

## Board Meeting Minutes 02/20/2014

8:31 a.m.	<p>In the absence of the Board Chair, Lynn Martin, Lee Simpson, Board Chair Elect, called the meeting to order.</p> <p>A quorum was achieved by roll call of Board members at 8:38 a.m.</p>
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**Attending Board Members:** Thaddaeus Babb, Monica Barczak, Dawn Bollinger, Ken Busby, Eloy Chavez, Kevin Clayton, Mike Davidson, Ron Dyer, Curtis Evans, Charley Farley, Chris Gilreath, Helen Guidry, Rachel Hutchings, JoAnna Jamison, Denise Reid, Bob Schooley, Lee Simpson, Janet Smith, Melvin Taylor, Kinnee Tilly

**Absent Members:** Tom Albaugh, Lou Ann Amstutz, Ric Baser, Kelly Beyer, Paul Boyett, Angela Buchanan, Susan Carper, Donnie Checotah, Sherri Clark, Edward Dornblaser, Ida Doyle, Angela Flax, Jennifer Lester, Lynn Martin, Rhonda Mayhan, David Oliver, Charlie Plumb, David Polen, Karisha Wagoner, Dick Williamson

**WIB Staff:** Shelley Cadamy Munoz, Sarah Thompson, Julie Sorrels

**Guests:** Michelle Bish, Stacey Chadwell, Jeremy Frutchey, Rebecca Goodson, Carla Hight, Floyd Long, Sherita Moses, Jon Nelson, Tracey Ritz, Bonnie Vann

Item	Description / Discussion	Action
1.	<b>The Board Meeting Minutes</b> from 12/19/2013 were reviewed and approved by the Board.	<p><b><u>Motion</u></b> to Accept the Minutes as Drafted: Ken Busby</p> <p><b><u>Second:</u></b> Eloy Chavez</p> <p><b><u>Vote:</u></b> Approved by Unanimous Vote</p>
2.	<p><b>Reviewed &amp; Approved Consent Agenda.</b></p> <p>A. Adult and Dislocated Worker Policy</p> <p>B. On The Job Training Policy</p> <p>C. Work Experience Policy</p> <p>D. Board Letter to Oklahoma Department of Commerce</p>	<p><b><u>Motion</u></b> to Approve Consent Agenda: Charley Farley</p> <p><b><u>Second:</u></b> Eloy Chavez</p> <p><b><u>Vote:</u></b> Approved by Unanimous Vote</p>
3.	<b>Reviewed &amp; Approved Executive Director Annual Review – Salary Increase.</b>	<p><b><u>Motion</u></b> to Approve Executive Director Annual Review – Salary Increase: Kevin Clayton</p> <p><b><u>Second:</u></b> Ken Busby</p> <p><b><u>Vote:</u></b> Approved by Unanimous Vote</p>
4.	<b>Reviewed &amp; Approved Customer Service for Quarter 1 Incentive.</b> Shelley Cadamy Munoz, Executive Director, requested that the Executive Committee	<b><u>Motion</u></b> to Approve Customer Service for Quarter 1 Incentive: Curtis Evans

	approve a by for the service provider's quarter one incentive for Youth for Customer Service, because there was not sufficient response from Youth participants to the customer service survey.	<b>Second:</b> Melvin Taylor <b>Vote:</b> Approved by Unanimous Vote
6.	<b>Presentation:</b> Hiring Offenders – Presented by Floyd Long, Transition Coordination Prisoner Reentry Specialist for Oklahoma Department of Corrections Employee Development and Offender Services	<b><u>No Action Necessary</u></b>
7.	<b>Activity:</b> Board members completed the National Association of Workforce Investment Boards Self-Assessment.	<b><u>No Action Necessary</u></b>
8.	<b>Activity:</b> Board members completed a hand out with suggested lunch and learn topics and indicated their level of interest for each topic.	<b><u>No Action Necessary</u></b>
	<b>Discussed Program Year 2013 Budget, Change 2.</b> Rebecca Goodson, Workforce Investment Act Compliance Coordinator with Tulsa Community College, presented the Program Year 2013 Budget, Change 2 as a handout. Shelley Cadamy Munoz explained that per US Department of Labor and Oklahoma Department of Commerce guidance, the \$150,000 that was moved from the Dislocated Worker Fund to the Adult Fund is not to be reflected within the budget.	<b><u>No Action Necessary</u></b>
	<b>Expense Report:</b> Rebecca Goodson presented the January 2014 Expense Report.	<b><u>No Action Necessary</u></b>
	<b>Referral AdHoc Committee Report:</b> Referral AdHoc Committee Chair, JoAnna Jamison, reported that progress is not being made as hoped, so Shelley Cadamy Munoz has an idea to use a product to expedite progress. Shelley Cadamy Munoz explained that there is an opportunity for the Tulsa Workforce Investment Board to utilize a portion of a grant held by the Department of Commerce to obtain the use of a product to manage tracking of the referral process.	<b><u>No Action Necessary</u></b>
9.	<b>Demand Occupations AdHoc Committee Report:</b> Denise Reid, Demand Occupations AdHoc Committee Chair, reported that the committee will continue to look at the Demand Occupations List on a quarterly basis. The most recent Demand Occupations List was made available as a handout. Shelley Cadamy Munoz reports that the list was recently added to www.workforce.com.	<b><u>No Action Necessary</u></b>
10.	<b>Eligible Training Provider AdHoc Committee Report:</b> Curtis Evans, Eligible Training Provider AdHoc Committee Chair, reported that this committee is working to create a method by which to approve training providers to ensure that they are delivering quality training. Shelley Cadamy Munoz reported that the Oklahoma Department of Commerce asked what kind of technical assistance they could provide, and Shelley answered that best practices information would be helpful.	<b><u>No Action Necessary</u></b>
11.	<b>Nomination Committee Report:</b> In the absence of Nominating Committee Chair, Kelly Beyer, Shelley Cadamy Munoz reported that Ken Busby recruited Isaac Rocha who is Community Relations and	<b><u>No Action Necessary</u></b>

	<p>Development for BAMA Companies and very involved in the community including Tulsa's Young Professionals, and he is now a TAWIB Board member. Kelly Beyer has nominated Kathy Seibold, Vice President of Community Investments for the Tulsa Area United Way, and once the Chief Local Elected Official signs her nomination form, she will also be joining the Board. Shelley reported that there are still a couple more gaps to fill on the Board and that the area of struggle is in regards to rural areas, and she has reached out to our Chief Elected Official for suggestions. Shelley has also reached out to Ida Doyle for assistance and appeals to the Board for ideas.</p>	
12.	<p><b>Youth Council Report:</b> In the absence of Youth Council Chair, Candace Stine, Jeremy Frutche, DESI Lead WIA Career Manager, reported that the Summer Youth Employment Program development is underway which includes a list of Employers and a Summer Work Readiness Schedule. A list of Employers that was sent to Board Members has a list of prospective Employers for which contact information is needed. He asks that Board members forward any such contact information on to him or Sarah Thompson, Tulsa Workforce Investment Board Manager of Youth Services. Jeremy Frutche reported:</p> <ul style="list-style-type: none"> <li>• Youth Career Managers have a regular presence at the following locations: <ul style="list-style-type: none"> <li>○ Tulsa Met</li> <li>○ Margaret Hudson</li> <li>○ Metro Tulsa Urban League</li> <li>○ Equality Center</li> <li>○ Youth Services of Tulsa</li> <li>○ Phoenix Rising</li> <li>○ Laura Dester Shelter</li> </ul> </li> <li>• Youth Career Managers are developing partnerships with the following locations: <ul style="list-style-type: none"> <li>○ McClain High School</li> <li>○ Madonna House</li> <li>○ Tulsa Hope Project</li> <li>○ Youth at Heart</li> </ul> </li> </ul>	<p><b><u>No Action Necessary</u></b></p>
13.	<p><b>Oklahoma Employment Security Commission (OESC) Report:</b> Charley Farley, OESC Area Director, provided as a handout the OESC Quarter Executive Director Report and reported the following statewide numbers for the year 2013:</p> <ul style="list-style-type: none"> <li>• \$269,217,351 – Total unemployment insurance benefits infused into local economics.</li> <li>• 141,799 – Unemployment insurance claims filed.</li> <li>• 169,822 – Job seekers served (not repeat visits).</li> <li>• 70,523 – Customers entering employment.</li> <li>• 197,002 – Job openings listed on Oklahoma's electronic job bank, <a href="http://oklajoblink.com">oklajoblink.com</a> (does not include OK Job Match).</li> </ul>	<p><b><u>No Action Necessary</u></b></p>

	<p>reading and math skills. On Tuesdays and Thursdays from 1:00pm-3:00pm, these participants are able to attend tutoring and training opportunities on site. This opportunity was made possible by JoAnna Jamison.</p> <p><b>Contract Measures</b> are displayed as program year to date goal vs. actual on the Monthly Dashboard and presented in a separate document presented to the Committee that compares the numbers for each Workforce Job Center in the Tulsa Region to the State numbers within the categories of Adult, Dislocated Worker, and Youth. Sherita reported:</p> <ul style="list-style-type: none"> <li>• Adult <ul style="list-style-type: none"> <li>○ Customers Receiving Intensive Services at 189 <b>does not meet the goal</b> of 225 although partnerships are growing and include the following: <ul style="list-style-type: none"> <li>▪ OKDHS' Temporary Assistance for Needy Families Program, implemented February 12, 2014</li> <li>▪ Metropolitan Tulsa Urban League</li> <li>▪ Oklahoma Equality Center</li> <li>▪ Resonance Center for Women's Choosing for a Change Program</li> </ul> </li> <li>○ Customers Receiving Industry-Recognized Occupational Skills Certification at 43 out of 62 <b>does not meet the goal</b> of 50. Career managers are being instructed to follow up with clients at an increased rate.</li> <li>○ <b>All other measures meet or exceed goal.</b></li> </ul> </li> <li>• Dislocated Worker <ul style="list-style-type: none"> <li>○ Customers Receiving Occupational Skills Training at 57 out of 83 <b>does not meet the goal</b> of 75.</li> <li>○ Customer Satisfaction at 66.7% <b>does not meet the goal</b> of 80.0%.</li> <li>○ <b>All other measures meet or exceed goal.</b></li> </ul> </li> <li>• Youth <ul style="list-style-type: none"> <li>○ Number of Active Youth at 138 <b>does not meet the goal</b> of 140.</li> <li>○ Youth Receiving a Career Readiness Certification at 81 <b>does not meet the goal</b> of 97. Career managers are being instructed to schedule appointments to complete this certification at the time of enrollment.</li> <li>○ Hard to Serve, at Risk Youth <b>is above goal.</b></li> </ul> </li> </ul>	
16.	<p><b>Executive Director Report:</b> Shelley Cadamy Munoz presented this report as a handout and discussed:</p> <ul style="list-style-type: none"> <li>• Workforce Tulsa Major Accomplishments August 2012-August 2013</li> <li>• Grants/Projects <ul style="list-style-type: none"> <li>○ New Day, New Way.</li> </ul> </li> </ul>	<b><u>No Action Necessary</u></b>

	<ul style="list-style-type: none"> <li>o Regional STEM Alliance – We are newly participating.</li> <li>o Tulsa Chamber Workforce Analysis</li> <li>o Tulsa Area Workforce Grant Opportunity</li> <li>o vRide vanpooling – vride.com</li> <li>o Dream it. Do it. (handout provided)</li> <li>o Road trip for Teachers</li> <li>o Rapid Response.</li> <li>o Elevate 2014 Youth Conference</li> <li>o Expungement Fair</li> <li>• Centers <ul style="list-style-type: none"> <li>o Armed guard was hired.</li> <li>o Evaluating intake software</li> </ul> </li> <li>• Marketing/Outreach</li> <li>• New and Prospective Board Members</li> <li>• RFP Protest</li> </ul>	
17.	<b>Chair Report:</b> In the absence of the Board Chair, Lynn Martin, no chair report was presented.	<u>No Action Necessary</u>
18.	<b>New Business:</b> Denise Reid reported that via the US Economic Development Administration, the Tulsa Regional Chamber received a grant for doing a workforce analysis project. The project kicks off on Monday, February 24, 2014. It will be a 24 week process. Denise reported that she has fliers and additional information available.	<u>No Action Necessary</u>
19.	<b>Old Business:</b> None.	<u>No Action Necessary</u>
20.	<b>Announcements:</b> None.	<u>No Action Necessary</u>
21.	10:30 a.m. -- <b>The meeting was adjourned.</b>	<u>Motion</u> to Adjourn: Denise Reid  <u>Second:</u> Bob Schooley  <u>Vote:</u> Approved by Unanimous Vote

Chairman Signature:  Date: 9.3.14