

WorkforceTulsa

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09/25/2017

Tulsa Area Workforce Development Board Oversight Committee Meeting Minutes

2:02 pm	<i>Oversight Chair, David Oliver, called the meeting to order.</i>					
<p>ATTENDEES</p> <p>Committee Members: Vanessa Finley, David Oliver, Martha Webb-Jones, Rusty Edmiston, Melvin Taylor Absent Members: Janae Bradford WDB Staff: Shelley Cadamy, Julie Sorrels, Nicole Cue Guests: Kyle Smith</p>						
Item	Description / Discussion	Action				
1.	Introductions took place.	<u>No Action Necessary</u>				
2.	Reviewed & Approved the 07/31/17 Oversight Committee Meeting Minutes as contained in the meeting packet.	<p><u>Motion to Approve:</u> Vanessa Finley <u>Second:</u> Rusty Edmiston <u>Vote:</u> Approved Unanimously</p>				
3.	<p>One-Stop Operator Report was presented by Workforce Tulsa Project Director, Kyle Smith, and in addition to going over the metrics report contained in the meeting packet, he talked about the following topics:</p> <ul style="list-style-type: none"> • Job Seeker Satisfaction Surveys now available at the American Job Centers • Ribbon Cutting & 1st Quarter Partner Meeting (Surveys from the Partner Meeting were passed around for Committee members to review.) have increased traffic at the Tulsa American Job Center • New Youth Customers – challenging metric <ul style="list-style-type: none"> ○ Re-establishing recurring youth engagements ○ Collaboration with area schools to refer young people who are dropping out of school to Workforce Tulsa for services <ul style="list-style-type: none"> ▪ Union Public Schools ▪ Broken Arrow Public Schools 	<u>No Action Necessary</u>				
<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="167 1717 634 1770">Action Steps</th> <th data-bbox="634 1717 959 1770">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="167 1770 634 1925">1. Ensure that future metrics reports limit the percentage of goal to 100% when a goal is exceeded.</td> <td data-bbox="634 1770 959 1925">Kyle Smith</td> </tr> </tbody> </table>		Action Steps	Accountability	1. Ensure that future metrics reports limit the percentage of goal to 100% when a goal is exceeded.	Kyle Smith	
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4.	<u>Reviewed & Approved</u> the nomination and election of Vanessa Finley as the Oversight Committee Chair.	<u>Motion to Approve:</u> Melvin Taylor <u>Second:</u> Rusty Edmiston <u>Vote:</u> Approved Unanimously	
5.	<u>Reviewed & Approved</u> the Comprehensive Designation of the Tulsa American Job Center and the Sapulpa American Job Center.	<u>Motion to Approve:</u> Vanessa Finley <u>Second:</u> Melvin Taylor <u>Vote:</u> Approved Unanimously	
6.	<u>Reviewed & Approved</u> that the process of Center Certification for the Tulsa American Job Center and the Sapulpa American Job Center continue within the timeline provided in the packet and for the Executive Committee to have the authority to review and approve the certifications without the Oversight Committee having reviewed the actual certifications and the Board to formally approve thereafter.	<u>Motion to Approve:</u> Vanessa Finley <u>Second:</u> Martha Webb-Jones <u>Vote:</u> Approved Unanimously	
7.	<u>Reviewed & Approved then Rescinded Approval</u> 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 1 as contained in the packet.	<u>Motion to Approve:</u> Martha Web Jones <u>Second:</u> Rusty Edmiston <u>Vote:</u> Approved Unanimously	<u>Motion to Rescind:</u> Martha Web Jones <u>Second:</u> Melvin Taylor <u>Vote:</u> Approved Unanimously
8.	<u>Reviewed & Approved</u> Program Year 2017 Tulsa Area Workforce Development Board Budget, Revision 1.	<u>Motion to Approve:</u> Vanessa Finley <u>Second:</u> Martha Webb-Jones <u>Vote:</u> Approved Unanimously	
9.	<u>Reviewed & Approved</u> 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 1 as contained in the packet with the Program year 2017 Tulsa Area Workforce Development Board Budget, Revision 1 approved by the Committee today to replace the budget contained in Attachment D on page 38 of the meeting packet.	<u>Motion to Approve:</u> Martha Webb-Jones <u>Second:</u> Melvin Taylor <u>Vote:</u> Approved Unanimously	

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

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10.	Reviewed & Approved the Board of Directors Resolution pending approval by the legal counsel for both the Tulsa Area Workforce Development Board and Tulsa Community College.	Motion to Approve: Rusty Edmiston Second: Vanessa Finley Vote: Approved Unanimously				
11.	Reviewed & Approved the 2018 Meeting Calendar as contained in the packet.	Motion to Approve: Melvin Taylor Second: Rusty Edmiston Vote: Approved Unanimously				
12.	Reviewed & Approved the Selective Service Policy amended with the first sentence in section III. to clarify males as "age 18 and over."	Motion to Approve: Melvin Taylor Second: Martha Webb-Jones Vote: Approved Unanimously				
3.	<p>Expense Report: Shelley Cadamy, Workforce Tulsa Executive Director, presented the monthly expense report as of 08/31/2017.</p> <table border="1"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>2. Determine whether or not encumbered expenses, once spent, are transferred over to the Expended column and then email findings to the Committee.</td> <td>Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	2. Determine whether or not encumbered expenses, once spent, are transferred over to the Expended column and then email findings to the Committee.	Shelley Cadamy	No Action Necessary
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14.	Board Line Item: Shelley Cadamy presented the Board Line Item budget detail as of 08/30/2017 as a handout.	No Action Necessary				
15.	Compliance: Shelley Cadamy informed the Committee about the results of the United States Department of Labor One-Stop Operator Procurement and Contract Desk Review.	No Action Necessary				
16.	Chair Update: None.	No Action Necessary				

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17.	Executive Director Report: The Executive Director Report was provided as a handout.		<u>No Action Necessary</u>
	Action Steps	Accountability	
	3. Email One Voice Agenda Handout referenced in the Executive Director Report to the Committee members.	Shelley Cadamy	
18.	New Business: None		<u>No Action Necessary</u>
19.	Old Business: None.		<u>No Action Necessary</u>
20.	Meeting Adjourned: 3:42 pm		<u>Motion to Approve:</u> Melvin Taylor <u>Second:</u> Rusty Edmiston <u>Vote:</u> Approved Unanimously

Chair Signature:  Date: 12/7/17

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

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