

# WorkforceTulsa

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01/30/2017

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

2:01 p.m.	Executive Committee Chair, Amber Hatten, called the meeting to order.
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### ATTENDEES

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

**Absent Executive Committee Members:** Tom Albaugh, Joyce McClellan, Isaac Rocha, Lee Simpson

**Oversight Committee Members:** Janae Bradford, Rusty Edmiston, \*David Oliver, Martha Webb-Jones

**Absent Oversight Committee Members:** Melvin Taylor, Vanessa Finley, 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>No Action Necessary</b>
2.	<p><b>Reviewed &amp; Approved</b> the Selection of Successful Bidders for 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:</p> <ul style="list-style-type: none"> <li>• Grant Associates</li> <li>• Dynamic Workforce Solutions</li> <li>• Odle Management Group</li> </ul>	<p><b>Motion:</b> Martha Webb-Jones</p> <p><b>Second:</b> Ken Busby</p> <p><b>Vote:</b> Approved Unanimously</p>
3.	<b>Reviewed &amp; Approved</b> 02/09/17 Executive Committee Meeting cancellation.	<b>Motion:</b> Ken Busby

**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>Second:</b> David Oliver</p> <p><b>Vote:</b> Approved Unanimously</p>
4.	<p><b>Reviewed &amp; Approved</b> the 11/28/16 Oversight Committee Meeting Minutes as contained in the packet.</p>	<p><b>Motion:</b> Rusty Edmiston</p> <p><b>Second:</b> Martha Webb-Jones</p> <p><b>Vote:</b> Approved Unanimously</p>
5.	<p><b>Tabled the Review &amp; Approval</b> of the Demand Occupation List</p>	<p><b>Motion:</b> Ken Busby</p> <p><b>Second:</b> David Oliver</p> <p><b>Vote:</b> Approved Unanimously</p>
6.	<p><b>Reviewed &amp; Approved</b> Youth Incentive Policy as contained in the meeting packet and presented by Shelley Cadamy.</p>	<p><b>Motion:</b> Ken Busby</p> <p><b>Second:</b> David Oliver</p> <p><b>Vote:</b> Approved Unanimously</p>
7.	<p><b>Reviewed &amp; Approved</b> Youth Program Objective Assessment and Individual Services Strategy Policy as contained in the meeting packet and presented by Shelley Cadamy.</p>	<p><b>Motion:</b> Ken Busby</p> <p><b>Second:</b> David Oliver</p> <p><b>Vote:</b> Approved Unanimously</p>
8.	<p><b>Reviewed &amp; Approved</b> Youth Employment Program as contained in the meeting packet and presented by Shelley Cadamy.</p>	<p><b>Motion:</b> Rusty Edmiston</p> <p><b>Second:</b> Ken Busby</p> <p><b>Vote:</b> Approved Unanimously</p>
9.	<p><b>Reviewed &amp; Approved</b> Anti-Harassment Policy as contained in the meeting packet and presented by Nicole Cue, Workforce Tulsa Compliance and Outreach Manager.</p>	<p><b>Motion:</b> David Oliver</p> <p><b>Second:</b> Rusty Edmiston</p> <p><b>Vote:</b> Approved Unanimously</p>
10.	<p><b>Reviewed &amp; Approved</b> Self-Sufficiency Policy as contained in the meeting packet and presented by Nicole Cue with the caveat that the labeling on the chart on Attachment A be updated to indicate 6 months.</p>	<p><b>Motion:</b> David Oliver</p> <p><b>Second:</b> Ken Busby</p> <p><b>Vote:</b> Approved Unanimously</p>

11.	<b><u>Reviewed &amp; Approved</u></b> Priority of Service Policy	<b><u>Motion:</u></b> Ken Busby <b><u>Second:</u></b> David Oliver <b><u>Vote:</u></b> Approved Unanimously
12.	<b><u>Expense Report:</u></b> The expense report as of 12/31/16 was presented by Shelley Cadamy.	<b><u>No Action Necessary</u></b>
13.	<b><u>Compliance:</u></b> Nicole Cue presented the September 2016 and October 2016 Comprehensive Monitoring Report as contained in the meeting packet.	<b><u>No Action Necessary</u></b>
14.	<b><u>One-Stop Operator Report:</u></b> The unaudited Contract Performance Measures were reflected in the December 2016 Metrics Report included in the meeting packet. Shelley Cadamy reported the Pipeline requested by the Oversight Committee has not been created yet, so the Oversight Committee will see it at their next meeting.	<b><u>No Action Necessary</u></b>
15.	<b><u>Chair Update:</u></b> None.	<b><u>No Action Necessary</u></b>
16.	<b><u>Executive Director Report:</u></b> None.	<b><u>No Action Necessary</u></b>
17.	<b><u>New Business:</u></b> None.	<b><u>No Action Necessary</u></b>
18.	<b><u>Old Business:</u></b> None	<b><u>No Action Necessary</u></b>

**Meeting Adjourned:** 3:29 p.m.

**Motion:** Ken Busby

**Second:** David Oliver

**Vote:** Approved Unanimously

Executive Committee Chair Signature:

*Amber Hatten*

Date:

*3/13/17*

Oversight Committee Chair Signature:

*David E. Oliver*

Date:

*3-13-17*