

WorkforceTulsa

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07/30/2014

Tulsa Area Workforce Investment Board Oversight Committee Meeting Minutes

3:32 p.m.	<i>Oversight Chair, JoAnna Jamison, called meeting to order.</i>	
ATTENDEES		
Committee Members: Monica Barczak, Helen Guidry, JoAnna Jamison		
Absent Members: Charley Farley, Edward Dornblaser, David Oliver, Melvin Taylor		
WIB Staff: Shelley Cadamy, Julie Sorrels		
Guests: Rebecca Goodson, Christopher Bernhardt		
Item	Description / Discussion	Action
1.	The Oversight Committee reviewed & approved Meeting Minutes from 05/19/2014.	Motion: to Approve: Monica Barczak Second: Helen Guidry Vote: Approved Unanimously
2.	Introductions took place.	No Action Necessary
3.	Reviewed & Approved COWIB Employee of Record Contract, Revision 1 as presented by Workforce Tulsa Executive Director, Shelley Cadamy with the following changes: <ul style="list-style-type: none"> Section AK: "Approximate" in regards the Contractor Cost Budget Item will be changed to "Not to Exceed". On the signature line on the bottom the Invoices for TAWIB Staffing Services will remove the word "Staff" and simply read "Signature of Contractor" and include a place for the name to be printed. When referring to the documentation that COWIB will give to describe what their actual costs were, we need to ask COWIB to explain exactly what that documentation will be (e.g. time sheets). 	Motion: to Approve: Helen Guidry Second: Monica Barczak Vote: Approved Unanimously
4.	Reviewed & Approved The Program Year 2014 Demand Occupation list presented as a handout by Shelley Cadamy.	Motion: to Approve: Monica Barczak Second: Helen Guidry Vote: Approved Unanimously
5.	Expense Report: Rebecca Goodson, Workforce Investment Act Compliance Coordinator for Tulsa Community College, explained that there have been no expenses to report for July 2014. Monica Barczak	No Action Necessary

	requests to see the June 2014 Expense Report. Shelley Cadamy agreed to email it to Oversight Committee members.	
6.	Board Line Item Budget: Shelley Cadamy presented a Board Line Item Budget which compared the Program Year 2013 and 2014 budgets and included the actual amounts spent for Program Year 2013 as of 05/18/2014.	<u>No Action Necessary</u>
7.	Compliance Report: In the absence of Workforce Tulsa Compliance, Monitor, and Outreach Manager, Nicole Hayes, the Equal Employment Opportunity Monitoring Report and New State Guidance were presented by Shelley Cadamy as included in the meeting packet.	<u>No Action Necessary</u>
8.	Discussed the service provider transition update as presented by Christopher Bernhardt, interim director of Grant Associates, Tulsa operation. Daily orientations are now provided.	<u>No Action Necessary</u>
8.	Performance Reports: Christopher Bernhardt presented handouts which contained a Report Narrative outlining goals, challenges, successes, and upcoming strategic plans and reports that demonstrated the June 2014 performance measures. A. Contract Performance Measure goals were met or exceeded with the exception of Intensive Enrollment for Adult & Dislocated Workers, the Number of Active Youth, Occupational Skills Certification Attainment for Adults & Dislocated Workers, Customer Satisfaction for Dislocated Workers in the 4 th Quarter of Program Year 2014, and Career Readiness Certificate for Youth. B. Common Measure goals were all met or exceeded.	<u>No Action Necessary</u>
9.	Chair Report None	<u>No Action Necessary</u>
10.	Executive Director Report: Shelley Cadamy reported: <ul style="list-style-type: none"> A former case manager for DESI failed to follow procedure and caused problems regarding the cost of training for various clients including those who are participants in the Choosing to Change Program (Turley Correctional Center/Resonance Center for Women) and the Tulsa Community College Second Chance Program (Connors Correctional Facility). Grant Associates and Board Staff have been troubleshooting this for a couple of weeks and are currently seeking guidance from the Oklahoma 	<u>No Action Necessary</u>

	<p>Department of Commerce. The fiscal agent has also been advised of the situation.</p> <ul style="list-style-type: none"> • The written report from the June 2014 US Department of Labor Monitoring has not yet been received. • The Workforce Innovation Opportunity Act passed. Board Staff is looking for professional development opportunities. Christopher Bernhardt added that in regards to Grant Associates, they are securing a consultant to help them walk through the process. • A large number of the people being trained through Workforce Tulsa are legacy participants. It is a transition year for Grant Associates. • The Oklahoma Department of Commerce is asking area Workforce Boards to negotiate their own common measures. 	
11.	<u>New Business:</u> None	<u>No Action Necessary</u>
12.	<u>Old Business:</u> None.	<u>No Action Necessary</u>
13.	<u>Meeting Adjourned:</u> 5:02 p.m.	<u>Motion:</u> to Adjourn: Monica Barczak <u>Second:</u> Helen Guidry <u>Vote:</u> Approved Unanimously

Chair Signature: Monica Barczak Date: 09/29/14

