

WorkforceTulsa

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02/08/2018

Tulsa Area Workforce Development Board Executive Committee Meeting Minutes

8:38 a.m. | The Executive Committee Chair, Amber Hatten, called the meeting to order.

ATTENDEES

Members: Tom Albaugh, Vanessa Finley, Amber Hatten, Joyce McClellan

Absent Members: Ken Busby, Patrick Green, Martha Webb-Jones

WDB Staff: Shelley Cadamy, Julie Sorrels, Nicole Cue

Item	Description / Discussion	Action				
1.	Reviewed & Approved the 12/07/17 Executive Committee Meeting Minutes.	Motion to Approve: Tom Albaugh Second: Joyce McClellan Vote: Approved Unanimously				
2.	Reviewed & Approved the 01/11/18 Executive Committee Special Meeting Minutes	Motion to Approve: Tom Albaugh Second: Vanessa Finley Vote: Approved Unanimously				
3.	Tabled the review & approval of Program Year 2017 – Program Year 2019 Workforce Tulsa Partner Memorandum of Understanding (MOU), Revision 1 due to the Oklahoma Department of Rehabilitation’s refusal to sign without last minute requested changes to the language in the already Board approved Partner MOU which had already been approved and signed by all of the other partners.	Motion to Table: Vanessa Finley Second: Joyce McClellan Vote: Approved Unanimously				
	<table border="1"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>1. Request a meeting with Shelley Cadamy and Tulsa Tech regarding the Partner MOU status.</td> <td>Joyce McClellan / Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Request a meeting with Shelley Cadamy and Tulsa Tech regarding the Partner MOU status.	Joyce McClellan / Shelley Cadamy	
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Executive Committee Members:

Tom Albaugh; Ken Busby; Patrick Green; Vanessa Finley; Joyce McClellan; Amber Hatten; Martha Webb-Jones

Oklahoma Works, a proud partner of the American Job Center Network

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This presentation was financed in whole or part by funds from the US Department of Labor as administered by the Oklahoma Office of Workforce Development.

TDD/TTY: 1-800-722-0353; Voice: 1-800-522-8506

4.	<p>Reviewed & Approved the Program Year 2017 Tulsa Area Workforce Development Board Budget, Revision 2, as demonstrated in the meeting packet with the following changes made:</p> <ul style="list-style-type: none"> • Reduced Adult by \$5,423.14 for actual amount of grant (took from board program/travel) • Reduced DLW by \$4,095.46 for actual amount of grant (took from board program/travel) • Moved \$2,633.23 from Board Admin to FA • Adjusted training line for service provider due to decrease in Adult/DLW funds: <ul style="list-style-type: none"> - moved \$1,952.33 from Adult training to operations - moved \$1,474.37 from DLW training to operations 	<p>Motion to Approve: Vanessa Finley</p> <p>Second: Joyce McClellan</p> <p>Vote: Approved Unanimously</p>				
5.	<p>Reviewed & Approved the Strategic Planning Request for Proposal (RFP) as presented by Workforce Tulsa Executive Director, Shelley Cadamy. The Tulsa Area Workforce Development Board seeks an experienced consultant to design and facilitate a participatory planning process that will result in the creation of a five-year strategic plan for our organization. The consultant may also guide some aspects of the implementation of the plan. Shelley Cadamy explained that the Oversight Committee has not seen the RFP for review & approval, but that Oversight Committee Chair, Vanessa Finley, authorized taking the RFP directly to the Executive Committee for review and approval prior to taking it to the full Board where Oversight Committee members will have an opportunity to consider it for review and approval.</p> <table border="1" data-bbox="175 1142 961 1318"> <thead> <tr> <th data-bbox="175 1142 639 1209">Action Steps</th> <th data-bbox="639 1142 961 1209">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="175 1209 639 1318">2. Put the Strategic Planning RFP on the next Oversight Committee agenda.</td> <td data-bbox="639 1209 961 1318">Julie Sorrels</td> </tr> </tbody> </table>	Action Steps	Accountability	2. Put the Strategic Planning RFP on the next Oversight Committee agenda.	Julie Sorrels	<p>Motion to Approve: Joyce McClellan</p> <p>Second: Vanessa Finley</p> <p>Vote: Approved Unanimously</p>
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2. Put the Strategic Planning RFP on the next Oversight Committee agenda.	Julie Sorrels					
6.	<p>Reviewed & Approved the Conflict of Interest Policy as presented by the Workforce Tulsa Compliance and Outreach Manager, Nicole Cue. This new policy is created in response to the Oklahoma Office of Workforce Development's guidance Oklahoma Workforce Development Issuance #23-2017. Historically the conflict of interest has been addressed in the board bylaws, service provider contracts, fiscal agent agreements, and other binding documents, as appropriate; however, under new guidance a board policy must be created to solidify the conflict of interest process.</p>	<p>Motion to Approve: Tom Albaugh</p> <p>Second: Vanessa Finley</p> <p>Vote: Approved Unanimously</p>				

7.	<p>Reviewed & Approved the Adult & Dislocated Worker Policy, updated to be in compliance with State Policy, as presented by Nicole Cue.</p>	<p>Motion to Approve: Joyce McClellan Second: Vanessa Finley Vote: Approved Unanimously</p>						
8.	<p>Reviewed & Approved the Equal Opportunity Policy as presented by Nicole Cue. This policy was created in conformance with the Nondiscrimination and Equal Opportunity requirements of Section 188 of the Federal Workforce Innovation and Opportunity Act (WIOA). Section 188 prohibits discrimination on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in a WIOA Title I-financially assisted program or activity.</p>	<p>Motion to Approve: Tom Albaugh Second: Joyce McClellan Vote: Approved Unanimously</p>						
9.	<p>Discussed 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 4. The Oversight Committee tabled the review and approval of this revision on 01/29/2018.</p>	<p>No Action Necessary</p>						
10.	<p>Discussed, as facilitated by Shelley Cadamy, the Oklahoma Office of Workforce Development (OOWD) letter of response to the Board of Directors Resolution. Shelley Cadamy is exploring how the Central Oklahoma Workforce Investment Board handles like matters, and she will be exploring options based on the information she obtains, and the Committee condones these efforts.</p>	<p>No Action Necessary</p>						
11.	<p>Discussed, as facilitated by Shelley Cadamy, the ongoing OOWD issues.</p> <table border="1" data-bbox="178 1228 971 1871"> <thead> <tr> <th data-bbox="178 1228 649 1297">Action Steps</th> <th data-bbox="649 1228 971 1297">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="178 1297 649 1549">3. Send a response letter to OOWD regarding their most recent requests and request a meeting with involved parties and attorneys that takes place in Tulsa, OK at the Tulsa American Job Center.</td> <td data-bbox="649 1297 971 1549">Legal Council</td> </tr> <tr> <td data-bbox="178 1549 649 1871">4. If the requested meeting does not take place at the Tulsa American Job Center, take photos &/or videos depicting the Tulsa American Job Center as well as a timeline report of what corrections the landlord has already made to the meeting.</td> <td data-bbox="649 1549 971 1871">Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	3. Send a response letter to OOWD regarding their most recent requests and request a meeting with involved parties and attorneys that takes place in Tulsa, OK at the Tulsa American Job Center.	Legal Council	4. If the requested meeting does not take place at the Tulsa American Job Center, take photos &/or videos depicting the Tulsa American Job Center as well as a timeline report of what corrections the landlord has already made to the meeting.	Shelley Cadamy	<p>No Action Necessary</p>
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	<p>5. Compose a letter from the Board addressed to the new Secretary of Workforce and the new head of the Governor's Council to address concerns regarding OOWD that would have to be approved by Board Chair, Amber Hatten, before it is sent.</p>	<p>Shelley Cadamy</p>	
<p>12.</p>	<p>Expense Report as of 12/31/17 was included in the meeting packet and presented by Shelley Cadamy.</p>	<p><u>No Action Necessary</u></p>	
<p>13.</p>	<p>Compliance: Nicole Cue presented the Program Year 2017 Quarter 1 Comprehensive Report. Nicole Cue presented OOWD Policy releases and updates as well as a state comparison as included in the meeting packet.</p>	<p><u>No Action Necessary</u></p>	
<p>14.</p>	<p>One-Stop Operator Report was presented by Shelley Cadamy as contained in the packet.</p>	<p><u>No Action Necessary</u></p>	
<p>15.</p>	<p>Chair Report: Amber Hatten had nothing additional to report.</p>	<p><u>No Action Necessary</u></p>	
<p>16.</p>	<p>Executive Director Report: Shelley Cadamy presented an Executive Director Report as contained in the meeting packet.</p>	<p><u>No Action Necessary</u></p>	
<p>17.</p>	<p>New Business: None</p>	<p><u>No Action Necessary</u></p>	

18.	<u>Old Business:</u> None	<u>No Action Necessary</u>
<u>Meeting Adjourned:</u>		<u>Motion to Approve:</u> <u>Second:</u> <u>Vote:</u> Approved Unanimously

Chair Signature: Amber Hatten Date: 4/12/2018

