; recreating more into a global mobility organization
- Martha Webb-Jones, Aerospace: 85% is touch labor/hourly workers; over 40% of workforce are retirement ready & 65% will be in the next 5 years; rates are increasing

11.	Oversight Committee Report was presented by Committee Chair, David Oliver.	<u>No Action Necessary</u>
12.	Youth Committee Report was presented by Committee Chair, Joyce McClellan. Joyce reported that the Committee is working towards developing an Early Warning System and recently had a guest speaker present about the Hope Theory.	<u>No Action Necessary</u>
13.	Disability Employment Advisory Committee Report was presented by Committee Chair, Thaddaeus Babb, who reported that a focus of the Committee has been to provide training to the Workforce Tulsa frontline staff. This effort has been put on hold due to the transitioning of the Service Provider and the relocation of the American Job Center.	<u>No Action Necessary</u>
14.	One-Stop Operator Report was presented by Christopher Burnhardt of Grant Associates who referred the Board to read the packet to read the included success stories.	<u>No Action Necessary</u>
15.	National Association of Workforce Boards (NAWB) Conference/Oklahoma Association of Workforce Development Boards (OAWDB) Retreat Debrief: David Oliver & Amber Hatten debriefed about their experiences at the retreat they attended in March, 2017.	<u>No Action Necessary</u>
16.	Chair Report: Board Chair, Amber Hatten, did not have anything else to add to what she had already shared during the meeting.	<u>No Action Necessary</u>
17.	Executive Director Report: Shelley Cadamy presented the Executive Director Report and discussed several of the items in the report as contained in the packet.	<u>No Action Necessary</u>
18.	New Business: None.	<u>No Action Necessary</u>

19.	Old Business: None.	<u>No Action Necessary</u>
20.	Announcements: None.	<u>No Action Necessary</u>
21.	10:03 a.m. -- The meeting was adjourned.	<u>Motion</u> to Adjourn: Tom Albaugh <u>Second</u> : Thaddaeus Babb <u>Vote</u> : Approved by Unanimous Vote

Chairman Signature: Amber Hatten Date: 8/17/17

