

11/27/2017

Tulsa Area Workforce Development Board Oversight Committee Meeting Minutes

2:00 pm	<i>Oversight Chair, Vanessa Finley, called the meeting to order.</i>					
ATTENDEES						
Committee Members: Vanessa Finley, David Oliver, Mike Betsworth, Janae Bradford						
Absent Members: Melvin Taylor						
WDB Staff: Shelley Cadamy, Julie Sorrels, Nicole Cue, Cherie Stierwalt						
Guests: Jeremy Frutchey						
Item	Description / Discussion	Action				
1.	Introductions took place.	<u>No Action Necessary</u>				
2.	Reviewed & Approved the 09/25/17 Oversight Committee Meeting Minutes as contained in the meeting packet.	<u>Motion to Approve:</u> David Oliver <u>Second:</u> Vanessa Finley <u>Vote:</u> Approved Unanimously with the exception of two <u>Abstentions:</u> Mike Betsworth & Janae Bradford				
3.	One-Stop Operator Report was presented by Workforce Tulsa Quality Performance Trainer, Jeremy Frutchey, in the absence of Workforce Tulsa Project Director, Kyle Smith.	<u>No Action Necessary</u>				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%; padding: 5px;">Action Steps</th> <th style="width: 35%; padding: 5px;">Accountability</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">1. Change Monthly Dashboard title from OESC to Center as of December 1, 2017 and continue to maintain "Total Participants" via reception desk sign in recording.</td> <td style="padding: 5px;">Jeremy Frutchey</td> </tr> </tbody> </table>			Action Steps	Accountability	1. Change Monthly Dashboard title from OESC to Center as of December 1, 2017 and continue to maintain "Total Participants" via reception desk sign in recording.	Jeremy Frutchey
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4.	<p>Reviewed & Approved for the Executive Committee to have the full authority to determine if 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 3 should be approved and moved on to the Board meeting for review and approval. Since the proposed revision was created, Workforce Tulsa Executive Director, Shelley Cadamy, has received additional information from the fiscal agent that the proposed changes may not be necessary. The proposed revision provided as a handout would change the third Negotiated Quarterly Participant Service Levels for Youth measure to read:</p> <p>3. Percent of Youth Budget Spent on Work Experience Number of New Youth Enrollments in Work Experience. Percentage of Youth budget spent on Youth entering Work Based Learning. Number of new youth enrolled into Work Experience by the end of the program year. Work Experience is as As defined by the WIOA and includes, OJT, WEX, etc.</p> <p>and for the total goal of the measure to change from 20% to 15.</p>	<p>Motion to Approve: Janae Bradford Second: David Oliver Vote: Approved Unanimously</p>				
5.	<p>Tabled the Adult and Dislocated Worker Policy which was not ready for review.</p>	<p>Motion to Table: David Oliver Second: Janae Bradford Vote: Approved Unanimously</p>				
6.	<p>Reviewed & Approved the Program Note Policy with one correction on page 3 of the red-lined policy as contained in the packet. Within the third paragraph of <i>III. Local Policy Section</i>, in the second bullet under "The Service Provider must ensure", "needed are" will be replaced with "may be" instead of "maybe".</p> <table border="1" data-bbox="159 1381 943 1591"> <thead> <tr> <th data-bbox="159 1381 618 1430">Action Steps</th> <th data-bbox="618 1381 943 1430">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="159 1430 618 1591">2. Discuss with the service provider Center policy regarding customer pronoun choice.</td> <td data-bbox="618 1430 943 1591">Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	2. Discuss with the service provider Center policy regarding customer pronoun choice.	Shelley Cadamy	<p>Motion to Approve: Janae Bradford Second: David Oliver Vote: Approved Unanimously</p>
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Oversight Committee Members: David Oliver; Melvin Taylor; Mike Betsworth; Janae Bradford; Vanessa Finley

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7.	<p>Expense Report: Shelley Cadamy, Workforce Tulsa Executive Director, presented the monthly expense report as of 10/31/2017.</p> <table border="1" data-bbox="168 264 959 426"> <thead> <tr> <th data-bbox="168 264 634 317">Action Steps</th> <th data-bbox="634 264 959 317">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="168 317 634 426">3. Research IRS tax return filing requirements.</td> <td data-bbox="634 317 959 426">Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	3. Research IRS tax return filing requirements.	Shelley Cadamy	<u>No Action Necessary</u>
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8.	<p>Board Line Item: Shelley Cadamy presented the Board Line Item budget detail as of 10/31/2017 as a handout. Shelley Cadamy reported:</p> <ul style="list-style-type: none"> • Workforce Tulsa will not be sending anyone to the annual National Association of Workforce Boards this year. • The difference between the estimated PY17 Budget numbers provided by the US Dept. of Labor and the Oklahoma Office of Workforce Development (OOWD) and the actual number was approximately \$10,000. • The Workforce Tulsa Website will need to be rebuilt. The current site host, Blue View, is not able to make the site accessible, so a Request for Proposal will be created and released. • The Service Provider Utilities line will be removed because the utilities are wrapped into the lease. The Committee recommends that Shelley Cadamy check with the fiscal agent to determine whether or not the \$27,000 that was on assigned to this line item to be attributed to a line item titled <i>Contingency</i>. • The Service Provider Office equipment line is unexpected required expenses. If it hasn't been used by the time the end of the program year is nearing, all or a portion of it will likely be moved. 	<u>No Action Necessary</u>				
9.	<p>Compliance: Nicole Cue, Workforce Tulsa Compliance and Outreach Manager reports that neither the Program Year 2017 Quarter 1 Contract Performance Report or the Program Year 2017 Quarter 1 Comprehensive Report have been finalized, so these reports will be brought before the Committee at the next meeting.</p>	<u>No Action Necessary</u>				
10.	<p>Chair Update: None.</p>	<u>No Action Necessary</u>				


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11.	Executive Director Report: Shelley Cadamy shared highlights of the Executive Director Report that was provided as a handout and had been emailed to the Committee members prior to the meeting.		<u>No Action Necessary</u>
	Action Steps	Accountability	
	4. Send the response letter(s) to OOWD regarding accessibility concerns at the Tulsa American Job Center to Committee members.	Shelley Cadamy	
12.	<u>New Business:</u> None		<u>No Action Necessary</u>
13.	<u>Old Business:</u> None.		<u>No Action Necessary</u>
14.	<u>Meeting Adjourned:</u> 3:28 pm		<u>Motion to Approve:</u> David Oliver <u>Second:</u> Janae Bradford <u>Vote:</u> Approved Unanimously

Chair Signature:  Date: 1/29/18

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

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