

09/24/18

Tulsa Area Workforce Development Board
Finance Strategy & Oversight Committee Meeting Minutes

1:31 pm	Workforce Tulsa Executive Director, Shelley Cadamy, called the meeting to order.	
ATTENDEES Committee Members: Pamela Bridwell, Rusty Edmiston, David Oliver, Melvin Taylor Absent Members: Mike Betsworth, Vanessa Finley WDB Staff: Shelley Cadamy, Julie Sorrels, Cherie Stierwalt Guests: Dominique Clarke, Kyle Smith		
Item	Description / Discussion	Action
1.	<u>Introductions</u> took place.	<u>No Action Necessary</u>
2.	<u>Reviewed & Approved</u> the 07/30/18 Oversight Committee Meeting Minutes presented as a handout with the correction of Pamela Bridwell having been present.	<u>Motion to Approve:</u> Pamela Bridwell <u>Second:</u> Rusty Edmiston <u>Vote:</u> Approved Unanimously
3.	<u>One-Stop Operator Report</u> was presented by Workforce Tulsa Project Director, Kyle Smith, who reported: <ul style="list-style-type: none"> • For Program Year 2018, Quarter 1, trending well regarding contract measures while keeping a close eye on the Hard to Serve and Youth populations. • Inbound referrals for those individuals who enroll with Workforce Tulsa <ul style="list-style-type: none"> ○ Oklahoma Employment Security Commission continues to lead ○ Oklahoma Department of Rehabilitation Services uptake • Spending <ul style="list-style-type: none"> ○ Continue to press Adult spending with the intention of requesting a budget modification to move money there from the Dislocated Worker funds later in the program year. ○ Morcon - \$144,000 allocation ○ Carryover – Contract Measures are being renegotiated. <ul style="list-style-type: none"> ▪ Adult- decreased \$113,000 (because the Service Provider did well to spend down these funds in Program Year 2017) ▪ Dislocated Worker- increased \$10,000 ▪ Youth- increased \$139,000 <ul style="list-style-type: none"> • \$2,400 of that will go into Administrative Costs. • The rest will go into 	<u>No Action Necessary</u>

	<ul style="list-style-type: none"> ○ Work Experience- calculation based on the 20% expenditure requirement, and ○ Individual Training Accounts- allowing for more variety with the demand occupations associated with the training to which Youth participants are being sent which will in turn help meet contract measures. <ul style="list-style-type: none"> ● Highlights <ul style="list-style-type: none"> ○ Tracking training expenditures ○ Error rates continue to decrease ○ Monthly One-Stop Operator Meetings ○ Quarter 1 Partner Meeting <ul style="list-style-type: none"> ▪ Subject- Moving Barriers ▪ 45 attendees ▪ Partner Highlight Speaker- Center for Employment Opportunities (CEO) ○ Challenges <ul style="list-style-type: none"> ▪ Staff Turnover- 1 new Career Navigator and 1 Customer Service Representative both to start October 1, 2018 					
4.	<table border="1" data-bbox="170 1035 956 1245"> <thead> <tr> <th data-bbox="170 1035 634 1087">Action Steps</th> <th data-bbox="634 1035 956 1087">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="170 1087 634 1245">1. Provide Pamela Bridwell with the total number of referrals made to Workforce Tulsa by OESC.</td> <td data-bbox="634 1087 956 1245">Kyle Smith</td> </tr> </tbody> </table> <p>Reviewed & Approved the 2019 Meeting Calendar as presented by Workforce Tulsa Manager of Operations, Julie Sorrels.</p>	Action Steps	Accountability	1. Provide Pamela Bridwell with the total number of referrals made to Workforce Tulsa by OESC.	Kyle Smith	<p>Motion to Approve: Melvin Taylor Second: David Oliver Vote: Approved Unanimously</p>
Action Steps	Accountability					
1. Provide Pamela Bridwell with the total number of referrals made to Workforce Tulsa by OESC.	Kyle Smith					
5.	<p>Discussion took place regarding the Committee Purpose Statement- Scope- Develop and oversee the financial strategy, coordinate fundraising efforts, and oversee contractual and budgetary compliance as facilitated by Shelley Cadamy in the absence of the Chair. This will be addressed at the next meeting. Shelley Cadamy reviewed the</p>	<p>No Action Necessary</p>				

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

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	committee changes that resulted from strategic planning and as approved by the Area Board of Local Elected Officials.	
6.	Discussion took place regarding the strategic plan goals and Initiatives specific to this Committee as facilitated by Shelley Cadamy in the absence of the Chair. By the next meeting, there will be a tracking tool specific to these goals and initiatives.	<u>No Action Necessary</u>
7.	Expense Report: Shelley Cadamy, Workforce Tulsa Executive Director, presented the monthly expense report as of 08/31/18. David Oliver	<u>No Action Necessary</u>
8.	Board Line Item: Shelley Cadamy presented the Board Line Item budget detail as of 08/31/18.	<u>No Action Necessary</u>
9.	Compliance: Nicole Cue presented the finalized Program Year 2017 Quarter 3 Comprehensive Report as contained in the packet. Nicole Cue reported that she has been working in partnership with the Oklahoma Employment Security Commission to create a common intake process as well as new Trade Adjustment Assistance procedures around case management notes.	<u>No Action Necessary</u>
10.	Chair Update: None	<u>No Action Necessary</u>
11.	Executive Director Report: Shelley Cadamy provided a verbal Executive Director Report: <ul style="list-style-type: none"> • Strategic Planning- Keep an eye out for emails/updates • Tulsa Regional Chamber's OneVoice Regional Legislative Summit is coming up October 4, 2018 and encourages Committee members to attend/participate – She will send out information about it to Committee members today. 	<u>No Action Necessary</u>
12.	New Business: None.	<u>No Action Necessary</u>
13.	Old Business: None.	<u>No Action Necessary</u>
14.	Meeting Adjourned: 2:29 pm	<u>Motion to Approve:</u> Melvin Taylor <u>Second:</u> David Oliver <u>Vote:</u> Approved Unanimously

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Chair Signature:  Date: 11/26/18

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

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