

# WorkforceTulsa

*growing talent  growing opportunity*

12/08/2016

## Tulsa Area Workforce Development Board Executive/Oversight Committee Special Meeting Minutes

8:31 a.m.	Executive Committee Chair, Amber Hatten, called the meeting to order.
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### ATTENDEES

**Executive Committee Members:** Tom Albaugh, Patrick Green, Ken Busby, Amber Hatten, Joyce McClellan, \*David Oliver, Denise Reid

**Absent Executive Committee Members:** Isaac Rocha, Lee Simpson

**Oversight Committee Members:** \*David Oliver, Martha Webb-Jones

**Absent Oversight Committee Members:** Melvin Taylor, Vanessa Finley, Rusty Edmiston, Dana Thompson, Lindsay Goldfarb

**WDB Staff:** Shelley Cadamy, Julie Sorrels, Nicole Cue

**Guest:** Pamela Bridwell

Item	Description / Discussion	Action						
1.	<b>Introductions:</b> took place	<b><u>No Action Necessary</u></b>						
2.	<p><b>Reviewed &amp; Approved</b> the Request for Proposal (RFP) for Program Year 2017 Service Provider for Workforce Investment and Opportunity Act, Title 1 Adult and Dislocated Worker Program Services, Youth Program Services, and One-Stop Operator for the Tulsa Workforce Development Area to be revised with the changes requested by the Committee members as recorded by the Workforce Tulsa Executive Director, Shelley Cadamy.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Action Steps</th> <th style="width: 70%;">Accountability</th> </tr> </thead> <tbody> <tr> <td>1. Update RFP calendar &amp; email to committee members.</td> <td>Shelley Cadamy</td> </tr> <tr> <td>2. Send updated RFP calendar meeting invites to committee members.</td> <td>Julie Sorrels</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Update RFP calendar & email to committee members.	Shelley Cadamy	2. Send updated RFP calendar meeting invites to committee members.	Julie Sorrels	<p><b><u>Motion:</u></b> Tom Albaugh</p> <p><b><u>Second:</u></b> Ken Busby</p> <p><b><u>Vote:</u></b> Approved Unanimously</p>
Action Steps	Accountability							
1. Update RFP calendar & email to committee members.	Shelley Cadamy							
2. Send updated RFP calendar meeting invites to committee members.	Julie Sorrels							

**Executive Committee Members:** Tom Albaugh; Ken Busby; Patrick Green, David Oliver; Denise Reid; Isaac Rocha; Lee Simpson; Joyce McClellan; Amber Hatten

**Oversight Committee Members:** David Oliver, Melvin Taylor, Rusty Edmiston; Dana Thompson; Lindsay Goldfarb; Martha Webb-Jones, Vanessa Finley

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	<p><b>Reviewed &amp; Approved</b> moving forward with the the Eastgate One-Stop Center Relocation Advertisement for space to which to relocate the existing Eastgate One-Stop office, based on the sample layout previously reviewed by the committee members, which is roughly 11,500 square feet, includes four conference rooms, a reception area, and resource area, and will be located within the Tulsa IDL.</p>	<p><b>Motion:</b> Ken Busby  <b>Second:</b> Denise Reid  <b>Vote:</b> Approved Unanimously</p>
	<p><b>Reviewed &amp; Approved</b> the 10/06/16 Executive Committee Meeting Minutes as contained in the packet.</p>	<p><b>Motion:</b> Tom Albaugh  <b>Second:</b> Joyce McClellan  <b>Vote:</b> Approved Unanimously</p>
	<p><b>Reviewed &amp; Approved</b> the 11/15/16 Executive Committee/Oversight Committee Special Meeting Minutes as contained in the packet.</p>	<p><b>Motion:</b> Joyce McClellan  <b>Second:</b> Denise Reid  <b>Vote:</b> Approved Unanimously</p>
	<p><b>Reviewed &amp; Approved</b> Youth Incentive Policy as contained in the packet and as presented by Shelley Cadamy in the absence of Manager of Youth Strategy, Sarah Thompson.</p>	<p><b>Motion:</b> Joyce McClellan  <b>Second:</b> Denise Reid  <b>Vote:</b> Approved Unanimously</p>
	<p><b>Reviewed &amp; Approved</b> Objective Assessment and Individual Service Strategy Policy as contained in the policy and as presented by Shelley Cadamy.</p>	<p><b>Motion:</b> Joyce McClellan  <b>Second:</b> Denise Reid  <b>Vote:</b> Approved Unanimously</p>
	<p><b>Discussion</b> in regards to an update regarding state policies was facilitated by Workforce Tulsa Compliance &amp; Outreach Manager, Nicole Cue.</p>	<p><b>No Action Necessary</b></p>
	<p><b>Expense Report:</b> The expense report as of 10/31/16 was presented by Shelley Cadamy.</p>	<p><b>No Action Necessary</b></p>
	<p><b>Compliance:</b> Nicole Cue presented the Program year 2016 Quarter 1 Contract Performance Report. Nicole Cue presented the August 2016 Comprehensive Monitoring Report and advised that comprehensive monitoring would go from being conducted monthly to being conducted quarterly.</p>	<p><b>No Action Necessary</b></p>

**One-Stop Operator Report:** The unaudited Contract Performance Measures were reflected in the October 2016 Metrics Report included in the meeting packet, and the Metrics Report was presented by Shelley Cadamy.

Action Steps	Accountability
3. Clarify with the service provider the total number of job placements so far in Program Year 2016.	Shelley Cadamy
4. Request that the service provider reports where participants are on the continuum as a visual pipeline.	Shelley Cadamy

**No Action Necessary**

**Chair Update:** None.

**No Action Necessary**

**Executive Director Report** was presented verbally by Shelley Cadamy who addressed:

- Board Engagement – email news of good report
- Partnership Building
  - Tulsa Hub
  - Jill Webb, Tulsa County Public Defender’s Office
  - Domestic Violence Court Docket Judge
  - Junior Achievement- financial literacy for Youth participants
- Shelley has been asked to serve on the Mayor’s Economic Development Committee.

Action Steps	Accountability
5. Inquire about the Mayor’s Education Cabinet.	Shelley Cadamy

- Regional Planning
- Service Provider – Nicole Cue provides all of their training.
- State Guidance
- State Auditing
  - Nicole Cue advised that the Program Year 2015 report should be received in the next 30-45 days.
  - Final report for the Program Year 2014 State Audit has still not been received.
- Demand Occupation Committee
- Grievances

**No Action Necessary**

	<u>New Business:</u>	<u>No Action Necessary</u>
	<u>Old Business:</u> None	<u>No Action Necessary</u>
<u>Meeting Adjourned:</u> 10:29 a.m.		<u>Motion:</u> Joyce McClellan <u>Second:</u> Patrick Green <u>Vote:</u> Approved Unanimously

Executive Committee Chair Signature: Amber Halten Date: 3/13/17

Oversight Committee Chair Signature: Dwight S. Olin Date: 3-13-17