

11/17/2014

## Tulsa Area Workforce Investment Board Oversight Committee Meeting Minutes

2:04 p.m. Oversight Chair, JoAnna Jamison, called meeting to order.

### ATTENDEES

**Committee Members:** Monica Barczak, JoAnna Jamison

**Absent Members:** Charley Farley, Helen Guidry, David Oliver, Melvin Taylor

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

**Guests:** Rebecca Goodson, Shawn Burch

Item	Description / Discussion	Action
1.	The Oversight Committee reviewed & approved Meeting Minutes from 09/29/2014.	<b>Motion:</b> to Approve: Monica Barczak <b>Second:</b> JoAnna Jamison <b>Vote:</b> Approved Unanimously
2.	<b>Introductions</b> took place.	<b>No Action Necessary</b>
3.	<b>Reviewed &amp; Approved</b> Tulsa City-County Library Memorandum of Understanding as presented by Workforce Tulsa Executive Director, Shelley Cadamy, with the following caveats: <ul style="list-style-type: none"> <li>The Committee will review the Authorization to Release Information form</li> <li>All "WFT" will be replaced with "Workforce Tulsa"</li> <li>Section 1 (item 4): library card should not be revoked simply because the participant has completed/terminated his/her services with Workforce Tulsa</li> <li>Section 1 (item 7): specify "general data"</li> <li>Section 3: include specific date (the latest of the last Board meeting date for Workforce Tulsa and Tulsa City-County Library wherein the Memorandum of Understanding will be on the agenda for review and approval)</li> <li>Conclude document with signature lines</li> </ul>	<b>Motion:</b> to Approve: JoAnna Jamison <b>Second:</b> Monica Barczak <b>Vote:</b> Approved Unanimously
4.	<b>Reviewed &amp; Approved</b> Program Year 2014 Budget, Revision 2	<b>Motion:</b> to Approve: Monica Barczak <b>Second:</b> JoAnna Jamison <b>Vote:</b> Approved Unanimously

5.	<b><u>Discussed</u></b> Program Year 2013 Disallowed Cost/Unpaid Invoices as presented by Shelley Cadamy with a handout, Turley, Conner, Arbor Resolution Memo.	<b><u>No Action Necessary</u></b>
6.	<b><u>Discussed</u></b> Dashboard Overview as facilitated by Shelley Cadamy who logged in to Sales Force as projected on the wall for the Committee to see.	<b><u>No Action Necessary</u></b>
7.	<b><u>Expense Report:</u></b> Rebecca Goodson, Workforce Investment Act Compliance Coordinator for Tulsa Community College, presented the October 2014 Expense Report.	<b><u>No Action Necessary</u></b>
8.	<b><u>Board Line Item Budget:</u></b> Shelley Cadamy presented the Board Line Item Budget as of 10/31/2014 included in the meeting packet. Unbudgeted items for which the contingencies money was spent shall be a pink cell in the spent column. Currently, the two unbudgeted items for which this applies are an EMSI add on and IBM Kenexa Prove It. Fees for webinars (professional development) fall within the memberships line item.	<b><u>No Action Necessary</u></b>
9.	<p><b><u>One-Stop Operator Report:</u></b> October 2014 Contract Performance Measures and Common Measures were presented by Shawn Burch, Director of Grant Associates, Tulsa operation, represented in the Metrics Report contained in the packet. Shawn Burch reports that all measures are being met or exceeded for Program Year 2014 Quarter 1. The Committee suggested the following changes to the metrics report:</p> <ul style="list-style-type: none"> <li>• Page 1 <ul style="list-style-type: none"> <li>○ Include New Customer by Traffic data.</li> <li>○ Contractual Performance columns <ul style="list-style-type: none"> <li>▪ October Actual</li> <li>▪ Year to Date Actual</li> <li>▪ Year to Date Goal</li> </ul> </li> <li>○ Allow Center Performance to continue onto the back of the page in order to improve legibility</li> <li>○ Services Offered Chart <ul style="list-style-type: none"> <li>▪ Heading should be: "Services Offered to Date"</li> <li>▪ Remove "2014 PYTD" from the body to improve legibility</li> </ul> </li> <li>○ Introduction to Services Attendance and New Enrollments by Week (should begin to reveal patterns regarding the relationship between the two) <ul style="list-style-type: none"> <li>▪ Make dates legible</li> <li>▪ Include time frames within the chart titles</li> </ul> </li> <li>○ "Partner Referrals" should read "October Partner Referrals"</li> </ul> </li> </ul>	<b><u>No Action Necessary</u></b>

	<ul style="list-style-type: none"> <li>• Page 2 <ul style="list-style-type: none"> <li>○ Statistical Data (OESC/OSL) <ul style="list-style-type: none"> <li>▪ Correct Year to Date for On-The-Job Training Contracts number (should not be o)</li> <li>▪ Include Program Service definitions</li> </ul> </li> <li>○ Common Measures <ul style="list-style-type: none"> <li>▪ Indicate Tulsa Region as actual</li> <li>▪ Indicate Standard as goal</li> </ul> </li> </ul> </li> </ul>	
10.	<p><b><u>Chair Report</u></b> None</p>	<b><u>No Action Necessary</u></b>
11.	<p><b><u>Executive Director Report:</u></b> Shelley Cadamy reported:</p> <ul style="list-style-type: none"> <li>• Metrics &amp; Compliance <ul style="list-style-type: none"> <li>○ I now have access to basic dashboards from Grant.</li> <li>○ Customer Satisfaction has been revamped.</li> <li>○ Almost completed with First Quarter ITA 25% monitoring</li> <li>○ Almost completed with First Quarter Program monitoring. As of today, the service provider will meet criteria for incentive.</li> <li>○ DOL response - Have responded to all requests except the revamp of the OESC MOU with shared costs.</li> </ul> </li> <li>• Financial <ul style="list-style-type: none"> <li>○ Commerce reimbursed us the full amount for the cost of our strategic planning facilitator.</li> <li>○ Grants <ul style="list-style-type: none"> <li>▪ It's My Community</li> <li>▪ TAUW Innovation Grant</li> </ul> </li> <li>○ Spent \$2,500 on an add on EMSI product that will show up in next meeting's financials.</li> <li>○ Letter to DESI for disallowed costs.</li> </ul> </li> <li>• Policy <ul style="list-style-type: none"> <li>○ Referral Process is wrapping up</li> <li>○ We have revamped all of our policies. Giant kudos to Nicole.</li> </ul> </li> </ul>	<b><u>No Action Necessary</u></b>
12.	<b><u>New Business:</u></b> None	<b><u>No Action Necessary</u></b>
13.	<b><u>Old Business:</u></b> None.	<b><u>No Action Necessary</u></b>

14.	<b>Meeting Adjourned:</b> 3:22 p.m.	<b>Motion:</b> to Adjourn: JoAnna Jamison <b>Second:</b> Monica Barczak <b>Vote:</b> Approved Unanimously
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Chair Signature: JoAnna Jamison Date: 1/26/15