

WorkforceTulsa

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01/27/2014

Tulsa Area Workforce Investment Board Oversight Committee Meeting Minutes

2:04 pm	Oversight Chair, JoAnna Jamison, called meeting to order.	
ATTENDEES		
Committee Members: Helen Guidry, JoAnna Jamison, David Oliver		
Absent Members: Monica Barczak, Charley Farley, Chris Gilreath, Tom Albaugh, Edward Dornblaser, Lynn Martin, Melvin Taylor		
WIB Staff: Nicole Hayes, Shelley Cadamy Munoz, Julie Sorrels, Sarah Thompson		
Guests: Jeremy Frutchey, Rebecca Goodson, Carla Hight, Sherita Moses, Jon Nelson		
Item	Description / Discussion	Action
1.	The Oversight Committee reviewed Meeting Minutes from 11/18/2013.	Motion: to Accept the Minutes: David Polen Second: Helen Guidry Vote: Approved Unanimously
2.	Introduction/Round Table: Committee members and guests introduced themselves and who they represented.	<u>No Action Necessary</u>
3.	Reviewed & Approved Adult and Dislocated Worker Policy: Nicole Hayes, Workforce Tulsa Monitoring, Compliance, and Outreach Manager, presented the Adult and Dislocated Worker Policy updated with guidance from OWDI #01-2011 and simplified language.	Motion: to Approve Adult and Dislocated Worker Policy: Helen Guidry Second: JoAnna Jamison Vote: Approved Unanimously
4.	Reviewed & Approved On The Job Training Policy: Nicole Hayes presented the On The Job Training Policy updated to clear up excessive language therefore creating "easy to follow" guidance to Service Provider and the deletion of the National Emergency Grant On-The-Job Training restrictive language. The monitoring restriction of within 30 days of contract has been changed to once within contract period.	Motion: to Approve On The Job Training Policy: Helen Guidry Second: David Oliver Vote: Approved by Unanimous Vote
5.	Reviewed & Approved Work Experience Policy: Nicole Hayes presented the Work Experience Policy updated to implement language that explains the consequence of participants' using illegal drugs or alcohol while participating in WIA funded training. The policy was approved with the caveat that Nicole Hayes would research for verification that the definition in Section (IV.)(a), Work Experience, is correct in including both paid and unpaid work assignments.	Motion: to Approve Work Experience Policy: David Polen Second: Helen Guidry Vote: Approved Unanimously

6.	<p>Discussed Customer Service for Quarter 1 Incentive: Shelley Cadamy Munoz, Workforce Tulsa Executive Director, explained that Nicole Hayes is responsible for acquiring customer satisfaction measures. Shelley presented the Customer Satisfaction Tracking Tool to illustrate the lack of feedback provided by the Youth and how that compromises the measure:</p> <ul style="list-style-type: none"> • July 2013: 0 responded • August 2013: 2 responded • September 2013: 0 responded <p>David Polen suggested that the service provider should be setting expectations with Youth regarding participation in the survey and that the service provider should be made responsible for obtaining as much contact information as possible. Sherita Moses, DESI Program Manager, suggested that the Youth Focus Group that is being developed could be of assistance in this matter. Shelley reported that Customer Service for Quarter 1 Incentives will be presented in next week's meeting of the Youth Council as a Review and Approve item.</p>	<p><u>No Action Necessary</u></p>
8.	<p>Review & Approve Program Year 2013 TAWIB Budget, Change 2 was not necessary.: Shelley Cadamy Munoz reported that during the 01/14/14 Special Executive Committee Meeting, the Program Year 2013 Budget, Change 2 was Reviewed & Approved with these caveats:</p> <ol style="list-style-type: none"> 1. \$150,000 be moved from the Dislocated Worker Fund to the Adult Fund. 2. \$28,000 be moved to Operations for the purpose of hiring an armed security guard to be stationed at the Eastgate Workforce Center. 3. Any necessary percentage adjustments to Administration and other line items that result from these changes are to be approved by Lynn Martin before the budget is sent to the CLEO for signature. <p>Shelley advised that it would not be necessary for the Oversight Committee to vote on this item because it had already been approved by the Executive Committee via a special Executive Committee Meeting to be moved on for a Board vote.</p>	<p><u>No Action Necessary</u></p>
9.	<p>Expense Report: The December 2013 Expense Report was presented to the Oversight Committee by Rebecca Goodson, Workforce Investment Act Compliance Coordinator for Tulsa Community College. Rebecca reported that the expenses are correct but that with the budget changes, the remaining will be higher.</p>	<p><u>No Action Necessary</u></p>
10.	<p>Board Line Item Budget: Shelley Cadamy Munoz presented the October Board Line Item Budget. Shelley reported that the budget for legal services had originally been set at \$10,000 but that another \$10,000 had to be added recently because of the ResCare issue.</p>	<p><u>No Action Necessary</u></p>
11.	<p>Compliance Reports: Nicole Hayes reports that the Quarter 1 Performance Monitoring Report is not yet complete.</p>	<p><u>No Action Necessary</u></p>

	<p>Performance Reports: Sherita Moses, DESI Project Lead, presented a Monthly Dashboard handout which reflects a one month lag through January 2014. Program Service Statistics are provided in coordination with OESC and reflect the services that they provide together as a system and reflect those numbers for a period of Program Year 2013 To Date:</p> <ul style="list-style-type: none"> • Total Participants 25,800 • Total Participants Receiving Staff Assisted Services 40,679 • Job Search Workshop Attendees – Facilitated/DVD 1,119 • Individuals Served at Rapid Response 75 • Staff Assisted Job Orders 1,173 • Staff Assisted Referrals to Employers 6,585 • Staff Assisted Veteran Referrals 1,072 • Staff Assisted Job Developments 430 • On-The-Job Training Contracts 8 <p>Common Measures are displayed on the Monthly Dashboard and presented in a separate document also presented to the Committee which breaks down by location and totals participant numbers including completion. Types of Training and Types of Providers are also listed on this document as well as the dates that represent when the numbers were pulled. (As a reminder, for these measures, the goal is considered met when 80% of the standard is reached.)</p>	
12.	<ul style="list-style-type: none"> • Adult (<i>all goals met</i>) <ul style="list-style-type: none"> ○ Entered Employment is below the 53.3% standard at 51.2%. ○ Employment Retention is below the 81.0% standard at 79.3%. ○ Average Wages for a 6 month period is below the 13,000 standard at \$12,654.84. • Dislocated Worker <ul style="list-style-type: none"> ○ Entered Employment is below the 70.7% standard at 52.3% and <i>does not meet goal.</i> ○ Employment Retention is below the 85.0% standard at 81.0% and <i>does meet goal.</i> ○ Average Wages <i>exceeds standard.</i> • Youth <ul style="list-style-type: none"> ○ Placement in Employment/Education is below the 66% standard at 60.0% and <i>meets goal</i> ○ Degree/Certificate Attainment is below the 53.0% standard at 30.0% and <i>does not meet goal.</i> ○ Literacy/Numeracy gains are below the 40.0% standard at 23.5% and <i>does not meet goal.</i> <p>Contract Measures are displayed as program year to date goal vs. actual on the Monthly Dashboard and presented in a separate document presented to the Committee that compares the numbers for each</p>	<p style="text-align: center;"><u>No Action Necessary</u></p>

	<p>Workforce Job Center in the Tulsa Region to the State numbers within the categories of Adult, Dislocated Worker, and Youth.</p> <ul style="list-style-type: none"> • Adult <ul style="list-style-type: none"> ○ Customers Receiving Intensive Services at 189 does not meet the goal of 225 although partnerships are growing. Shelley Cadamy Munoz explained that Priority of Service stunted growth in this measure and that moving \$150,000 to the Adult Fund from the Dislocated Worker Fund will help to increase this number. ○ Customers Receiving Industry-Recognized Occupational Skills Certification at 43 out of 62 does not meet the goal of 50. ○ All other measures meet or exceed goal. • Dislocated Worker <ul style="list-style-type: none"> ○ Customers Receiving Occupational Skills Training at 57 out of 83 does not meet the goal of 75. ○ Customer Satisfaction at 66.7% does not meet the goal of 80.0%. ○ All other measures meet or exceed goal. • Youth <ul style="list-style-type: none"> ○ Number of Active Youth at 138 does not meet the goal of 140. ○ Youth Receiving a Career Readiness Certification at 81 does not meet the goal of 97. ○ Hard to Serve, at Risk Youth is above goal. 	
13.	<p>Chair Report Oversight Chair, JoAnna Jamison, thanked all those in attendance for getting out in the cold to make it to the meeting.</p>	<u>No Action Necessary</u>
14.	<p>Executive Director Report: Shelley Cadamy Munoz reported:</p> <ul style="list-style-type: none"> • Board staff in conjunction with DESI have been working to revamp policy. • Board staff is continuing to rebuild and build new partnerships within the service area. Shelley Cadamy Munoz and Sarah Thompson, Workforce Manager of Youth Services, recently visited with Union Public Schools College Career Readiness Staff who estimated that they have 80 Youth that they would like to enroll with Workforce Tulsa which would help with numbers. • Shelley Cadamy Munoz is working with the TAWIB Chief Local Elected Official to see if he can help connect her with the K-12 district and prospective employers for the Summer Youth Employment Program in Pawnee County. • Tremendous strides have been made in working with the Oklahoma Equality Center through working with their new 	<u>No Action Necessary</u>

	<p>programs manager. They are wanting to do job fairs and other workforce related events, and they have a great facility.</p> <ul style="list-style-type: none"> • Shelley Cadamy Munoz is on the Metropolitan Tulsa Urban League (MTUL). Workforce Tulsa has had Alda stationed there for about 3 weeks. MTUL has been very impressed with Alda especially with how well organized, effective with clients, and professional she has proven to be. • Shelley Cadamy Munoz will be meeting with Phil Dessauer at the Community Service Council of Tulsa soon to discuss the Tulsa Re-Entry project as well as other efforts. 	
<p><u>New Business:</u> JoAnna Jamison stated that the next regularly scheduled TAWIB Oversight Committee Meeting conflicts with NAWB, and needs to be rescheduled.</p>		<p><u>No Action Necessary</u></p>
<p><u>Old Business:</u> None.</p>		<p><u>No Action Necessary</u></p>
<p><u>Meeting Adjourned:</u> 3:20 p.m.</p>		<p><u>Motion:</u> to Adjourn: Helen Guidry <u>Second:</u> David Polen <u>Vote:</u> Approved Unanimously</p>

Chair Signature: JoAnna Jamison Date: 4/7/14

