

WorkforceTulsa

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07/31/2017

Tulsa Area Workforce Development Board Oversight Committee Meeting Minutes

1:04 pm Oversight Chair, David Oliver, called the meeting to order.

ATTENDEES

Committee Members: Janae Bradford, Vanessa Finley, David Oliver, Martha Webb-Jones

Absent Members: Rusty Edmiston, Melvin Taylor

WDB Staff: Shelley Cadamy, Julie Sorrels, Cherie Stierwalt

Guests: Kyle Smith

Item	Description / Discussion	Action
1.	Introductions took place.	<u>No Action Necessary</u>
2.	Reviewed & Approved the 05/22/17 Executive Oversight Committee Meeting Minutes as contained in the meeting packet.	<u>Motion to Approve:</u> Vanessa Finley <u>Second:</u> Janae Bradford <u>Vote:</u> Approved Unanimously
3.	One-Stop Operator Report was presented by Workforce Tulsa Project Director, Kyle Smith.	<u>No Action Necessary</u>
4.	Tabled Review & Approval the Program Year 2017 Tulsa Area Workforce Development Board Partner Memorandum of Understanding	<u>Motion to Table:</u> Vanessa Finley <u>Second:</u> Janae Bradford <u>Vote:</u> Approved Unanimously

5.	<p>Reviewed & Approved the Program Year 2017 Tulsa Area Workforce Development Board Local Plan with the following caveats:</p> <ul style="list-style-type: none"> • Research which of the attached Memorandum of Understanding documents are supposed to be included, and remove any that are not supposed to be included. • Update page 91 of the meeting packet to correct the status of the Local Plan in relation to the Board approval process. The Plan was not approved by the Board as was indicated in the Workforce Tulsa Response. 	<p>Motion to Approve: Janae Bradford Second: Vanessa Finley Vote: Approved Unanimously</p>
6.	<p>Reviewed & Approved the Program Year 2017 Tulsa Area Workforce Development Board Regional Plan as submitted to the Governor’s Council.</p>	<p>Motion to Approve: Martha Webb-Jones Second: Vanessa Finley Vote: Approved Unanimously</p>
7.	<p>Discussed the 40% Training Requirement Letter to the Governor’s Council for Workforce And Economic Development as facilitated by Workforce Tulsa Executive Director, Shelley Cadamy. She reported that the Executive Committee approved for the letter to be send if/when the 40% training minimum requirement was put into place by State policy. The policy was released for comment last week. The 40% does include supportive services within the proposed policy, but it does not include any front line worker salaries.</p>	<p>No Action Necessary</p>
8.	<p>Reviewed & Approved 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 1 as contained in the packet with the caveat that within the Negotiated Quarterly Participant Service Levels- Adult & Dislocated Worker chart beginning page 381 of the meeting packet:</p> <ul style="list-style-type: none"> • 7. Number of Businesses receiving services will change to maintain a load of 50 companies each quarter, not an accumulative total 200. • Add a measure: 8. Number of new companies each quarter will be 10 with the 1st quarter’s amount to be added to the 2nd quarter, and the total accumulative for the year to be 40. Fifteen per quarter was originally proposed, but the Oversight Committee determined it should be lowered to 10 per quarter. 	<p>Motion to Approve: Janae Bradford Second: Vote: Approved Unanimously</p>

Oversight Committee Members: David Oliver; Melvin Taylor; Rusty Edmiston; Janae Bradford; Martha Webb-Jones; Vanessa Finley

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9.	Reviewed & Approved the Tulsa American Job Center Lease, Revision 1, to be recommended to the Executive Committee to be considered approved upon attorney approval.	Motion to Approve: Vanessa Finley Second: Janae Bradford Vote: Approved Unanimously
10.	Reviewed & Approved the Oklahoma Employment Security Commission Sublease to be recommended to the Executive Committee to be considered approved upon attorney approval.	Motion to Approve: Vanessa Finley Second: Janae Bradford Vote: Approved Unanimously
11.	Reviewed & Approved the CareerTech Sublease to be recommended to the Executive Committee to be considered approved upon attorney approval.	Motion to Approve: Vanessa Finley Second: Janae Bradford Vote: Approved Unanimously
12.	Reviewed & Approved the Department of Rehabilitation Services Sublease to be recommended to the Executive Committee to be considered approved upon attorney approval.	Motion to Approve: Vanessa Finley Second: Janae Bradford Vote: Approved Unanimously
13.	Reviewed & Approved the Work Ready Oklahoma Sublease to be recommended to the Executive Committee to be considered approved upon attorney approval.	Motion to Approve: Vanessa Finley Second: Janae Bradford Vote: Approved Unanimously
14.	Reviewed & Approved Center Certification Policy as included in the meeting packet with the caveat that the grammar and spelling is corrected.	Motion to Approve: Janae Bradford Second: Martha Webb-Jones Vote: Approved Unanimously
15.	Reviewed & Approved Personal Identification Information Policy as included in the meeting packet.	Motion to Approve: Martha Webb-Jones Second: Vanessa Finley Vote: Approved Unanimously
16.	Expense Report: Shelley Cadamy referred committee members to the Monthly Expense Report through 06/30/2017 contained in the meeting packet.	No Action Necessary


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17.	Board Line Item: In lieu of the Board Line Item report, Shelley Cadamy shared moving expenses.	<u>No Action Necessary</u>
18.	Compliance: In the absence of Workforce Tulsa Monitoring, Compliance, & Manager, Nicole Cue, Shelley Cadamy presented the Program Year 2016 Quarter 3 Comprehensive Monitoring Report as contained in the meeting packet.	<u>No Action Necessary</u>
19.	Chair Update: Chair will work with Board Staff to create a Board Resolution to specify exactly what the Executive Director, Shelley Cadamy, has the authority to sign, execute, and acknowledge in the name of the Board to be reviewed and approved at the next meeting.	<u>No Action Necessary</u>
20.	Executive Director Report: None	<u>No Action Necessary</u>
21.	New Business: None	<u>No Action Necessary</u>
22.	Old Business: None.	<u>No Action Necessary</u>
23.	Meeting Adjourned: 2:34 pm	Motion to Approve: Martha Webb-Jones Second: Vanessa Finley Vote: Approved Unanimously

Chair Signature:  Date: 12/7/17

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