

WorkforceTulsa

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07/27/2015

Tulsa Area Workforce Development Board Oversight Committee Meeting Minutes

2:00 p.m.	<i>Oversight Chair, JoAnna Jamison, called the meeting to order.</i>	
ATTENDEES		
Committee Members: Charley Farley, David Oliver, JoAnna Jamison, Ron Bussert, Monica Barczak, Melvin Taylor		
Absent Members:		
WIB Staff: Julie Sorrels, Nicole Hayes, Shelley Cadamy		
Guests: Jeremy Frutchey, Shawn Burch, Rebecca Goodson, Paula Bailey		
Item	Description / Discussion	Action
1.	The Oversight Committee reviewed & approved Meeting Minutes from 05/18/2015.	Motion to Approve: Charley Farley Second: Monica Barczak Vote: Approved Unanimously
2.	Introductions took place.	No Action Necessary
3.	Reviewed & Approved Change of corporate name of Tulsa Area Workforce Investment Board to Tulsa Area Workforce Development Board as presented by Shelley Cadamy, Executive Director of Workforce Tulsa.	Motion to Approve: Melvin Taylor Second: Ron Bussert Vote: Approved Unanimously
4.	Reviewed & Approved Youth Eligibility Policy as presented by the Workforce Tulsa Compliance & Outreach Manager, Nicole Hayes.	Motion to Approve: Ron Bussert Second: Melvin Taylor Vote: Approved Unanimously
5.	Review & Approval of Eligible Training Provider Policy was tabled .	Motion to Table: Monica Barczak Second: Charley Farley Vote: Tabled Unanimously
6.	Reviewed & Approved Supportive Service Policy as presented by Nicole Hayes.	Motion to Approve: Charley Farley Second: Melvin Taylor Vote: Approved Unanimously

7.	Reviewed & Approved Demand Occupations List as presented by Shelley Cadamy.	Motion to Approve: David Oliver Second: Ron Bussert Vote: Approved Unanimously
8.	Review & Approval of Program Year 2015 Tulsa Area Workforce Development Board Budget, revision 1 was tabled .	Motion to Table: Ron Bussert Second: JoAnna Jamison Vote: Tabled Unanimously
9.	Discussion regarding the Workforce Innovation and Opportunity Act Interim Guidance for Adult and Dislocated Worker was facilitated by Nicole Hayes with reference to memos contained in the packet: <ul style="list-style-type: none"> • Mo2-2014 Eligibility • Mo3-2014 Services 	No Action Necessary
10.	Expense Report: Workforce Innovation and Opportunity Act Compliance Coordinator for Tulsa Community College, Rebecca Goodson, presented the Monthly Expense Report as of 06/30/2015 as included in the meeting packet.	No Action Necessary
11.	Board Line Item Budget: The Board Line Item Budget as of 06/30/2015 included in the meeting packet was presented by Rebecca Goodson.	No Action Necessary
12.	Compliance: Nicole Hayes presented the Program Year 2014 Quarter 3 Performance Monitoring Report as well as a new state guidance update as included in the packet: <ul style="list-style-type: none"> • OWDI #01-2015 Health and Human Services Poverty Guidelines and Department of Labor's 2015 70% and 100% Lower Living Standard Income Levels • OWDI #02-2015 Local Area Initial Designation Process • OWDI #03-2015 Local Workforce Development Board Two-Year Certification Process • OWDI #04-2015 Workforce Innovation and Opportunity Act (WIOA) Youth Program • OWDI #05-2015 Eligible Training Provider List 	No Action Necessary

	<p><u>One-Stop Operator Report:</u> The June 2015, end of Program Year 2014, Contract Performance Measures and Common Measures as reflected in the Metrics Report were provided as a handout and presented by Jeremy Frutche, Strategic Operations Coordinator for Grant Associates. The Director of Grant Associates, Shawn Burch, reported that the following initiatives are continuing into Program Year 2015:</p> <ul style="list-style-type: none"> • Work on staffing and staff development: new Youth Services Manager 	
13.	<ul style="list-style-type: none"> • Focus on Center collaboration; monthly meetings • Service Delivery Model development/implementation • Developing training strategies <ul style="list-style-type: none"> ○ engage employers ○ working with educational institutions to create cohort training • Business Services Team is meeting monthly with Oklahoma Employment Security Commission's Talent Acquisition Team to share job orders and referrals • Meeting with Union Public Schools Adult Education's JoAnna Jamison to work towards creating a program that will allow a client to learn particular job skills while they work toward earning a GED 	<u>No Action Necessary</u>
14.	<p><u>Chair Report:</u> JoAnna Jamison reports that Adult Education may possibly not be able to continuing free childcare for Adult Education students with Workforce Innovation and Opportunity Act funds.</p>	<u>No Action Necessary</u>
15.	<p><u>Executive Director Report:</u> Shelley Cadamy reported:</p> <ul style="list-style-type: none"> • Board designation letter, provided as a handout • Annual State monitoring completed; nearing 30 day deadline for the State's report • Submitted comments to the United States Department of Labor on the Workforce Innovation and Opportunity Act proposed rules; continuing to participate in that process • Strategic Planning Committee should be meeting within the next 2 weeks • Referral Process <ul style="list-style-type: none"> ○ Inventory partners ○ Provide training to partners who have not yet received training in order of urgency • WIOA Board streamlined; Board Chair & Shelley Cadamy are having meetings with WIA Board members who have rolled off the 	<u>No Action Necessary</u>

	Board to ensure a soft transition and develop continuing relationships	
16.	<u>New Business:</u> None	<u>No Action Necessary</u>
17.	<u>Old Business:</u> None.	<u>No Action Necessary</u>
18.	<u>Meeting Adjourned:</u> 3:30 p.m.	<u>Motion:</u> to Adjourn: Charley Farley <u>Second:</u> David Oliver <u>Vote:</u> Adjourned Unanimously

Chair Signature: Patricia Jameson Date: 10.22.15