

WorkforceTulsa

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04/12/2018

Tulsa Area Workforce Development Board Executive Committee Meeting Minutes

8:39 a.m. | *The Executive Committee Chair, Amber Hatten, called the meeting to order.*

ATTENDEES

Members: Ken Busby, Patrick Green, Vanessa Finley, Amber Hatten, Martha Webb-Jones

Absent Members: Tom Albaugh, Joyce McClellan

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

Item	Description / Discussion	Action
1.	Reviewed & Approved the 02/08/2018 Executive Committee Meeting Minutes.	Motion to Approve: Vanessa Finley Second: Martha Webb-Jones Vote: Approved Unanimously
2.	Reviewed & Approved the Workforce Tulsa Board Strategic Planning Request for Proposal (RFP) firm selection to be The Persimmon Group.	Motion to Approve: Martha Webb-Jones Second: Vanessa Finley Vote: Approved Unanimously
3.	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 4 as presented by Workforce Tulsa Executive Director, Shelley Cadamy. The contract was changed: <ul style="list-style-type: none"> • To accommodate a requested change from the Oklahoma Employment Security Commission (OESC) regarding functional management that was discussed at the 01/29/2018 Oversight Committee meeting. The change was tabled at that meeting until there were more substantive changes to be made, which there now are. • To modify the performance for the service provider to allow them to connect job ready talent directly, rather than working with a Career Navigator first. 	Motion to Approve: Vanessa Finley Second: Martha Webb-Jones Vote: Approved Unanimously

Executive Committee Members:

Tom Albaugh; Ken Busby; Patrick Green; Vanessa Finley; Joyce McClellan; Amber Hatten; Martha Webb-Jones
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4.	<p>Reviewed & Approved the Program Year 2017 Tulsa Area Workforce Development Board Budget, Revision 3 as presented by Shelley Cadamy. On 03/26/2018, the Oversight Committee reviewed this revision informally via email because the fiscal agent missed the deadline for that meeting. The Oversight Committee Chair, Vanessa Finley, approved for the revision to be taken forward as a review & approve agenda item for today's Executive Committee meeting. Budget revisions were made to:</p> <ul style="list-style-type: none"> • increase Board admin by 5K for attorney fees (admin taken from service provider) • increase FA by \$3400 for raises (admin taken from service provider) • Reduce service provider admin by \$8400, and • increase Training(program dollars) by \$8400 (taken from SP expenses paid by board) <p>The service provider overall budget remained the same.</p>	<p>Motion to Approve: Vanessa Finley</p> <p>Second: Patrick Green</p> <p>Vote: Approved Unanimously</p>
5.	<p>Reviewed & Approved the transfer of formula funds as presented by Shelley Cadamy. Transfer of funds is requested, because there are currently more funds in the dislocated worker funding line than there is demand, and there are not enough funds in the adult funding line to meet demand. WIOA allows up to 100% of funds to be transferred once per year. The Service Provider requested to have the amount of \$144,080 moved from the dislocated worker allocation to the adult allocation. The purpose of the request is to support the joint venture with The Tulsa Regional Chamber and Morcon Tissue hiring initiative. The funding will support 50 work experiences for 6 weeks. Workforce Tulsa is the exclusive referral source of Morcon during this start up.</p>	<p>Motion to Approve: Vanessa Finley</p> <p>Second: Patrick Green</p> <p>Vote: Approved Unanimously</p>
6.	<p>Reviewed & Approved the Program Note Policy as presented by Workforce Tulsa Compliance Manager, Nicole Cue. Updated policy to include procedure for documenting client accommodations.</p>	<p>Motion to Approve: Martha Webb-Jones</p> <p>Second: Patrick Green</p> <p>Vote: Approved Unanimously</p>
7.	<p>Reviewed & Approved the Babel Notice as presented by Nicole Cue. This is a short notice included in a document or electronic medium in multiple languages informing the reader that the communication contains vital information and explains how to access language services to have the contents of the communication provided in other languages. Within the English Language Plan that Workforce Tulsa Compliance and Outreach</p>	<p>Motion to Approve: Patrick Green</p> <p>Second: Vanessa Finley</p> <p>Vote: Approved Unanimously</p>

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	<p>Manager, Nicole Cue, is developing, she has identified language(s) utilized for the Babel Notice in the Workforce Tulsa Area are those which are spoken by 7% or more of the population, English & Spanish.</p> <table border="1" data-bbox="180 210 976 472"> <thead> <tr> <th data-bbox="180 210 651 279">Action Steps</th> <th data-bbox="651 210 976 279">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="180 279 651 472">1. Send picture of Babel Notice Display at the reception desk at the American Job Centers to Vanessa Finley.</td> <td data-bbox="651 279 976 472">Shelley Cadamy will obtain a photo of the display from Project Director, Kyle Smith.</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Send picture of Babel Notice Display at the reception desk at the American Job Centers to Vanessa Finley.	Shelley Cadamy will obtain a photo of the display from Project Director, Kyle Smith.	
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1. Send picture of Babel Notice Display at the reception desk at the American Job Centers to Vanessa Finley.	Shelley Cadamy will obtain a photo of the display from Project Director, Kyle Smith.					
8.	<p>Discussion of the Program Year 2017 – Program Year 2019 Workforce Tulsa Partner Memorandum of Understanding, Revision 1 was facilitated by Shelley Cadamy. This item was placed on the 02/08/18 Executive Committee meeting agenda for review & approval and was tabled at that meeting. No changes were made, the issues were resolved, and all partners signed the document as it was previously Board approved.</p>	<u>No Action Necessary</u>				
9.	<p>Discussion regarding the Oklahoma Office of Workforce Development (OOWD) Program Year 2016 Monitoring Report was facilitated by Nicole Cue. Workforce Tulsa has not yet responded to the report.</p>	<u>No Action Necessary</u>				
10.	<p>Discussion ongoing OOWD issues was facilitated by Shelley Cadamy.</p>	<u>No Action Necessary</u>				
11.	<p>Expense Report as of 02/28/2018 was included in the meeting packet and presented by Shelley Cadamy.</p>	<u>No Action Necessary</u>				
12.	<p>Compliance: Nicole Cue presented the Program Year 2017 Quarter 2 Contract Performance Report and the Program Year 2017 Comprehensive Report. Nicole Cue presented OOWD Policy releases and updates.</p>	<u>No Action Necessary</u>				

13.	<u>One-Stop Operator Report</u> was presented by Shelley Cadamy as contained in the packet.	<u>No Action Necessary</u>
14.	<u>Chair Report:</u> Amber Hatten had nothing additional to report.	<u>No Action Necessary</u>
15.	<u>Executive Director Report:</u> Shelley Cadamy presented an Executive Director Report as contained in the meeting packet.	<u>No Action Necessary</u>
16.	<u>New Business:</u> None	<u>No Action Necessary</u>
17.	<u>Old Business:</u> None	<u>No Action Necessary</u>
<u>Meeting Adjourned:</u> 10:34 a.m.		<u>Motion to Approve:</u> Vanessa Finley <u>Second:</u> Martha Webb-Jones <u>Vote:</u> Approved Unanimously

Chair Signature: Amber Hatten Date: 10/14/2018