

04/07/2014

## Tulsa Area Workforce Investment Board Oversight Committee Meeting Minutes

10:31 a.m. Oversight Chair, JoAnna Jamison, called meeting to order.

### ATTENDEES

**Committee Members:** Monica Barczak, Charley Farley, JoAnna Jamison, David Oliver

**Absent Members:** Chris Gilreath, Helen Guidry, Tom Albaugh, Edward Dornblaser, Melvin Taylor

**WIB Staff:** Nicole Hayes, Julie Sorrels, Sarah Thompson

**Guests:** Jeremy Frutchey, Rebecca Goodson, Carla Hight, Sherita Moses, Bonnie Vann

Item	Description / Discussion	Action
1.	The Oversight Committee reviewed Meeting Minutes from 01/27/2014.	<b>Motion:</b> to Accept the Minutes: David Oliver <b>Second:</b> Charley Farley <b>Vote:</b> Approved Unanimously
2.	<b>Introduction/Round Table:</b> None	<b>No Action Necessary</b>
3.	<b>Review &amp; Approval</b> of Equal Opportunity Policy was tabled.	<b>Action Tabled Until Next Oversight Committee Meeting</b>
4.	<b>Review &amp; Approval:</b> Workforce Tulsa Compliance, Monitor, and Outreach Manager, Nicole Hayes, presented Supportive Service Policy. Action was tabled until the Next Oversight Committee Meeting with the following changes: <ul style="list-style-type: none"> <li>• Make clear in each section who is responsible for providing documentation.</li> <li>• Make language uniform.</li> </ul>	<b>Action Tabled Until Next Oversight Committee Meeting</b>
5.	<b>Discussed</b> Proposed Process for Customer Service Survey. Manager of Youth Services for Workforce Tulsa, Sarah Thompson, reported that a subscription to polleverywhere.com has been purchased.	<b>No Action Necessary</b>
6.	<b>Discussed How We Know When Clients Stop Going to School.</b> Sherita Moses, DESI Project Lead, reported that in order to make assurances that funds are not covering costs for students who are not attending school, career managers are contacting the clients after they have started school. DESI is not invoiced by the schools until after the drop/add deadline has passed.	<b>No Action Necessary</b>

7.	<p><b>Expense Report:</b> The February 2014 Expense Report was presented to the Oversight Committee by Rebecca Goodson, Workforce Investment Act Compliance Coordinator for Tulsa Community College.</p>	<p><b><u>No Action Necessary</u></b></p>
8.	<p><b>Board Line Item Budget:</b> Shelley Cadamy Munoz presented the Program Year 2013 Board Line Item Budget as of 02/28/2014.</p> <ul style="list-style-type: none"> <li>• Shelley Cadamy Munoz would like to move some of the money remaining in personnel and use that money to purchase a software solution, and she will explore a few product options.</li> <li>• Shelley Cadamy Munoz would also like to utilize some of those additional funds to pay for the Tulsa Area Workforce Investment Board Staff office to be repainted.</li> <li>• Some of the remaining personnel money may need to go towards legal expenses. Already, we have spent twice the \$10,000 originally budgeted for legal services.</li> <li>• We have overspent by \$90 on membership because we joined all the area Chambers of Commerce.</li> </ul>	<p><b><u>No Action Necessary</u></b></p>
10.	<p><b>Compliance Reports:</b></p> <p>A. Quarter 1 Performance Monitoring Report: Workforce Tulsa Compliance, Monitor, and Outreach Manager, Nicole Hayes, reported that the Quarter 1 Performance Monitoring Report is not yet complete.</p> <p>B. Oklahoma Workforce Development Issuance 02-2014, Youth Eligibility &amp; Data Validation State Policy Update was presented by Nicole Hayes.</p>	<p><b><u>No Action Necessary</u></b></p>
12.	<p><b>Performance Reports:</b></p> <p>Sherita Moses, DESI Project Lead, reported that:</p> <ul style="list-style-type: none"> <li>• All contract performance measure goals are being met or exceeded with the exception of: <ul style="list-style-type: none"> <li>○ The number of adults being served intensively</li> <li>○ The number of youth participants</li> </ul> </li> <li>• All common measure goals are being met or exceeded.</li> </ul> <p>Sherita Moses reported that efforts to meet or exceed all contract performance measures include:</p> <ul style="list-style-type: none"> <li>• Continuing in active partnerships to increase enrollments</li> <li>• Continue efforts at satellite offices to become a presence in an effort to be referred to prospective clients more often</li> <li>• Researching potential partnerships in western portions of Tulsa</li> <li>• Exploring new partnerships</li> </ul> <p>Sherita Moses provided a report representing enrollments as a handout. Nicole Hayes presented the Customer Satisfaction Survey results.</p>	<p><b><u>No Action Necessary</u></b></p>

13.	<b>Chair Report</b> Oversight Chair, JoAnna Jamison, commends the committee for an exceptional meeting today.	<b><u>No Action Necessary</u></b>
14.	<b>Executive Director Report:</b> Shelley Cadamy Munoz reported: <ul style="list-style-type: none"> <li>• We asked DESI Corporate to intervene in the performance process, and we've finally received a viable quarter one performance report.</li> <li>• Sherita Moses did an excellent job of making front line staff aware of what was left in the budget and creating a shift towards friendly competition.</li> <li>• National Association of Workforce Boards Forum 2014 was extremely helpful.</li> </ul>	<b><u>No Action Necessary</u></b>
	<b>New Business:</b> Charlie Farley handed out Oklahoma Employment Security Commission Prove It flyers for employers. He reported that the OKJobMath.com will be taking the place of Oklahoma Job Link.	<b><u>No Action Necessary</u></b>
	<b>Old Business:</b> None.	<b><u>No Action Necessary</u></b>
	<b>Meeting Adjourned:</b> 2:01 p.m.	<b>Motion:</b> to Adjourn: Monica Barczak <b>Second:</b> Charley Farley <b>Vote:</b> Approved Unanimously

Chair Signature: JoAnna Jamison Date: 5/19/14

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