

**Board Meeting Minutes 02/19/2015**

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| 8:35 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 8:40 a.m.</p> |
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**Attending Board Members:** *Monica Barczak, Ron Bussert, Stacey Chadwell, Eloy Chavez, Mike Davidson, Edward Dornblaser, Curtis Evans, Angela Flax, Joshua Giguere, JoAnna Jamison, Joyce McClellan, David Oliver, Denise Reid, Isaac Rocha, Lee Simpson, Bob Schooley, Kinnee Tilly*

**Absent Members:** *Tom Albaugh, Lou Ann Amstutz, Thaddaeus Babb, Kelly Beyer, Dawn Bollinger, Paul Boyett, Angela Buchanan, Ken Busby, Susan Carper, Donnie Checotah, Sherri Clark, Kevin Clayton, Ida Doyle, Ron Dyer, Charley Farley, Helen Guidry, Amber Hatten, Rachel Hutchings, Rhonda Mayhan, Joyce McClellan, Shane Netherton, Charlie Plumb, David Polen, Janet Smith, Melvin Taylor, Karisha Wagoner, Dick Williamson*

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

**Guests:** *Bonnie Vann, Tracey Ritz, Jon Nelson, Rebecca Goodson, Carla Hight, Shawn Burch, Kristen Fair, Reynelda Tallent, Lee Longhorn, Forrest Cox, Diane Nichols*

| Item | Description / Discussion   | Action   |
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| 1.   | <b>The Board Meeting Minutes</b> from 12/18/2014 were reviewed and approved by the Board.  | <p><b><u>Motion</u></b> to Accept the Minutes as Drafted: Ron Bussert</p> <p><b><u>Second:</u></b> Eloy Chavez</p> <p><b><u>Vote:</u></b> Approved by Unanimous Vote</p> |
| 2.   | <p><b>Reviewed &amp; Approved</b> the Consent Agenda as presented in the meeting packet that contained:</p> <ul style="list-style-type: none"> <li>A. Demand Occupation List</li> <li>B. Program Year 2014 Central Oklahoma Workforce Investment Board Employee of Record Contract, Revision 2</li> </ul>  | <p><b><u>Second:</u></b> Eloy Chavez</p> <p><b><u>Vote:</u></b> Approved by Unanimous Vote</p>   |
| 3.   | <p><b>Compliance:</b> Nicole Hayes, Workforce Tulsa Compliance &amp; Outreach Manager, presented the Program Year 2014 Quarter 1 Performance Monitoring Report which illustrates that Grant Associates met 100% their contract measures and did make incentive. Nicole Hayes reported that she was able to satisfactorily meet the Policy &amp; Procedure Section of the Program Year 2014 System Monitoring requirements by providing the necessary documentation to the Oklahoma Department of Commerce.</p> | <b><u>No Action Necessary</u></b>  |
| 4.   | <p><b>Expense Report:</b> Workforce Investment Act Compliance Coordinator for Tulsa Community College, Rebecca Goodson, presented the January 2015 Expense Report.</p>   | <b><u>No Action Necessary</u></b>  |

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| 5.  | <p><b>Strategy Committee Report:</b> Committee Chair, Edward Dornblaser, reported that the Strategy Committee has not met again since the last Workforce Tulsa Board Meeting.</p>  | <p><u>No Action Necessary</u></p> |
| 6.  | <p><b>Oversight Committee Report:</b> Committee Chair, JoAnna Jamison, reported that the committee is looking for new members and that the committee is taking on more responsibilities.</p>   | <p><u>No Action Necessary</u></p> |
| 9.  | <p><b>Executive Committee Report:</b> Committee Chair, Lee Simpson, reported that the Committee meeting dates/times have been changed to improve attendance. Committee is working to create a more committee driven Board. Lee Simpson encourages Board members to join a committee. The position for Vice Chair needs to be filled.</p>   | <p><u>No Action Necessary</u></p> |
| 10. | <p><b>Youth Strategy Report:</b> Workforce Tulsa Manager of Youth Strategy, Sarah Thompson, reported:</p> <ul style="list-style-type: none"> <li>• Enrollment events- photos available on Facebook <ul style="list-style-type: none"> <li>○ Rudisill Library – follow up</li> <li>○ Tulsa Dream Center</li> <li>○ Cornerstone Community Center</li> </ul> </li> <li>• New Year’s Day Workforce Tulsa Event geared towards the homeless population</li> <li>• Will not be participating in the planning aspects of this year’s Elevate; Previous year’s Elevate money was received and dispersed fully.</li> <li>• Program Year 2013 Summer Youth Employment Program Monitoring – today is the deadline for Grant Associates’ response</li> <li>• Program Year 2014 Summer Youth Employment Program planning is underway; meeting this afternoon <ul style="list-style-type: none"> <li>○ Board members asked to serve as presenters for the Work Readiness Academy</li> <li>○ Board members called upon to provide employment opportunities</li> </ul> </li> <li>• Manufacturing Connection March 12, 2015 at the Tulsa Technology Center’s Owasso Campus</li> <li>• 5th Annual Typros Street Cred Event (61st &amp; Peoria)</li> <li>• March 2015 Healthcare Industry Career Club Trip</li> </ul> | <p><u>No Action Necessary</u></p> |
| 11. | <p><b>One-Stop Operator Report:</b> Director for Grant Associates, Shawn Burch presented/reported:</p> <ul style="list-style-type: none"> <li>• Metrics Report, provided in the meeting packet, for the month of December, 2014; on target for meeting goals</li> <li>• Participating in community events</li> <li>• Enrollments were down; now rising</li> <li>• New Adult Team Leader, Misty Codrey</li> <li>• Creating new workflows/processes</li> <li>• Educating Career Managers as to the expectations of them</li> <li>• Engaging with customers/impact</li> </ul>   | <p><u>No Action Necessary</u></p> |

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|     | <ul style="list-style-type: none"> <li>• Streamlining enrollment process with Justice Involved customers</li> <li>• Youth Services Team –on target <ul style="list-style-type: none"> <li>○ Strength: outreach</li> <li>○ Challenge: enrollment completion/documentation</li> </ul> </li> <li>• Business Services Team <ul style="list-style-type: none"> <li>○ Focus is on engagement, relationships, &amp; identifying employer’s immediate and future needs</li> <li>○ Connect employer’s needs with area training organizations; creating loyalty</li> <li>○ Kyle Smith is team manager and still has some positions open on his team.</li> <li>○ Pilot program - Denise Reid is communicating employer’s needs with the Business Services Team via Sales Force; responsive</li> </ul> </li> <li>• Partner Coordinator – monthly partner referrals continue to increase each month</li> <li>• Success story: Corisha Moore</li> </ul> |                                   |
| 11. | <p><b>Chair Report:</b> Lee Simpson reports regarding his three main goals:</p> <ul style="list-style-type: none"> <li>• Staying out of Shelley Cadamy’s way.</li> <li>• Strategic planning – waiting on new regulations</li> <li>• Networking – meetings <ul style="list-style-type: none"> <li>○ Dr. Steven Tiger, Tulsa Community College</li> <li>○ David Oliver, Goodwill Industries of Tulsa</li> <li>○ Tulsa Chamber of Commerce</li> <li>○ Workforce Tulsa Chief Elected Official, Creek County Commissioner Newt Stephens</li> </ul> </li> </ul> <p>Lee Simpson commends Shawn Burch and her team for a great report that indicates that Workforce Tulsa is moving forward in a very positive direction.</p>   | <u><b>No Action Necessary</b></u> |
| 12. | <p><b>Executive Director Report:</b> Shelley Cadamy presented the Executive Director Report as a handout and discussed:</p> <ul style="list-style-type: none"> <li>• WIOA Update</li> <li>• Committees <ul style="list-style-type: none"> <li>○ Majority of work happens in the committees, especially Oversight &amp; Executive.</li> <li>○ Thanks to those of you who indicated your interest in joining/learning more about committees- I’ll be following up if I haven’t already.</li> <li>○ Strategy Committee – had first meeting. Waiting for WIOA update for subsequent meetings.</li> <li>○ Nominating Committee – has determined post-WIOA makeup of the board.</li> <li>○ Demand Occupations Committee has determined demand occupation recommendations for Summer &amp; Fall.</li> </ul> </li> </ul>  | <u><b>No Action Necessary</b></u> |

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|     | <ul style="list-style-type: none"> <li>○ Eligible Training Provider Committee – put on hold more stringent criteria</li> <li>● Highlights <ul style="list-style-type: none"> <li>○ Vanpooling project – Bama has signed on as first beta employer. Received funding for TAUW Innovation Grant (\$50K). In process of hiring a Project Coordinator</li> <li>○ Joined the statewide effort to pursue the American Apprenticeship Initiative Grant. Coordinating the Tulsa portion of the project.</li> <li>○ Developing a short-term alternative teacher certification process with NSU as part of the Read to Work grant.</li> <li>○ Finalized the Library partnerships. Nice press.</li> <li>○ Chamber is using Salesforce to communicate job openings to Grant’s Business Services Team.</li> <li>○ Meeting with legislators once a month during the session.</li> <li>○ Continuing meeting with Lee and community leaders. TCC and Community Service Council are next.</li> <li>○ Initial meetings with Campaign to Prevent Teenage Pregnancy, presented to full staff of Youth Services of Tulsa and meeting with the OK Mental Health Association.</li> <li>○ Continuing to work toward a Workforce Grant Writer</li> </ul> </li> </ul> |                                   |
| 15. | <b>New Business:</b><br>None.   | <b><u>No Action Necessary</u></b> |
| 16. | <b>Old Business:</b><br>None.   | <b><u>No Action Necessary</u></b> |
| 17. | <p><b>Announcements:</b> Denise Reid announces:</p> <ul style="list-style-type: none"> <li>● Work is being done regarding a collaborative grant writer and moving forward creating an advisory council. Will be needing help identifying emerging business and industry leaders from the six power sectors.</li> <li>● Layoffs are happening often very quietly, so if Board members hear of any, please advise Shelley Cadamy, Denise Reid, and/or Oklahoma Employment Social Security Commission.</li> <li>● Tulsa was highlighted as business case study at the International Economic Development Council’s (IEDC) Leadership Summit. Workforce Tulsa was part of the presentation. Denise Reid was on a panel with three other people presenting Tulsa’s program of work across the region, and she has now been asked to do a webinar for IEDC.</li> </ul>  | <b><u>No Action Necessary</u></b> |

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| 18. | 10:05 a.m. -- The meeting was adjourned. | <b>Motion</b> to Adjourn: Isaac Rocha<br><b>Second:</b> Mike Davidson<br><b>Vote:</b> Approved by Unanimous Vote |
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Chairman Signature:  Date: 4-16-15

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