

03/26/18

Tulsa Area Workforce Development Board Oversight Committee Meeting Minutes

1:31 pm	<i>In the absence of Oversight Chair, Vanessa Finley, the Past Oversight Chair, David Oliver, called the meeting to order.</i>	
ATTENDEES Committee Members: David Oliver, Jessica Brent, David Oliver, Melvin Taylor Absent Members: Vanessa Finley, Mike Betsworth WDB Staff: Shelley Cadamy, Julie Sorrels, Cherie Stierwalt, Nicole Cue Guests: Jeremy Frutchey, Kyle Smith		
Item	Description / Discussion	Action
1.	Introductions took place.	<u>No Action Necessary</u>
2.	Reviewed & Approved the 01/29/18 Oversight Committee Meeting Minutes as contained in the meeting packet.	<u>Motion to Approve:</u> Melvin Taylor <u>Second:</u> Jessica Brent <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.	Reviewed & Approved Workforce Tulsa Board Strategic Planning Request for Proposal Firm Selection methodology as presented by Workforce Tulsa Executive Director, Shelley Cadamy.	<u>Motion to Approve:</u> Melvin Taylor <u>Second:</u> Jessica Brent <u>Vote:</u> Approved Unanimously
5.	Reviewed & Approved 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. The contract was changed: <ul style="list-style-type: none"> • To accommodate a requested change from OESC regarding functional management that was discussed at the last Oversight Committee meeting. The change was tabled until there were more substantive changes to be made, which there now are. • To modify the performance for the service provider to allow them to connect job ready talent directly, rather than working with a Career Navigator first. 	<u>Motion to Approve:</u> Jessica Brent <u>Second:</u> Melvin Taylor <u>Vote:</u> Approved Unanimously

6.	<p>Reviewed & Approved the transfer of formula funds that were requested because there are currently more funds in the dislocated worker funding line than there is demand, and there are not enough funds in the adult funding line to meet demand. WIOA allows up to 100% of funds to be transferred once per year. The Service Provider requested to have the amount of \$144,080 moved from the dislocated worker allocation to the adult allocation. The purpose of the request is to support the joint venture with The Tulsa Regional Chamber and Morcon Tissue hiring initiative. The funding will support 50 work experiences for 6 weeks. Workforce Tulsa is the exclusive referral source of Morcon during this start up.</p> <table border="1" data-bbox="168 617 954 863"> <thead> <tr> <th data-bbox="168 617 631 667">Action Steps</th> <th data-bbox="631 617 954 667">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="168 667 631 863">1. Type up an explanation of how the transfer of funds will appear in the budget and financial documents reviewed by the Committee.</td> <td data-bbox="631 667 954 863">Linda Smith</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Type up an explanation of how the transfer of funds will appear in the budget and financial documents reviewed by the Committee.	Linda Smith	<p>Motion to Approve: Melvin Taylor Second: Jessica Brent Vote: Approved Unanimously</p>
Action Steps	Accountability					
1. Type up an explanation of how the transfer of funds will appear in the budget and financial documents reviewed by the Committee.	Linda Smith					
7.	<p>Reviewed & Approved the Program Note Policy, Updated policy to include procedure for documenting client accommodations, as presented by Nicole Cue, Workforce Tulsa Compliance & Outreach Manager.</p>	<p>Motion to Approve: Melvin Taylor Second: Jessica Brent Vote: Approved Unanimously</p>				
8.	<p>Tabled the Equal Opportunity Policy.</p>	<p>Motion to Table: Melvin Taylor Second: Jessica Brent Vote: Approved Unanimously</p>				
9.	<p>Reviewed & Approved the Babel Notice, a short notice included in a document or electronic medium in multiple languages informing the reader that the communication contains vital information and explains how to access language services to have the contents of the communication provided in other languages, as presented by Nicole Cue. Within the English Language Plan that Workforce Tulsa Compliance and Outreach Manager, Nicole Cue, is developing, she has identified language(s) utilized for the Babel Notice in the Workforce Tulsa Area are those which are spoken by 7% or more of the population, English & Spanish. Nicole Cue reports that a Babel Notice Representative who speaks Spanish and works at the Tulsa American Job Center has been identified.</p>	<p>Motion to Approve: Jessica Brent Second: Melvin Taylor Vote: Approved Unanimously</p>				

Oversight Committee Members: David Oliver; Melvin Taylor; Mike Betsworth; Vanessa Finley; Jessica Brent.
Oklahoma Works, a proud partner of the American Job Center Network

*Workforce Tulsa is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
This presentation was financed in whole or part by funds from the US Department of Labor as administered by the Oklahoma Office of Workforce Development.*

10.	Expense Report: Shelley Cadamy, Workforce Tulsa Executive Director, presented the monthly expense report as of 12/31/2017.		<u>No Action Necessary</u>
	Action Steps	Accountability	
	2. Email more up to date Expense Report to the Committee.	Board Staff	
11.	Board Line Item: Shelley Cadamy presented the Board Line Item budget detail as of 12/31/2017.		<u>No Action Necessary</u>
12.	Compliance: Nicole Cue, Workforce Tulsa Compliance and Outreach Manager presented the Program Year 2017 Quarter 2 Comprehensive Report. Nicole provided as a handout the Program Year 2017 Quarter 2 Contract Performance Report that is not yet finalized.		<u>No Action Necessary</u>
13.	Chair Update: None.		<u>No Action Necessary</u>
14.	Executive Director Report: Shelley Cadamy reported on some of the highlights within the report that was included in the meeting packet. Workforce Tulsa Manager of Youth Services reported to the Committee about the success of the recent Expungement event.		<u>No Action Necessary</u>
15.	New Business: None.		<u>No Action Necessary</u>
16.	Old Business: None.		<u>No Action Necessary</u>
17.	Meeting Adjourned: 2:56 pm		Motion to Approve: Melvin Taylor Second: Jessica Brent Vote: Approved Unanimously

Chair Signature:  Date: 5/21/18

oversight Committee Members: David Oliver; Melvin Taylor; Mike Betsworth; Vanessa Finley; Jessica Brent

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