

WorkforceTulsa

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06/08/2017

Tulsa Area Workforce Development Board Executive Committee Meeting Minutes

8:37 a.m. | The Executive Committee Chair, Amber Hatten, called the meeting to order.

ATTENDEES

Members: Ken Busby, Patrick Green, Amber Hatten, Joyce McClellan, David Oliver

Absent Members: Tom Albaugh, Joyce McClellan, Lee Simpson

WDB Staff: Shelley Cadamy, Julie Sorrels, Nicole Cue, Cherie Stierwalt

Item	Description / Discussion	Action																
1.	Reviewed & Approved the 06/08/17 Executive Committee Meeting Minutes.	Motion to Approve: Ken Busby Second: David Oliver Vote: Approved Unanimously																
2.	<p>Reviewed & Approved 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 1, as contained in the packet with the exception of one formatting change represented in red here:</p> <table border="1"> <thead> <tr> <th>Negotiated Quarterly Participant Service Levels – ADULT & DISLOCATED WORKER</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> <th>Qtr. Avg.</th> <th>Total</th> <th>Points Possible</th> </tr> </thead> <tbody> <tr> <td>8. Number of New Businesses receiving services</td> <td>0</td> <td>20</td> <td>30 10</td> <td>40 10</td> <td>10</td> <td>40</td> <td>1</td> </tr> </tbody> </table>	Negotiated Quarterly Participant Service Levels – ADULT & DISLOCATED WORKER	Q1	Q2	Q3	Q4	Qtr. Avg.	Total	Points Possible	8. Number of New Businesses receiving services	0	20	30 10	40 10	10	40	1	<p>Motion to Approve: Ken Busby Second: David Oliver Vote: Approved Unanimously</p>
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Executive Committee Members:

Tom Albaugh; Ken Busby; Patrick Green; David Oliver; Lee Simpson; Joyce McClellan; Amber Hatten

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

3.	<p>Discussed the Program Year 2017 Tulsa Area Workforce Development Board Partner Memorandum of Understanding as presented by Workforce Tulsa Compliance and Outreach Manager, Nicole Cue. The Oversight Committee did not approve the document as it reviewed in their July 31, 2017 meeting. Nicole Cue has facilitated and will be facilitating multiple partner meetings in order to further develop the agreement.</p>	<p><u>No Action Necessary</u></p>				
4.	<p>Reviewed & Approved the Program Year 2017 Tulsa Area Workforce Development Local Plan with the following changes suggested by the Oversight Committee and red-marked in the document contained in the meeting in packet.</p> <ol style="list-style-type: none"> 1. Removal of Memorandums of Understanding that are no longer relevant; and 2. Clarification of the status of the review of Workforce Tulsa committees and the status of the plan within the local Board approval process. <p>Upon Board approval, the plan will be resubmitted to the state.</p>	<p><u>Motion to Approve:</u> David Oliver</p> <p><u>Second:</u> Ken Busby</p> <p><u>Vote:</u> Approved Unanimously</p>				
5.	<p>Discussed the Program Year 2017 Tulsa Area Workforce Development Regional Plan. Shelley Cadamy explained that this is a discussion item only because it is up to the Northeastern Regional Planning Board (NERPB) to review and approve the regional plan although time did not allow for NERPb to do so prior to the submission deadline. The plan was reviewed by the Governor’s Council for Workforce and Economic Development Workforce Systems Oversight Committee (WSOC), returned to NERPb with comments, resubmitted, and returned to NERPb with instruction that if NERPb accepts technical assistance, WSOC will consider all of the issues raised in their comments to be resolved.</p> <p>Committee members requested to see the one regional plan that was approved by WSOC as it was originally submitted.</p> <table border="1" data-bbox="201 1335 987 1545"> <thead> <tr> <th data-bbox="201 1335 662 1402">Action Steps</th> <th data-bbox="662 1335 987 1402">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="201 1402 662 1545">1. Obtain and email to the Executive Committee members the Southern Regional Board’s Regional Plan.</td> <td data-bbox="662 1402 987 1545">Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Obtain and email to the Executive Committee members the Southern Regional Board’s Regional Plan.	Shelley Cadamy	<p><u>No Action Necessary</u></p>
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1. Obtain and email to the Executive Committee members the Southern Regional Board’s Regional Plan.	Shelley Cadamy					
6.	<p>Discussed the proposed 40% training requirement. The policy was issued by the Governor’s Council for Workforce and Economic Development for comment, so a letter as the Committee had given Shelley Cadamy the authority to write upon the issuance of the policy was not necessary. Shelley Cadamy commented on the policy and presents those comments, the comments made by representatives of other Local Workforce Development Boards, and the policy as</p>	<p><u>No Action Necessary</u></p>				

	presented in the meeting packet. A response has not been received.	
8.	<u>Reviewed & Approved</u> for Shelley Cadamy to have the authority to continue negotiating the Tulsa American Job Lease, Revision 1 and if/when both Workforce Tulsa's and Tulsa Community College's attorneys sign off on it, have it signed by the appropriate parties and implemented. Shelley Cadamy reported that the actual square foot cost has been determined now that the buildout is complete, and the revision will reflect this.	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> Patrick Green <u>Vote:</u> Approved Unanimously
9.	<u>Reviewed & Approved</u> for Shelley Cadamy to have the authority to continue negotiating the Oklahoma Employment Security Commission Sublease and if/when both Workforce Tulsa's and Tulsa Community College's attorneys sign off on it, have it signed by the appropriate parties and implemented.	<u>Motion to Approve:</u> Ken Busby <u>Second:</u> Patrick Green <u>Vote:</u> Approved Unanimously
10.	<u>Reviewed & Approved</u> for Shelley Cadamy to have the authority to continue negotiating the CareerTech Sublease and if/when both Workforce Tulsa's and Tulsa Community College's attorneys sign off on it, have it signed by the appropriate parties and implemented.	<u>Motion to Approve:</u> David Oliver <u>Second:</u> Ken Busby <u>Vote:</u> Approved Unanimously
11.	<u>Reviewed & Approved</u> for Shelley Cadamy to have the authority to continue negotiating the Department of Rehabilitation Services Sublease and if/when both Workforce Tulsa's and Tulsa Community College's attorneys sign off on it, have it signed by the appropriate parties and implemented.	<u>Motion to Approve:</u> David Oliver <u>Second:</u> Patrick Green <u>Vote:</u> Approved Unanimously
12.	<u>Reviewed & Approved</u> for Shelley Cadamy to have the authority to continue negotiating the Work Ready Oklahoma Sublease and if/when both Workforce Tulsa's and Tulsa Community College's attorneys sign off on it, have it signed by the appropriate parties and implemented.	<u>Motion to Approve:</u> David Oliver <u>Second:</u> Ken Busby <u>Vote:</u> Approved Unanimously
13.	<u>Reviewed & Approved</u> the Center Certification Policy as presented by Nicole Cue and contained in the meeting packet.	<u>Motion to Approve:</u> Patrick Green <u>Second:</u> Ken Busby <u>Vote:</u> Approved Unanimously

14.	Reviewed & Approved the Personal Identification Policy as presented by Nicole Cue and contained in the meeting packet.	Motion to Approve: David Oliver Second: Ken Busby Vote: Approved Unanimously
15.	Moving Cost Update was presented by Shelley Cadamy.	No Action Necessary
16.	Expense Report as of 06/30/17 was included in the meeting packet as presented by Shelley Cadamy.	No Action Necessary
17.	Compliance: Nicole Cue, presented the Program Year 2016 Quarter 3 Comprehensive Performance Report as contained in the meeting packet.	No Action Necessary
18.	One-Stop Operator Report was presented by Shelley Cadamy as presented in the packet.	No Action Necessary
19.	Chair Report: Amber Hatten reported to the Committee about <ul style="list-style-type: none"> • Grievance response • Executive Director authority 	No Action Necessary
20.	Executive Director Report: Shelley Cadamy presented an Executive Director Report.	No Action Necessary
21.	New Business: None	No Action Necessary

22.	<u>Old Business:</u> None	<u>No Action Necessary</u>
23.	<p><u>Proposed Executive Session:</u> Motion to enter Executive Session pursuant to Section 307 of the Oklahoma Open Meeting Act Title 25, Oklahoma Statute § 311, (B)(1) authorizing the executive session on matters discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee.</p> <ul style="list-style-type: none"> •Executive Director Salary Increase- approved 5% 	<p><u>Motion</u> to Enter into Executive Session: Ken Busby</p> <p><u>Second:</u> David Oliver</p> <p><u>Vote:</u> Approved Unanimously</p> <p><u>Time:</u> 10:07 a.m.</p> <hr/> <p><u>Motion</u> to Approve Salary Increase of 5%: Ken Busby</p> <p><u>Second:</u> David Oliver</p> <p><u>Vote:</u> Approved Unanimously</p> <hr/> <p><u>Motion</u> to Return to Regular Session: Patrick Green</p> <p><u>Second:</u> David Oliver</p> <p><u>Vote:</u> Approved Unanimously</p> <p><u>Time:</u> 10:17 a.m.</p>
<u>Meeting Adjourned:</u> 10:18 a.m.		<p><u>Motion:</u> David Oliver</p> <p><u>Second:</u> Ken Busby</p> <p><u>Vote:</u> Approved Unanimously</p>

Chair Signature: Amber Hatten Date: 10/12/17

