

# WorkforceTulsa

*growing talent*  *growing opportunity*

10/12/2017

## Tulsa Area Workforce Development Board Executive Committee Meeting Minutes

8:37 a.m.	<i>The Executive Committee Chair, Amber Hatten, called the meeting to order.</i>	
<b>ATTENDEES</b>		
<b>Members:</b> Tom Albaugh, Amber Hatten		
<b>Absent Members:</b> Ken Busby, Patrick Green, Joyce McClellan, Vanessa Finley		
<b>WDB Staff:</b> Shelley Cadamy, Julie Sorrels, Nicole Cue, Cherie Stierwalt		
Item	Description / Discussion	Action
1.	<b>Reviewed &amp; Approved</b> the 08/10/17 Executive Committee Meeting Minutes.	<b>Motion to Approve:</b> Tom Albaugh <b>Second:</b> Amber Hatten <b>Vote:</b> Approved Unanimously
2.	<b>Reviewed &amp; Approved</b> the Comprehensive Designation of Tulsa American Job Center and Sapulpa American Job Center as presented by Workforce Tulsa Compliance and Outreach Manager, Nicole Cue.	<b>Motion to Approve:</b> Tom Albaugh <b>Second:</b> Amber Hatten <b>Vote:</b> Approved Unanimously
3.	<b>Reviewed &amp; Approved</b> the conditional Center Certification of Tulsa American Job Center and Sapulpa American Job Center as presented by Workforce Tulsa Manager of Youth Strategy, Cherie Stierwalt.	<b>Motion to Approve:</b> Tom Albaugh <b>Second:</b> Amber Hatten <b>Vote:</b> Approved Unanimously
4.	<b>Reviewed &amp; Approved</b> the Program Year 2017 Tulsa Area Workforce Development Board Budget, Revision 1 as presented by Workforce Tulsa Executive Director, Shelley Cadamy. This budget is based on the actual carry over from Program Year 2016 and complies with the State requirement (beginning with the Program Year 2017 funds) to spend 40% of the budget on training.	<b>Motion to Approve:</b> Tom Albaugh <b>Second:</b> Amber Hatten <b>Vote:</b> Approved Unanimously

### Executive Committee Members:

Tom Albaugh; Ken Busby; Patrick Green; Vanessa Finley; Joyce McClellan; Amber Hatten  
Oklahoma Works, a proud partner of the American Job Center Network

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5.	<p><b>Reviewed &amp; Approved</b> 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 2 as presented by Shelley Cadamy. The revisions include:</p> <ul style="list-style-type: none"> <li>• Changes required by the Department of Labor via the Oklahoma Office of Workforce Development as a result of a One Stop Operator Desk Review;</li> <li>• Within Attachment C, Renewal and Incentive Performance Measures; Negotiated Quarterly Participant Service Levels for Adult &amp; Dislocated Worker's Entered Employment measure will include Youth numbers; and</li> <li>• Attachment D, Program Year 2017 Budget will reflect the service provider budget that is contained in the most recent Board approved budget.</li> </ul>	<p><b>Motion to Approve:</b> Tom Albaugh</p> <p><b>Second:</b> Amber Hatten</p> <p><b>Vote:</b> Approved Unanimously</p>
6.	<p><b>Tabled</b> the Board of Directors Resolution</p> <ul style="list-style-type: none"> <li>• In agreement with the Oversight Committee to have both the attorneys for Workforce Tulsa and the Fiscal Agent, Tulsa Community College, provide support regarding the language included;</li> <li>• In agreement with the suggestions of the Area Board of Local Elected Officials to: <ul style="list-style-type: none"> <li>○ When possible, take relevant documents through the full Board cycle, or if that is not possible,</li> <li>○ When possible, have the Executive Committee review and approve, or if that too is not possible,</li> <li>○ Have a \$35,000 cap.</li> </ul> </li> </ul>	<p><b>Motion to Table:</b> Tom Albaugh</p> <p><b>Second:</b> Amber Hatten</p> <p><b>Vote:</b> Approved Unanimously</p>
8.	<p><b>Reviewed &amp; Approved</b> the 2018 Meeting Calendar as presented by Workforce Tulsa Admin/Project Coordinator, Julie Sorrels.</p>	<p><b>Motion to Approve:</b> Tom Albaugh</p> <p><b>Second:</b> Amber Hatten</p> <p><b>Vote:</b> Approved Unanimously</p>
9.	<p><b>Reviewed &amp; Approved</b> the Selective Service Policy as presented by Nicole Cue. This is a new local policy developed to implement a process to review individual cases in which participants were required to register with the Selective Service System but did not.</p>	<p><b>Motion to Approve:</b> Tom Albaugh</p> <p><b>Second:</b> Amber Hatten</p> <p><b>Vote:</b> Approved Unanimously</p>

10.	<b><u>Discussed</u></b> accessibility as facilitated by Shelley Cadamy.	<b><u>No Action Necessary</u></b>
11.	<b><u>Expense Report</u></b> as of 08/31/17 was included in the meeting packet and presented by Shelley Cadamy.	<b><u>No Action Necessary</u></b>
12.	<b><u>Compliance:</u></b> Shelley Cadamy presented the United States Labor Department of Labor One-Stop Operator Procurement and Contract Desk Review documentation as contained in the meeting packet.	<b><u>No Action Necessary</u></b>
13.	<b><u>One-Stop Operator Report</u></b> was presented by Shelley Cadamy as contained in the packet.	<b><u>No Action Necessary</u></b>
14.	<b><u>Chair Report:</u></b> Amber Hatten reported: •	<b><u>No Action Necessary</u></b>
15.	<b><u>Executive Director Report:</u></b> Shelley Cadamy updated the Committee.	<b><u>No Action Necessary</u></b>
16.	<b><u>New Business:</u></b> None	<b><u>No Action Necessary</u></b>
17.	<b><u>Old Business:</u></b> None	<b><u>No Action Necessary</u></b>

**Meeting Adjourned:** 9:56 a.m.

**Motion to Approve:** Tom Albaugh

**Second:** Amber Hatten

**Vote:** Approved Unanimously

Chair Signature: \_\_\_\_\_

*Amber Hatten*

Date: \_\_\_\_\_

*12/7/2017*