

WorkforceTulsa

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01/29/18

Tulsa Area Workforce Development Board Oversight Committee Meeting Minutes

2:00 pm	<i>Oversight Chair, Vanessa Finley, called the meeting to order.</i>							
<p>ATTENDEES</p> <p>Committee Members: Vanessa Finley, David Oliver, Melvin Taylor Absent Members: Mike Betsworth WDB Staff: Shelley Cadamy, Julie Sorrels, Nicole Cue Guests: Jeremy Frutchey, Kyle Smith, Jessica Brent</p>								
Item	Description / Discussion	Action						
1.	<u>Introductions</u> took place.	<u>No Action Necessary</u>						
2.	<u>Reviewed & Approved</u> the 11/27/17 Oversight Committee Meeting Minutes as contained in the meeting packet.	<p>Motion to Approve: Melvin Taylor Second: David Oliver Vote: Approved Unanimously</p>						
3.	<p><u>One-Stop Operator Report</u> was presented by Workforce Tulsa Project Director, Kyle Smith.</p> <table border="1" data-bbox="181 1241 1143 1932"> <thead> <tr> <th data-bbox="181 1241 904 1293">Action Steps</th> <th data-bbox="904 1241 1143 1293">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="181 1293 904 1339">1. Provide training budget with report.</td> <td data-bbox="904 1293 1143 1339">Kyle Smith</td> </tr> <tr> <td data-bbox="181 1339 904 1932">2. Within the report, the Monthly Dashboard will change from "OESC" to "Center" for measures that include our on-site partners (e.g. Work Ready, CareerTech Skills Centers, Oklahoma Employment Security Commission) and us such as: <ul style="list-style-type: none"> • Job Placements • Training Completed • Individuals Served at Rapid Response • Veteran Referrals • Job Developments • Job Orders • Individuals Who Attended Workshops • Total Staff Assisted Services Provided • Total Participants </td> <td data-bbox="904 1339 1143 1932">Kyle Smith</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Provide training budget with report.	Kyle Smith	2. Within the report, the Monthly Dashboard will change from "OESC" to "Center" for measures that include our on-site partners (e.g. Work Ready, CareerTech Skills Centers, Oklahoma Employment Security Commission) and us such as: <ul style="list-style-type: none"> • Job Placements • Training Completed • Individuals Served at Rapid Response • Veteran Referrals • Job Developments • Job Orders • Individuals Who Attended Workshops • Total Staff Assisted Services Provided • Total Participants 	Kyle Smith	<u>No Action Necessary</u>
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4.	<p>Reviewed & Approved Program Year 2017 Tulsa Area Workforce Development Board Budget, Revision 2 as presented by Workforce Tulsa Executive Director, Shelley Cadamy.</p>	<p>Motion to Approve: Melvir Taylor Second: David Oliver Vote: Approved Unanimously</p>				
5.	<p>Tabled the review and approval of the Program Year 2017 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 Contract, Revision 4.</p>	<p>Motion to Table: Melvin Taylor Second: David Oliver Vote: Approved Unanimously</p>				
6.	<p>Reviewed & Approved the Conflict of Interest Policy as presented by Nicole Cue, Workforce Tulsa Compliance & Outreach Manager.</p> <table border="1" data-bbox="168 863 954 1073"> <thead> <tr> <th data-bbox="168 863 631 915">Action Steps</th> <th data-bbox="631 863 954 915">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="168 915 631 1073">3. Correct footnotes for presentation to the Executive Committee for review & approval.</td> <td data-bbox="631 915 954 1073">Nicole Cue</td> </tr> </tbody> </table>	Action Steps	Accountability	3. Correct footnotes for presentation to the Executive Committee for review & approval.	Nicole Cue	<p>Motion to Approve: Melvin Taylor Second: David Oliver Vote: Approved Unanimously</p>
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3. Correct footnotes for presentation to the Executive Committee for review & approval.	Nicole Cue					
7.	<p>Reviewed & Approved the Adult & Dislocated Worker Policy as presented by Nicole Cue with format changes as proposed by Nicole Cue.</p>	<p>Motion to Approve: David Oliver Second: Melvin Taylor Vote: Approved Unanimously</p>				
8.	<p>Reviewed & Approved the Equal Opportunity Policy as presented by Nicole Cue.</p>	<p>Motion to Approve: David Oliver Second: Melvin Taylor Vote: Approved Unanimously</p>				
9.	<p>Expense Report: Shelley Cadamy, Workforce Tulsa Executive Director, presented the monthly expense report as of 12/31/2017.</p>	<p>No Action Necessary</p>				
10.	<p>Board Line Item: Shelley Cadamy presented the Board Line Item budget detail as of 12/31/2017.</p>	<p>No Action Necessary</p>				

Oversight Committee Members: David Oliver; Melvin Taylor; Mike Betsworth; Vanessa Finley

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11.	Compliance: Nicole Cue, Workforce Tulsa Compliance and Outreach Manager presented the Program Year 2017 Quarter 1 Contract Performance Report and the Program Year 2017 Quarter 1 Comprehensive Report.	<u>No Action Necessary</u>						
12.	<p>Chair Update: Vanessa Finley, Chair, confirmed with attending committee members that it the meetings will be 2 hours long moving forward.</p> <table border="1"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>4. Extend meeting time to 2 hours.</td> <td>Julie Sorrels</td> </tr> <tr> <td>5. Resend meeting series.</td> <td>Julie Sorrels</td> </tr> </tbody> </table>	Action Steps	Accountability	4. Extend meeting time to 2 hours.	Julie Sorrels	5. Resend meeting series.	Julie Sorrels	<u>No Action Necessary</u>
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13.	Executive Director Report: Shelley Cadamy shared highlights of the Executive Director Report. She also reported regarding tax form 990 that she talked with Tulsa Community College Foundation as the Fiscal Agent, and she found out that the foundation does not reflect those funds in their 990 filings, so Linda Smith is going to do some research. Shelley Cadamy will also call the Center for Non-Profits to see if they can make a recommendation.	<u>No Action Necessary</u>						
14.	New Business: None	<u>No Action Necessary</u>						
15.	Old Business: None.	<u>No Action Necessary</u>						
16.	Meeting Adjourned: 3:37 pm	<u>Motion to Approve:</u> David Oliver <u>Second:</u> Melvin Taylor <u>Vote:</u> Approved Unanimously						

Chair Signature:  Date: 5/21/18

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