

Tulsa Area Workforce Development Board
Meeting Minutes 02/15/2018

8:34 a.m.	Board Chair, Amber Hatten, called the meeting to order.	
	A quorum was achieved by roll call/introductions of Board members at 8:48 a.m.	
	Action Steps	Accountability
	1. Provide Board Staff with a Bio and Headshot for the website.	Board Members

Attending Board Members: Thaddaeus Babb, Mike Betsworth, Kelly Beyer, Jessica Brent, Pamela Bridwell, Angela Buchanan, Eloy Chavez, Scott Cooksey, Justin Evans, Vanessa Finley, Amber Hatten, Falen LeBlanc, David Oliver, Tony Rivera, Krista Smalley, Kinnee Tilly, Martha Webb-Jones

Absent Members: Tom Albaugh, Ken Busby, Brett Campbell, Ted Cundiff, Rusty Edmiston, Joe Epperley, Patrick Green, Susan Hartzler, Joyce McClellan, David Polen, Robyn Stange, Brian Tannehill, Melvin Taylor

WDB Staff: Shelley Cadamy, Julie Sorrels, Cherie Stierwalt

Guests: Beth Wild, Kyle Smith, Scott Amey, Dominique Clarke, Casi Martin, Ron Julian, Jennifer Overmeyer

Item	Description / Discussion	Action
1.	Reviewed & Approved 12/14/17 Board Meeting Minutes.	<u>Motion to Approve:</u> Martha Webb-Jones <u>Second:</u> Eloy Chavez <u>Vote:</u> Approved by Unanimous Vote
2.	Reviewed & Approved the Consent Agenda as included in the meeting packet: A. Program Year 2017 Tulsa Area Workforce Development Board Budget, Revision 2 B. Strategic Planning Request for Proposal C. Conflict of Interest Policy D. Adult & Dislocated Worker Policy E. Equal Opportunity Policy	<u>Motion to Approve:</u> Vanessa Finley <u>Second:</u> Angela Buchanan <u>Vote:</u> Approved by Unanimous Vote

3.	<p>Chair Update: Board Chair, Amber Hatten, encourages the Board to read through the meeting packets because there is a lot going on at Workforce Tulsa with a focus on Business Services. Amber Hatten encourages the Board to support Workforce Tulsa, utilize services, and contact Workforce Tulsa Executive Director, Shelley Cadamy, if they know of anyone who could benefit from business services. Amber Hatten reports that there are some compliance/governmental challenges being presented, but she wants to continue to see Shelley Cadamy supported in managing those challenges.</p>	<u>No Action Necessary</u>								
4.	<p>Executive Director Update: Shelley Cadamy presented the Executive Director Report as contained in the meeting packet.</p> <table border="1" data-bbox="212 516 997 961"> <thead> <tr> <th data-bbox="212 516 677 569">Action Steps</th> <th data-bbox="677 516 997 569">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="212 569 677 747">2. Email the Strategic Planning Request for Proposal to Board members and partners and post it on www.workforcetulsa.com.</td> <td data-bbox="677 569 997 747">Shelley Cadamy</td> </tr> <tr> <td data-bbox="212 747 677 821">3. Email suggestions for Strategic Planning venues.</td> <td data-bbox="677 747 997 821">Board Members</td> </tr> <tr> <td data-bbox="212 821 677 961">4. Email Board members a Doodle Poll to schedule Strategic Planning session(s).</td> <td data-bbox="677 821 997 961">Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	2. Email the Strategic Planning Request for Proposal to Board members and partners and post it on www.workforcetulsa.com.	Shelley Cadamy	3. Email suggestions for Strategic Planning venues.	Board Members	4. Email Board members a Doodle Poll to schedule Strategic Planning session(s).	Shelley Cadamy	<u>No Action Necessary</u>
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5.	<p>Presentation: Shelley Cadamy, Workforce Tulsa Executive Director, presented Ongoing Oklahoma Office of Workforce Development (OOWD) Issues.</p> <table border="1" data-bbox="212 1108 997 1234"> <thead> <tr> <th data-bbox="212 1108 677 1161">Action Steps</th> <th data-bbox="677 1108 997 1161">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="212 1161 677 1234">5. Email the Onevoice Agenda to Board members.</td> <td data-bbox="677 1161 997 1234">Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	5. Email the Onevoice Agenda to Board members.	Shelley Cadamy	<u>No Action Necessary</u>				
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6.	<p>Expense Report: Shelley Cadamy, presented the Expense Report as of 12/31/2017 as contained in the packet.</p>	<u>No Action Necessary</u>								
7.	<p>Industry Reports were delivered by the following Board members:</p> <ul style="list-style-type: none"> • Mike Betsworth, Construction: downtown Tulsa hotel boom • Amber Hatten, Manufacturing: Webco is very busy and having to get more creative in utilizing resources to hire with new hire orientation classes occurring on a weekly basis. Webco has been working to improve community involvement especially within school systems. They are looking at the Tulsa Engineering Challenge on March 2, 2018. 	<u>No Action Necessary</u>								

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6. Provide information about the Tulsa Engineering Challenge with Board members who have engineers that may be interested.	Amber Hatten

- Martha Webb-Jones, Aerospace: Spirit AeroSystems ventured into having high school interns during the summer, and they have starting bringing them in during the school semester. They are being paid by OK2Grow. Spirit is partnering with a TU student who is working on an industrial-organizational psychology degree who is helping Spirit put together an assessment that captures Spirit’s cultural aspirations and attributes. Spirit will be do some piloting with current employees and better prepare applicants in addition to continuing to focus a lot on technical training.

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7. Obtain contact information from Martha Webb-Jones for University of Tulsa’s Professor Brummel and reach out to invite him to present at a future Board meeting.	Shelley Cadamy

- Tony Rivera, Hospitality: Back to business as usual after the traditionally down months for the industry (December and January,) so there is a market for employees. More opportunities for job seekers will come with the growth of the industry in downtown Tulsa.
- Jessica Brent, Entrepreneurship: Regionally, the need for space for entrepreneurs is being met. A couple of the gaps:
 - capital/funding to facilitate high growth companies
 - access to skilled labor
- Krista Smalley, Aerospace: Trying to entice high school students to want to get a career in manufacturing in partnership with local schools. It is tough to find labor. NORDAM in partnership with Tulsa Tech has developed a technical onboarding program for employees who do not have a background in manufacturing.
- Scott Cooksey, Technology: ConsumerAffairs is aggressively growing their business and needs people who understand how to write code, and they are importing it where they do not have it locally.
- Jennifer Overmeyer, Manufacturing: AAON has had a huge upswing in growth to the point that their current issue is parking. They have built a road and hired buses. AAON promotes within and encourages internal growth where employees educate those in other departments about their department. Jennifer Overmeyer teaches a systems class to co-workers. AAON also does 100% education match after 6 months. AAON is working with Tulsa Community College to not just support

	<p>employees in getting tech degrees but to continue and get an associates and/or bachelor's degree.</p> <table border="1" data-bbox="289 128 1076 289"> <thead> <tr> <th data-bbox="289 128 753 180">Action Steps</th> <th data-bbox="753 128 1076 180">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="289 180 753 289">8. Provide information regarding VanPooling to Jennifer Overmeyer.</td> <td data-bbox="753 180 1076 289">Shelley Cadamy</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Angela Buchanan, Transportation: Regulatory issues have affected capacity for manufacturing. Rates are exploding. Melton Trucking is maximizing that opportunity, but they are finding that they are going to need to take every penny from every mile that they get and put it into the drivers' pay. They are in the process of putting a strategy together, so they can make sure they have the right pay for the right people due to the driver shortage. Melton Trucking is offering embedded training in partnership with Tulsa Tech in order to develop more drivers. 	Action Steps	Accountability	8. Provide information regarding VanPooling to Jennifer Overmeyer.	Shelley Cadamy	
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8.	<p>Oversight Committee Report was presented by Committee Chair, Vanessa Finley. In addition to the items contained in the Consent Agenda, the Committee will continue to:</p> <ul style="list-style-type: none"> address a deeper examination into audit requirements, 990 forms, & filing taxes as we have a fiscal agent; and determine how to deal with revenue from subleases. 	<u>No Action Necessary</u>				
9.	<p>Youth Committee Report in the absence of Committee Chair, Joyce McClellan, was presented by Shelley Cadamy and Cherie Stierwalt, Workforce Tulsa Manager of Youth Services. Workforce Tulsa Board staff is gaining traction with Tulsa Public Schools through recent meetings. The Committee is working on trying to catch kids right before they drop out of school rather than waiting on them coming to Workforce Tulsa themselves 6 months or longer after they have dropped out. Union Public Schools is already on board with that and Broken Arrow Public Schools is likely to follow. Strategy development is still a major focus of the Committee.</p>	<u>No Action Necessary</u>				
10.	<p>Disability Employment Advisory Committee Report was presented by Committee Chair, Thaddaeus Babb. The quarterly meeting had to be cancelled, so there are no updates for the Committee. Thaddaeus Babb extends a welcome for anyone to attend the meetings and to contact Nicole Cue or him if they are interested in obtaining resource information.</p>	<u>No Action Necessary</u>				
11.	<p>One-Stop Operator Report was presented by Kyle Smith, Workforce Tulsa Project Director. In addition, Kyle Smith also reported about:</p> <ul style="list-style-type: none"> Monthly Partner Resource Fairs Special Projects <p>Ron Julian, Oklahoma Employment Security Commission (OESC) Center Manager of the Tulsa American Job Center, reported about Trade Adjustment Assistance (TAA) and how the collaboration between OESC</p>	<u>No Action Necessary</u>				

	and Workforce Tulsa's service provider staff has improved TAA operations.					
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12.	Compliance: In the absence of the Workforce Tulsa Compliance and Outreach Manager, Nicole Cue, Shelley Cadamy referred the Board to the Program Year 2017 Quarter 1 Comprehensive Report in the meeting packet.					
13.	New Business: None.	<u>No Action Necessary</u>				
14.	Old Business: None.	<u>No Action Necessary</u>				
15.	Announcements: None.	<u>No Action Necessary</u>				
16.	10:17 a.m. -- The meeting was adjourned.	Motion to Adjourn: Justin Evans Second: Eloy Chavez Vote: Approved by Unanimous Vote				



Chair Signature: Amber Hatten Date: 4/19/18

