

Board Meeting Minutes 12/18/2014

8:34 a.m.	<p>In the absence of Board Chair, Lee Simpson, Workforce Tulsa Executive Director, Shelley Cadamy, called the meeting to order.</p> <p>A quorum was achieved by roll call of Board members at 8:41 a.m.</p>	
<p><u>Attending Board Members:</u> <i>Lou Ann Amstutz, Thaddaeus Babb, Monica Barczak, Paul Boyett, Angela Buchanan, Ken Busby, Ron Bussert, Eloy Chavez, Ron Dyer, Curtis Evans, Charley Farley, Amber Hatten, Rachel Hutchings, JoAnna Jamison, Joyce McClellan, David Oliver, Denise Reid, Bob Schooley, Kinnee Tilly</i></p> <p><u>Absent Members:</u> <i>Tom Albaugh, Kelly Beyer, Dawn Bollinger, Susan Carper, Stacey Chadwell, Donnie Checotah, Sherri Clark, Kevin Clayton, Mike Davidson, Edward Dornblaser, Ida Doyle, Angela Flax, Joshua Giguere, Helen Guidry, Rhonda Mayhan, Shane Netherton, Charlie Plumb, David Polen, Isaac Rocha, Lee Simpson Janet Smith, Melvin Taylor, Karisha Wagoner, Dick Williamson</i></p> <p><u>WIB Staff:</u> <i>Shelley Cadamy, Sarah Thompson, Julie Sorrels, Nicole Hayes</i></p> <p><u>Guests:</u> <i>Bonnie Vann, Tracey Ritz, Jon Nelson, Rebecca Goodson, Carla Hight, Shawn Burch, Kristen Fair, Reynelda Tallent</i></p>		
Item	Description / Discussion	Action
1.	<p>The Board Meeting Minutes from 10/27/2014 were reviewed and approved by the Board.</p>	<p><u>Motion</u> to Accept the Minutes as Drafted: Ken Busby</p> <p><u>Second:</u> Charley Farley</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
2.	<p>Reviewed & Approved the Consent Agenda minus item A, Tulsa City-County Library Memorandum of Understanding</p>	<p><u>Motion</u> to Approve: Rachel Hutchings</p> <p><u>Second:</u> Denise Reid</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
3.	<p>Reviewed & Approved the Tulsa City-County Library Memorandum with the caveat that specific language be added that clients have the option of opting out of giving consent for their information to be released to the Tulsa City-County Library.</p>	<p><u>Motion</u> to Approve: Monica Barczak</p> <p><u>Second:</u> Rachel Hutchings</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
4.	<p>Presentation: 2014 Oklahoma Workforce Investment Act</p> <p>A. Lou Ann Amstutz</p> <p>B. Julie Sorrels</p>	<p><u>No Action Necessary</u></p>

5.	Compliance: Nicole Hayes, Workforce Tulsa Compliance & Outreach Manager, presented the Program Year 2014 25% Individual Training Account/Comprehensive Monitoring Report, and all documentation issues have been resolved. Shelley Cadamy presented that the last remaining issue from the Program Year 2014 United States Department of Labor Monitoring Report is a Shared Cost Agreement between the Board and Oklahoma Employment Security Commission.	<u>No Action Necessary</u>
6.	Expense Report: Workforce Investment Act Compliance Coordinator for Tulsa Community College, Rebecca Goodson, presented the November 2014 Expense Report.	<u>No Action Necessary</u>
7.	Strategy Committee Report: In the absence of Committee Chair, Edward Dornblaser, Shelley Cadamy reported that the Strategy Committee has had their first meeting.	<u>No Action Necessary</u>
8.	Oversight Committee Report: Committee Chair, JoAnna Jamison, reported that the committee is looking for new members and that the committee is taking on more responsibilities. Ron Bussert has agreed to join the committee.	<u>No Action Necessary</u>
9.	Executive Committee Report: In the absence of Lee Simpson, Shelley Cadamy reported that the Executive Committee is gaining momentum especially now that Workforce Tulsa has a great Service Provider in place and a strong Board.	<u>No Action Necessary</u>
10.	Youth Strategy Report: Workforce Tulsa Manager of Youth Strategy, Sarah Thompson, presented a PowerPoint presentation and discussed: <ul style="list-style-type: none"> • Junior Achievement Business Success Series – “Strategic Solutions to the Workforce Skills Gap” • Phoenix Rising presentation and enrollment event • Shelley spoke with Memorial High School teachers about the needs of the workforce • Shelley has been asked by TPS to present once at each high school on professional development days • Meeting with Representative Kevin Matthews – Invited to present our youth program at District Forum • Juntos Program Collaboration • North Tulsa enrollment event collaborating with 100 Black Men • Career Club Trip – Manufacturing Tour • Enrollment Event at Rudisill Library 	<u>No Action Necessary</u>
11.	One-Stop Operator Report: Director for Grant Associates, Shawn Burch presented/reported: <ul style="list-style-type: none"> • Metrics Report, provided in the meeting packet, indicates that for the month of November, 2014, all contractual standards are being met or exceeded. • Now setting goals for team members. • Success story: Chasity Kemp 	<u>No Action Necessary</u>
11.	Chair Report: None	<u>No Action Necessary</u>

12.	<p>Executive Director Report: Shelley Cadamy presented the Executive Director Report as a handout and discussed:</p> <ul style="list-style-type: none"> • Revised Board meetings structure <ul style="list-style-type: none"> ○ Majority of work happens at Oversight and Executive Committee meetings ○ Spreadsheet being distributed – please mark your interests • Ongoing Chair meetings with partners • Service Provider Update <ul style="list-style-type: none"> ○ Operations & Communications are much improved ○ Bi-weekly meetings with Grant management team ○ Nearly fully staffed ○ Continuing to work on integration with OESC • Compliance & Policy <ul style="list-style-type: none"> ○ DOL monitoring – shared costs agreement remains. • Highlights <ul style="list-style-type: none"> ○ Grant Writer ○ Vanpooling – Received TAUW grant to help secure employers ○ TCC Plus 50 Grant ○ It’s My Community Grant • WIOA Presentaiton <ul style="list-style-type: none"> ○ Attending lots of WIOA webinars ○ Interim regs due from DOL in January <p>Shelley Cadamy also presented:</p> <ul style="list-style-type: none"> • <u>Ready To Work: Tomorrow’s Workforce in Oklahoma</u> as presented by Deidre D. Myers of the Office of Economic and Workforce Policy for the Oklahoma Department of Commerce • <u>Oklahoma’s Forgotten Middle</u>, a publication by the National Skills Coalition 	<u>No Action Necessary</u>
15.	New Business: None.	<u>No Action Necessary</u>
16.	Old Business: None.	<u>No Action Necessary</u>
17.	<p>Announcements: Monica Barczak announced that Tulsa CAP’s fundraiser which benefits their Career Advance Program, Sunny Side Up, fliers are provided as handouts. Shelley Cadamy announced that Goodwill Tulsa has opened their second Job Connection location.</p>	<u>No Action Necessary</u>
18.	10:22 a.m. -- The meeting was adjourned.	<p><u>Motion</u> to Adjourn: David Oliver</p> <p><u>Second:</u> Denise Reid</p> <p><u>Vote:</u> Approved by Unanimous</p>

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Chairman Signature: *Jim Sisk* Date: 2-19-15