

Tulsa Area Workforce Development Board
Meeting Minutes 04/19/2018

8:32 a.m.	<p>Board Chair, Amber Hatten, called the meeting to order.</p> <p>A quorum was achieved by roll call/introductions of Board members at 8:39 a.m.</p>
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Attending Board Members: Mike Betsworth, Jessica Brent, Pamela Bridwell, Ken Busby, Brett Campbell, Scott Cooksey, Joe Epperley, Vanessa Finley, Patrick Green, Susan Hartzler, Amber Hatten, Falen LeBlanc, David Oliver, Jenn Overmeyer, Krista Smalley, Kinnee Tilly, Martha Webb-Jones, David White

Absent Members: Tom Albaugh, Monica Barczak, Kelly Beyer, Angela Buchanan, Eloy Chavez, Ted Cundiff, Rusty Edmiston, Justin Evans, Joyce McClellan, Tony Rivera, Robyn Stange, Brian Tannehill, Melvin Taylor

WDB Staff: Shelley Cadamy, Julie Sorrels, Cherie Stierwalt

Guests: Janet Pieren, Jeremy Frutchey, Casi Martin, Scott Amey, Melik Curtis, Kyle Smith, Kathy Williams, Kendal Craft, Chelsea Levo Feary, Dominique Clarke

Item	Description / Discussion	Action
1.	<p>Presentation: Tulsa Area Higher Education Consortium was represented by Kathy Williams and Kendall Craft who gave a brief presentation followed by a question and answer session. A handout with information about the consortium was provided.</p>	<p><u>No Action Necessary</u></p>
2.	<p>Reviewed & Approved 02/15/18 Board Meeting Minutes.</p>	<p><u>Motion to Approve:</u> Ken Busby</p> <p><u>Second:</u> David Oliver</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
3.	<p>Reviewed & Approved the Consent Agenda as included in the meeting packet:</p> <ul style="list-style-type: none"> A. Workforce Tulsa Board Strategic Planning Request for Proposal (RFP) Firm Selection B. 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 	<p><u>Motion to Approve:</u> Vanessa Finley</p> <p><u>Second:</u> Angela Buchanan</p> <p><u>Vote:</u> Approved by</p>

	<p>Area Contract, Revision 4</p> <p>C. Program Year 2017 Tulsa Area Workforce Development Board Budget, Revision 3</p> <p>D. Transfer Formula Funds</p> <p>E. Program Note Policy</p> <p>F. Babel Notice</p>	Unanimous Vote						
4.	<p>Chair Update: Board Chair, Amber Hatten, presented a chair update.</p> <table border="1"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>1. Resend strategic planning doodle poll (with Saturday options added) link to the full Board.</td> <td>Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Resend strategic planning doodle poll (with Saturday options added) link to the full Board.	Shelley Cadamy	<u>No Action Necessary</u>		
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5.	<p>Executive Director Update: Shelley Cadamy presented the Executive Director Report provided as a handout as well as additional supporting handouts.</p> <table border="1"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>2. Provide photos of employees on the job and releases for those photos or the contact information to the person at the company who can provide those items to Board Staff.</td> <td>Business Representatives on the Board</td> </tr> <tr> <td>3. Meet with Melik Curtis, Workforce Tulsa Business Services Liaison, to learn more about Workforce Tulsa Business Services.</td> <td>Business Representatives on the Board</td> </tr> </tbody> </table>	Action Steps	Accountability	2. Provide photos of employees on the job and releases for those photos or the contact information to the person at the company who can provide those items to Board Staff.	Business Representatives on the Board	3. Meet with Melik Curtis, Workforce Tulsa Business Services Liaison, to learn more about Workforce Tulsa Business Services.	Business Representatives on the Board	<u>No Action Necessary</u>
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6.	<p>Discussion: Shelley Cadamy, Workforce Tulsa Executive Director, discussed strategic planning with the Board.</p>	<u>No Action Necessary</u>						
7.	<p>Expense Report: Shelley Cadamy, presented the Expense Report as of 02/28/2018 as contained in the packet.</p>	<u>No Action Necessary</u>						
8.	<p>Industry Reports were delivered by the following Board members:</p> <ul style="list-style-type: none"> • Mike Betsworth, Construction: Construction is increasing in the Tulsa Inner Dispersal Loop which puts a strain on the trades. Overall the federal construction programs remain slow. • Jessica Brent, Entrepreneurship: There is a need for coordination among entrepreneurship resources, so 36 Degrees North is planning a partner summit. • Ken Busby, Tourism & Culture: Tourism culture is great in Tulsa. <ul style="list-style-type: none"> ○ Tulsa Regional Chamber's Visitor Guide has great features. 	<u>No Action Necessary</u>						

	<ul style="list-style-type: none"> ○ Hotels are going up everywhere. ○ Route 66 <ul style="list-style-type: none"> ▪ Mother Road Market ▪ Driving tourism with increased <ul style="list-style-type: none"> ● inquiries ● involvement ● travel programs ● advertisement ● Scott Cooksey, Technology: Software as a services is relatively new. Even more traditional job positions (e.g. sales, call center representatives, project managers) can be very specific for this type of company. Things are looking up for technology in the Tulsa area. ● Joe Epperly, Manufacturing: Manufacturing, especially that which is related to the oil and gas industry, has been very robust in the last couple of quarters. A National Association of Manufacturers survey revealed that about ¾ of respondents, the top business challenge for manufacturers is the inability to attract and retain a quality workforce. <ul style="list-style-type: none"> ○ Employment is up 3.5% year over year (approximately 4,000 jobs.) Puts a lot of pressure on the workforce regarding hiring. ○ Hourly wages have crept up to about a 3.5% year over year. ● Amber Hatten, Manufacturing: Due to the increase in business, Webco is investing back into their business by exploring automation for their entry level positions that have the most turnover, cause the most disruption in production, and are very manual. Those positions would then become more technical, higher paying, require a higher skill level, and increased retention rate. The Oil and Gas and Automotive industries have contributed to the large numbers of new hires at Webco during the past 1 ½ years. ● Jennifer Overmeyer, Manufacturing: There are local manufacturing companies that do huge spring and summer build outs and offer a higher hourly wage but minimal benefits, so AAON sometimes loses employees to them that end up unemployed after the build outs are completed, approximately 4 months. AAON puts a lot of money into long term benefits (e.g. education, 401K) and tries to council employees as to the long term benefits of staying with AAON. There is also some volatility associated with the trade issues' and the tariffs' impact on the price of American steel. ● Krista Smalley, Aerospace: Things are good at NORDAM, but there are similar issues (as the other manufacturing representatives have reported) including talent attraction and retention. ● Martha Webb-Jones, Aerospace: Area manufacturing companies should be collaborating with each other to build a talent pipeline, not competing for existing talent. 	
9.	<p>Oversight Committee Report was presented by the Past Committee Chair, David Oliver, on behalf of Committee chair, Vanessa Finley, as she left the meeting early. David Oliver referred to the items contained in this meeting's consent agenda as the items reviewed and approved by the Oversight Committee.</p>	<p><u>No Action Necessary</u></p>

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10.	<p>Youth Committee Report in the absence of Committee Chair, Joyce McClellan, was presented by Cherie Stierwalt, Workforce Tulsa Manager of Youth Services.</p> <p>Subcommittees:</p> <ul style="list-style-type: none"> • Industry, Education, & Economic Development • Pipeline for Potential Program Participants <p>Workforce Tulsa continues to nurture a relationship with Tulsa Public Schools (TPS.)</p>		<u>No Action Necessary</u>				
11.	<p>Disability Employment Advisory Committee Report was presented by Shelley Cadamy in the absence of the Workforce Tulsa Compliance Manager, Nicole Cue.</p>		<u>No Action Necessary</u>				
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5. Arrange Board member tours of Tulsa American Job Center.	Julie Sorrels						
13.	<p>Compliance: In the absence Nicole Cue, Shelley Cadamy presented the Program Year 2017 Quarter 2 Contract Performance Report and the Program Year 2017 Quarter 2 the Comprehensive Report in the meeting packet.</p>		<u>No Action Necessary</u>				
14.	<p>New Business: None.</p>		<u>No Action Necessary</u>				
15.	<p>Old Business: None.</p>		<u>No Action Necessary</u>				
16.	<p>Announcements: None.</p>		<u>No Action Necessary</u>				
17.	<p>10:27 a.m. -- The meeting was adjourned.</p>		<p><u>Motion to Approve:</u> Ken Busby</p> <p><u>Second:</u> Scott Cooksey</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>				

Chair Signature: Amber Hatten Date: 6/21/2018