

07/30/18

## Tulsa Area Workforce Development Board Oversight Committee Meeting Minutes

1:34 pm	<i>Oversight Chair, Vanessa Finley, called the meeting to order.</i>					
<b>ATTENDEES</b>						
<b>Committee Members:</b> Vanessa Finley, Pamela Bridwell, Rusty Edmiston, David Oliver						
<b>Absent Members:</b> Melvin Taylor						
<b>WDB Staff:</b> Shelley Cadamy, Julie Sorrels, Nicole Cue, Cherie Stierwalt						
<b>Guests:</b> Jeremy Frutchey, Kyle Smith, Mike Betsworth						
Item	Description / Discussion	Action				
1.	<b>Introductions</b> took place.	<b><u>No Action Necessary</u></b>				
2.	<b>Reviewed &amp; Approved</b> the 05/21/18 Oversight Committee Meeting Minutes presented as a handout with the correction of Pamela Bridwell having been present.	<b><u>Motion to Approve:</u></b> David Oliver <b><u>Second:</u></b> Pamela Bridwell <b><u>Vote:</u></b> Approved Unanimously				
3.	<p><b>One-Stop Operator Report</b> was presented by Workforce Tulsa Project Director, Kyle Smith, who reported:</p> <ul style="list-style-type: none"> <li>• For Program Year 2017, the only contract measure that was not met was that of <i>Number of Hard-to-Serve clients placed into employment or education</i>, at 71% of the goal.</li> <li>• Finalizing referral processes with various partner organizations.</li> <li>• Improved utilization of funds.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%; padding: 5px;">Action Steps</th> <th style="width: 40%; padding: 5px;">Accountability</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">1. Email to Shelley Cadamy information regarding Workforce Tulsa's referral process creation efforts with CAP Tulsa/Career Advance regarding HPOG (Health Profession Opportunity Grants)</td> <td style="padding: 5px;">Kyle Smith</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Email to Shelley Cadamy information regarding Workforce Tulsa's referral process creation efforts with CAP Tulsa/Career Advance regarding HPOG (Health Profession Opportunity Grants)	Kyle Smith	<b><u>No Action Necessary</u></b>
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1. Email to Shelley Cadamy information regarding Workforce Tulsa's referral process creation efforts with CAP Tulsa/Career Advance regarding HPOG (Health Profession Opportunity Grants)	Kyle Smith					

4.	<p><b>Reviewed &amp; Approved</b> the Program Year 2017 Tulsa Area Workforce Development Board Budget, revision 4 as presented by Workforce Tulsa Executive Director, Shelley Cadamy.</p>	<p><b>Motion to Approve:</b> David Oliver  <b>Second:</b> Rusty Edmiston  <b>Vote:</b> Approved Unanimously</p>
5.	<p><b>Reviewed &amp; Approved</b> the Program Year 2017 Workforce Innovation and Opportunity Act, Title 1 Adult and Dislocated Worker Program Services, Youth Program Services, and One-Stop Operator for the Tulsa Workforce Development Area Contract, Revision 5.</p>	<p><b>Motion to Approve:</b> David Oliver  <b>Second:</b> Rusty Edmiston  <b>Vote:</b> Approved Unanimously</p>
6.	<p><b>Reviewed &amp; Approved</b> the Program Year 2018 Contract Extension for Workforce Innovation and Opportunity Act, Title 1 Adult and Dislocated Worker Program Services, Youth Program Services, and One-Stop Operator for the Tulsa Workforce Development Area, Revision 1, as presented by Shelley Cadamy with the following additional changes made to the document that was contained in the meeting packet:</p> <ul style="list-style-type: none"> <li>• Negotiated Quarterly Participant Service Levels – Business Services <ul style="list-style-type: none"> <li>○ Corrected numeration</li> <li>○ (4.) <i>Number of Job Orders</i> should be 50 the first quarter and 50 additional each quarter</li> </ul> </li> <li>• Extra rows removed from tables</li> </ul>	<p><b>Motion to Approve:</b> Rusty Edmiston  <b>Second:</b> David Oliver  <b>Vote:</b> Approved Unanimously</p>
7.	<p><b>Reviewed &amp; Approved</b> the Consent Agenda as contained in the packet and presented by Nicole Cue, Workforce Tulsa Compliance Manager. All proposed revisions result from the Program Year 2016 Annual Oklahoma Office of Workforce Development Audit of the Tulsa Area Workforce Development Board.</p> <ul style="list-style-type: none"> <li>• Program Year 2018 Employer of Record Contract</li> <li>• Grievance Policy &amp; Procedures</li> <li>• Monitoring Policy</li> <li>• Anti-Harassment Policy</li> </ul>	<p><b>Motion to Approve:</b> David Oliver  <b>Second:</b> Rusty Edmiston  <b>Vote:</b> Approved Unanimously</p>

**Oversight Committee Members:** David Oliver; Melvin Taylor; Vanessa Finley; Pamela Bridwell; Rusty Edmiston

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8.	<b>Reviewed &amp; Approved</b> the Incident Reporting Policy as presented by Nicole Cue.	<b>Motion to Approve:</b> Rusty Edmiston <b>Second:</b> Pamela Bridwell <b>Vote:</b> Approved Unanimously				
9.	<p><b>Expense Report:</b> Shelley Cadamy, Workforce Tulsa Executive Director, presented the monthly expense report as of 06/30/18. David Oliver pointed out that there are several mathematical problems with this document.</p> <table border="1" data-bbox="180 541 1140 716"> <thead> <tr> <th data-bbox="180 541 899 594">Action Steps</th> <th data-bbox="899 541 1140 594">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="180 594 899 716">2. Reach out to the Fiscal Agent to get a corrected version of this document, and email it to the full Committee.</td> <td data-bbox="899 594 1140 716">Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	2. Reach out to the Fiscal Agent to get a corrected version of this document, and email it to the full Committee.	Shelley Cadamy	<b>No Action Necessary</b>
Action Steps	Accountability					
2. Reach out to the Fiscal Agent to get a corrected version of this document, and email it to the full Committee.	Shelley Cadamy					
10.	<b>Board Line Item:</b> Shelley Cadamy presented the Board Line Item budget detail as of 06/30/18.	<b>No Action Necessary</b>				
11.	<b>Compliance:</b> Nicole Cue presented the finalized Program Year 2017 Quarter 3 Contract Performance Report as contained in the packet. The Program Year 2017 Quarter 3 Comprehensive Report is not yet finalized and was not presented at this meeting. It will be presented at the September meeting.	<b>No Action Necessary</b>				
12.	<b>Chair Update:</b> Chair advised that the restructuring of committees will be considered as is common coming out of a strategic planning process.	<b>No Action Necessary</b>				
13.	<p><b>Executive Director Report:</b> Shelley Cadamy provided the Executive Director Report as a handout and specifically talked about:</p> <ul style="list-style-type: none"> <li>• Restructuring committees</li> <li>• Working on finalizing the Strategic Plan</li> <li>• \$200,000 more than expected for Program Year 2018 funding – May request to put \$40,000 of that into equipment replacement</li> <li>• One Voice Agenda</li> <li>• Access for All at the American Job Centers</li> <li>• Tulsa American Job Center (TAJC) signage</li> <li>• TAJC parking – booting/towing cars parked there by people who are not patrons of the center</li> <li>• New enrollment process launched this month</li> </ul>	<b>No Action Necessary</b>				

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14.	<b><u>New Business:</u></b> None.	<b><u>No Action Necessary</u></b>
15.	<b><u>Old Business:</u></b> None.	<b><u>No Action Necessary</u></b>
16.	<b><u>Meeting Adjourned:</u></b> 2:35 pm	<b><u>Motion to Approve:</u></b> David Oliver <b><u>Second:</u></b> Rusty Edmiston <b><u>Vote:</u></b> Approved Unanimously

Chair Signature:  Date: 11/26/18

**Oversight Committee Members:** David Oliver; Melvin Taylor; Vanessa Finley; Pamela Bridwell; Rusty Edmiston

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