

WorkforceTulsa

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06/08/2017

Tulsa Area Workforce Development Board Executive Committee Meeting Minutes

8:32 a.m.	<i>The Executive Committee Chair, Amber Hatten, called the meeting to order.</i>	
ATTENDEES Members: Tom Albaugh, Ken Busby, Amber Hatten, Joyce McClellan, David Oliver Absent Members: Patrick Green, Lee Simpson WDB Staff: Shelley Cadamy, Julie Sorrels, Nicole Cue, Cherie Stierwalt Guests: Katherine Brocksmitth		
Item	Description / Discussion	Action
1.	Formal Grievance Hearing: Katherine Brocksmitth presented a handout that she read to the Committee.	<u>No Action Necessary</u>
2.	Reviewed & Approved the 04/13/17 Executive Committee/Oversight Committee Special Meeting Minutes.	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> Tom Albaugh <u>Vote:</u> Approved Unanimously
3.	Reviewed & Approved the 05/19/17 Executive Committee Special Meeting Minutes	<u>Motion to Approve:</u> David Oliver <u>Second:</u> Ken Busby <u>Vote:</u> Approved Unanimously with the exception of an abstention by Joyce McClellan
4.	Reviewed & Approved the 05/25/17 Executive Committee Special Meeting Minutes having noted the error in the agenda on which the date was mistakenly presented as 05/26/17.	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> David Oliver <u>Vote:</u> Approved Unanimously with the exception of an abstention by Joyce McClellan

Executive Committee Members:

Tom Albaugh; Ken Busby; Patrick Green; David Oliver; Lee Simpson; Joyce McClellan; Amber Hatten
 Oklahoma Works, a proud partner of the American Job Center Network

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5.	<p>Reviewed & Approved the Program Year 2017 Tulsa Area Workforce Development Board Budget as contained in the meeting packet and presented by Workforce Tulsa Executive Director, Shelley Cadamy.</p>	<p>Motion to Approve: Tom Albaugh</p> <p>Second: Ken Busby</p> <p>Vote: Approved Unanimously</p>				
6	<p>Reviewed & Approved the Program Year 2017 Employer of Record Contract as contained in the meeting packet and presented by Shelley Cadamy.</p>	<p>Motion to Approve: Joyce McClellan</p> <p>Second: David Oliver</p> <p>Vote: Approved Unanimously</p>				
7.	<p>Tabled the review & approval of the Program Year 2017 Tulsa Area Workforce Development Board Partner Memorandum of Understanding with the following concerns:</p> <ul style="list-style-type: none"> • The lack of guidance from the state, • The short amount of time provided to complete with the amount of partners involved, and • Repercussions <p>There was not a document for the Committee to review.</p>	<p>Motion to Table: Ken Busby</p> <p>Second: Joyce McClellan</p> <p>Vote to Table: Approved Unanimously</p>				
8.	<p>Tabled the review & approval of the Program Year 2017 Tulsa Area Workforce Development Board Local Plan due to the lack of time to make the requested changes and take it through the full Board process. The plan was submitted to the state and upon a committee review, it was returned with reviewers' comments. Workforce Tulsa Compliance & Outreach Manager, Nicole Cue, has written a response that will be resubmitted to the state. A new requirement for partner signatures has been implemented.</p> <table border="1" data-bbox="203 1102 982 1281"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>1. Email to the Committee the document that will be resubmitted to the state.</td> <td>Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Email to the Committee the document that will be resubmitted to the state.	Shelley Cadamy	<p>Motion to Table: Joyce McClellan</p> <p>Second: David Oliver</p> <p>Vote to Table: Approved Unanimously</p>
Action Steps	Accountability					
1. Email to the Committee the document that will be resubmitted to the state.	Shelley Cadamy					
9.	<p>Tabled the review & approval of the Program Year 2017 Northeastern Regional Board Regional Plan.</p> <table border="1" data-bbox="203 1396 982 1575"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>2. Email to the Committee the document that will be resubmitted to the state.</td> <td>Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	2. Email to the Committee the document that will be resubmitted to the state.	Shelley Cadamy	<p>Motion to Table: Ken Busby</p> <p>Second: Joyce McClellan</p> <p>Vote to Table: Approved Unanimously</p>
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2. Email to the Committee the document that will be resubmitted to the state.	Shelley Cadamy					
10.	<p>Reviewed & Approved the Sapulpa American Job Center Lease with the references to Grant Associates to be replaced by Tulsa Area Workforce Development Board dba Workforce Tulsa.</p>	<p>Motion to Approve: Joyce McClellan</p> <p>Second: Ken Busby</p> <p>Vote: Approved Unanimously</p>				

11.	Reviewed & Approved the Monitoring Policy as presented by Nicole Cue with the correction of the C. Scope and Frequency of Monitoring chart, Monitoring Calendar, Period column for the Type of Monitoring labeled Comprehensive to read "Quarterly Monitoring" instead of " Monthly Monitoring. "	Motion to Approve: Tom Albaugh Second: Joyce McClellan Vote: Approved Unanimously
12.	Reviewed & Approved the Program Note Policy	Motion to Approve: David Oliver Second: Ken Busby Vote: Approved Unanimously
13.	Reviewed & Approved the Adult & Dislocated Worker Policy	Motion to Approve: Tom Albaugh Second: Ken Busby Vote: Approved Unanimously
14.	Reviewed & Approved that prior to being sent, the 40% Training Requirement Letter to the Governor's Council for Workforce and Economic Development can be approved by the Committee via email as written by Shelley Cadamy. The letter will be written in response to the release of formal policy.	Motion to Approve: Joyce McClellan Second: Ken Busby Vote: Approved Unanimously
15.	Expense Report as of 04/30/17 was included in the meeting packet as referenced by Shelley Cadamy.	No Action Necessary
16.	Compliance: Nicole Cue, presented the Program Year 2016 Quarter 3 Contract Performance Report as contained in the meeting packet. Nicole Cue stated that the Program Year 2016 Quarter 3 Comprehensive Report will be presented at the next Committee meeting.	No Action Necessary
17.	One-Stop Operator Report: Shelley Cadamy reports that she has purchased Salesforce Software at the Board level in order to have a better way to manage using data. Shelley Cadamy presented the April 2017 Metrics Report as contained in the packet.	No Action Necessary
18.	Chair Report: Amber Hatten reported: <ul style="list-style-type: none"> Grant maintained their viewpoint yet formally ended their dispute regarding failure to earn incentive. The process of merging some or all of the regional Boards has slowed down significantly. As of August, Shelley will have been serving the Board as Executive Director for 5 years. 	No Action Necessary

19.	<p>Executive Director Report: Shelley Cadamy updated the Committee:</p> <ul style="list-style-type: none"> • Purchased Salesforce with transition dollars <ul style="list-style-type: none"> ○ Board Staff ○ Service Provider ○ Department of Rehabilitation Services ○ Oklahoma Employment Security Commission • Eastgate Center Relocation Efforts • Service Provider Transition – weekly transition calls • Monthly Columns for the Tulsa Legal Business News • Mayor’s Economic Development Commission • Federal Reserve Presentation Regarding Bank Community Investment Dollars- Requested money to match work experience dollars for young people through a partnership with the mayor’s office. • The majority of the criminal justice reforms failed during the legislative session, but they will likely sail through the next session. • Working with the Tulsa Chamber to recruit people for the One Voice Agenda’s Human Resources & Workforce Committee • Resuming control of the Trade Adjustment Assistance program. • After June 30, 2017, Work Keys will no longer be administered by Workforce Tulsa. 	<u>No Action Necessary</u>
20.	<u>New Business:</u> None	<u>No Action Necessary</u>
21.	<u>Old Business:</u> None	<u>No Action Necessary</u>
<u>Meeting Adjourned:</u> 10:04 a.m.		<u>Motion:</u> Joyce McClellan <u>Second:</u> David Oliver <u>Vote:</u> Approved Unanimously

Chair Signature:  Date: 8/10/17