

WorkforceTulsa

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12/07/2017

Tulsa Area Workforce Development Board Executive Committee Meeting Minutes

8:32 a.m.	<i>The Executive Committee Chair, Amber Hatten, called the meeting to order.</i>	
ATTENDEES		
Members: Tom Albaugh, Vanessa Finley, Amber Hatten, Patrick Green		
Absent Members: Ken Busby, Joyce McClellan		
WDB Staff: Shelley Cadamy, Julie Sorrels, Nicole Cue, Cherie Stierwalt		
Item	Description / Discussion	Action
1.	Reviewed & Approved the 10/12/17 Executive Committee Meeting Minutes.	Motion to Approve: Tom Albaugh Second: Amber Hatten Vote: Approved Unanimously
2.	Reviewed & Approved 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 3, as presented by Workforce Tulsa Executive Director, Shelley Cadamy.	Motion to Approve: Amber Hatten Second: Martha Webb-Jones Vote: Approved Unanimously
3.	Reviewed & Approved the Program Note Policy as presented by Workforce Tulsa Manager of Monitoring and Compliance, Nicole Cue.	Motion to Approve: Martha Webb-Jones Second: Tom Albaugh Vote: Approved Unanimously
4.	Tabled the Board of Directors Resolution to wait until the Oklahoma Office of Workforce Development responds to Workforce Tulsa's Fiscal Agent, Tulsa Community College, regarding the resolution.	Motion to Table: Martha Webb-Jones Second: Tom Albaugh 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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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.

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5.	Expense Report as of 10/31/17 was included in the meeting packet and presented by Shelley Cadamy.	<u>No Action Necessary</u>						
6.	Compliance: Nicole Cue presented the Program Year 2017 Quarter 1 Contract Performance Report as contained in the meeting packet. The Program Year 2017 Quarter 1 Comprehensive Report has not been finalized.	<u>No Action Necessary</u>						
7.	One-Stop Operator Report was presented by Shelley Cadamy as a handout as opposed to the report contained in the packet.	<u>No Action Necessary</u>						
8.	<p>Chair Report: Amber Hatten requested that Shelley Cadamy update the Committee regarding the letter sent to the Oklahoma Office of Workforce Development (OOWD) by Workforce Tulsa's attorney for which a reply has not been received. The Committee suggested exploring the creation of a joint Workforce Tulsa and Central Oklahoma Workforce Investment Board (COWIB) letter.</p> <table border="1" data-bbox="175 947 964 1268"> <thead> <tr> <th data-bbox="175 947 639 1016">Action Steps</th> <th data-bbox="639 947 964 1016">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="175 1016 639 1161">1. Reach out to COWIB Executive Director, Eddie Foreman, to discuss the possibility of creating a joint letter.</td> <td data-bbox="639 1016 964 1161">Shelley Cadamy</td> </tr> <tr> <td data-bbox="175 1161 639 1268">2. Reach out to attorney to determine next steps if response is not received.</td> <td data-bbox="639 1161 964 1268">Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Reach out to COWIB Executive Director, Eddie Foreman, to discuss the possibility of creating a joint letter.	Shelley Cadamy	2. Reach out to attorney to determine next steps if response is not received.	Shelley Cadamy	<u>No Action Necessary</u>
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9.	<p>Executive Director Report: Shelley Cadamy presented an Executive Director Report provided as a handout.</p> <table border="1" data-bbox="175 1377 964 1694"> <thead> <tr> <th data-bbox="175 1377 639 1446">Action Steps</th> <th data-bbox="639 1377 964 1446">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="175 1446 639 1694">3. Respond to the email distributing the December 6, 2017 COWIB letter to Erin Risley-Baird with endorsement, showing support of the letter on behalf of the Executive Committee.</td> <td data-bbox="639 1446 964 1694">Amber Hatten</td> </tr> </tbody> </table>	Action Steps	Accountability	3. Respond to the email distributing the December 6, 2017 COWIB letter to Erin Risley-Baird with endorsement, showing support of the letter on behalf of the Executive Committee.	Amber Hatten	<u>No Action Necessary</u>		
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10.	<u>New Business:</u> None	<u>No Action Necessary</u>
11.	<u>Old Business:</u> None	<u>No Action Necessary</u>
<u>Meeting Adjourned:</u> 10:25 a.m.		<u>Motion to Approve:</u> Vanessa Finley <u>Second:</u> Tom Albaugh <u>Vote:</u> Approved Unanimously

Chair Signature:  Date: 2/8/2018

