

WorkforceTulsa

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05/19/2014

Tulsa Area Workforce Investment Board Oversight Committee Meeting Minutes

2:00 p.m.	<i>Oversight Chair, JoAnna Jamison, called meeting to order.</i>	
ATTENDEES		
Committee Members: Monica Barczak, Charley Farley, JoAnna Jamison, David Oliver, Melvin Taylor		
Absent Members: Chris Gilreath, Helen Guidry, Edward Dornblaser		
WIB Staff: Shelley Cadamy Munoz, Julie Sorrels, Sarah Thompson		
Guests: Rebecca Goodson, Sherita Moses		
Item	Description / Discussion	Action
1.	The Oversight Committee reviewed Meeting Minutes from 04/07/2014.	Motion: to Accept the Minutes: Charley Farley Second: Monica Barczak Vote: Approved Unanimously
2.	Introduction/Round Table: None	No Action Necessary
3.	Reviewed & Approved Program Year 2014 Budget as presented by Shelley Cadamy Munoz, Executive Director of Workforce Tulsa, with the understanding that it is preliminary and will change.	Motion: to approve: Charley Farley Second: Melvin Taylor Vote: Approved Unanimously
4.	Reviewed & Approve Supportive Service Policy as presented by Shelley Cadamy Munoz with the caveat that the errors found within the adjusted language be corrected.	Motion: to approve: Melvin Taylor Second: Charley Farley Vote: Approved Unanimously
5.	Reviewed & Approve the Central Oklahoma Workforce Investment Board Employee of Record Contract as presented by Shelley Cadamy Munoz.	Motion: to approve: Monica Barczak Second: Melvin Taylor Vote: Approved Unanimously

6.	<u>Review & Approval</u> regarding the Tulsa Community College Fiscal Agent Contract did not take place because the document was not available for review.	<u>No Action Necessary</u>
8.	<u>Expense Report:</u> The April 2014 Expense Report was presented to the Oversight Committee by Rebecca Goodson, Workforce Investment Act Compliance Coordinator for Tulsa Community College.	<u>No Action Necessary</u>
9.	<u>Board Line Item Budget:</u> Shelley Cadamy Munoz presented the Program Year 2013 Board Line Item Budget as of 05/18/2014. The fiscal agent and the Oklahoma Department of Commerce are researching the possibility of having the TAWIB Board Staff office painted. TAWIB will hold off on the purchase of new software until the Request for Proposal process ends. Monica Barczak requested that the report indicate when we go over/under the board budget, rather than just changing the amounts in the budget. Reliant Zip Survey will not meet the needs of TAWIB, so a refund has been requested.	<u>No Action Necessary</u>
10.	<u>Compliance Report:</u> In the absence of Workforce Tulsa Compliance, Monitor, and Outreach Manager, Nicole Hayes, the Quarter 1 Performance Monitoring Report was presented by Shelley Cadamy Munoz. The service provider did meet incentive for certain performance measures, and an invoice was submitted and approved for the incentive payment.	<u>No Action Necessary</u>
12.	<u>Performance Reports:</u> Sherita Moses, DESI Project Lead, presented handouts that demonstrate the performance measures as of 05/16/2014 to augment the reports contained in the meeting packet. She reports that: A. Contract Performance Measure goals are met or exceeded with the exception of Intensive Enrollment for Adult, Enrollment for Youth, Occupational Skills Certification Attainment for Dislocated Workers, and Career Readiness Certificate for Youth. The steps being taken to pull those measures into attainment are outlined in the addendum provided. B. Common Measure goals are all met though at the time that the reports provided for the meeting packet were generated, the measure of Placement for Employment of Youth was below the standard.	<u>No Action Necessary</u>

13.	<u>Chair Report</u> None	<u>No Action Necessary</u>
14.	<u>Executive Director Report:</u> None	<u>No Action Necessary</u>
<u>New Business:</u> None		<u>No Action Necessary</u>
<u>Old Business:</u> None.		<u>No Action Necessary</u>
<u>Meeting Adjourned:</u> 2:30 p.m.		<u>Motion:</u> to Adjourn: Charley Farley <u>Second:</u> Monica Barczak <u>Vote:</u> Approved Unanimously

Chair Signature:  Date: 09/29/14

