

WorkforceTulsa

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04/13/2017

Tulsa Area Workforce Development Board Executive/Oversight Committee Special Meeting Minutes

8:31 a.m.	Executive Committee Chair, Amber Hatten, called the meeting to order.
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ATTENDEES

Executive Committee Members: Ken Busby, Amber Hatten, David Oliver,
Absent Executive Committee Members: Tom Albaugh, Patrick Green, Joyce McClellan, Lee Simpson
Oversight Committee Members: Vanessa Finley, David Oliver, Melvin Taylor, Martha Webb-Jones
Absent Oversight Committee Members: Janae Bradford, Rusty Edmiston,
WDB Staff: Shelley Cadamy, Julie Sorrels

Item	Description / Discussion	Action				
1.	<p>Reviewed & Approved the 03/13/17 Executive Committee/Oversight Committee Special Meeting Minutes with the following changes:</p> <ul style="list-style-type: none"> • Remove asterisks next to David Oliver's name. • Add Janae Bradford's name to the footer as a member of the Oversight Committee. • Add Janae Bradford's name to the ATENDEES section as an attending member of the Oversight Committee. 	<p>Motion: David Oliver</p> <p>Second: Martha Webb-Jones</p> <p>Vote: Approved Unanimously</p>				
2.	<p>Reviewed & Approved the Demand Occupation List as contained in the packet with the following changes:</p> <ul style="list-style-type: none"> • Page 15, in the notes column for 33-9032, Security Guards, "Hospitality Industry Professional training" will be removed and replaced with "Unarmed Private Security training". <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 35%;">Action Steps</th> <th style="width: 65%;">Accountability</th> </tr> </thead> <tbody> <tr> <td>1. Executive level summary presentation at the next Board meeting, 04/20/17.</td> <td>Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Executive level summary presentation at the next Board meeting, 04/20/17.	Shelley Cadamy	<p>Motion: Ken Busby</p> <p>Second: Melvin Taylor</p> <p>Vote: Approved Unanimously</p>
Action Steps	Accountability					
1. Executive level summary presentation at the next Board meeting, 04/20/17.	Shelley Cadamy					

Executive Committee Members: Tom Albaugh, Ken Busby, Patrick Green, David Oliver, Lee Simpson, Joyce McClellan, Amber Hatten

Oversight Committee Members: Janae Bradford, David Oliver, Melvin Taylor, Rusty Edmiston, Martha Webb-Jones, Vanessa Finley

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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*

3.	<p>Reviewed & Approved the Final Bidder Recommendation for Dynamic Workforce Solutions to be the Program Year 2017 Service Provider for Workforce Investment Opportunity Act, title 1 Adult and Dislocated Worker Program Services, Youth Program Services, and One-Stop Operator for the Tulsa Workforce Development Board.</p>	<p>Motion: Ken Busby</p> <p>Second: Vanessa Finley</p> <p>Vote: Approved Unanimously</p>
4.	<p>Reviewed & Approved the Contract for the Program Year 2017 Service Provider for the Workforce Investment Opportunity Act, title 1 Adult and Dislocated Worker Program Services, Youth Program Services, and One-Stop Operator for the Tulsa Workforce Development Board as presented by Shelley Cadamy to include the revised changes made today (listed below) and any non-material made by Shelley Cadamy and emailed as a red-lined copy to and approved by Committee Members prior to submission for approval by the full Board:</p> <ul style="list-style-type: none"> • Search & replace One-Stop Center with American Job Center throughout the contract. • On page 22 of the contract, Attachment B, III (a.), the operating budget for each WIOA funding stream as a performance based Incentive Fee should be seven (7%) percent instead of nine (9%) percent and correct the second sentence of the paragraph. • On page 25 of the contract, Attachment C, Performance: <ul style="list-style-type: none"> ○ 1. Modification of the renewal & Incentive requirement to meet one hundred percent (100%) percent, consider a point schedule instead. ○ 4. Change the sentence to read "By the end of the 3rd quarter of the original contract, address or resolve all disallowed costs, monitoring and compliance issues. ○ 5. Quarter breakdown should be included in 3. With language to include "...except for the 1st quarter when 75% is allowed." • On page 27 of the contract, Negotiated Quarterly Participant Service Levels – One-Stop Operator Measure for: <ul style="list-style-type: none"> ○ 2. Partner meetings should require an approved agenda, sign-in sheet, and survey results instead of "Not applicable". ○ 4. Partner Engagement should require Executive Director approval of the Partner Engagement Plan and progress instead of "Not applicable". ○ 6. Reporting should require specific deadline information instead of "Not applicable". • Attachment D heading to be corrected from PY2012 	<p>Motion: Ken Busby</p> <p>Second: Martha Webb-Jones</p> <p>Vote: Approved Unanimously</p>

Budget to PY 2017 Budget.		
Action Steps	Accountability	
2. Email revised contract to Committee members for approval prior to presenting it for review and approval by the full Board.	Shelley Cadamy	
5.	Expense Report: The Monthly Expense Report as of 02/28/17 was presented by Shelley Cadamy.	<u>No Action Necessary</u>
6.	Compliance: The Final Program Year 2016 Quarter 2 Contract Performance Report as contained in the packet was presented by Shelley Cadamy in the absence of Workforce Tulsa Compliance & Outreach Manager, Nicole Cue.	<u>No Action Necessary</u>
7.	One-Stop Operator Report: The Contract Performance Measures and Performance Indicators are reflected in the Program Year 2016- February Metrics Report included in the meeting packet and as presented by Shelley Cadamy. Also contained in the packet is a Funnel Report with a reference timeframe of 01/13/2017-02/13/2017.	<u>No Action Necessary</u>
8.	Chair Update: Chair will be replying via email to the current service provider's email requesting that the Executive Committee reconsider the decision made regarding 3 rd quarter incentive.	<u>No Action Necessary</u>
9.	Executive Director Report: none	<u>No Action Necessary</u>
10.	New Business: Tulsa Chamber of Commerce Board Representation	<u>No Action Necessary</u>

11.	Old Business: none	<u>No Action Necessary</u>
<u>Meeting Adjourned:</u> 10:21 a.m.		<u>Motion:</u> Melvin Taylor <u>Second:</u> Vanessa Finley <u>Vote:</u> Approved Unanimously

Executive Committee Chair Signature: Amber Hatten Date: 6/8/17

Oversight Committee Chair Signature: Dmitry S. Olin Date: 5-22-17