

WorkforceTulsa

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08/09/2018

Tulsa Area Workforce Development Board Executive Committee Meeting Minutes

8:36 a.m. | The Executive Committee Chair, Martha Webb-Jones, called the meeting to order.

ATTENDEES

Members: Tom Albaugh, Ken Busby, Amber Hatten, Vanessa Finley, Kuma Roberts, Peter Selden, Martha Webb-Jones

Absent Members: None

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

Item	Description / Discussion	Action
1.	Reviewed & Approved the 06/14/2018 Executive Committee Meeting Minutes.	Motion to Approve: Tom Albaugh Second: Kuma Roberts Vote: Approved Unanimously
2.	Reviewed & Approved the Program Year 2017 Tulsa Area Workforce Development Board Budget, Revision 4 as presented by the Workforce Executive Director, Shelley Cadamy. Previously, it inadvertently contained excess funds for Service Provider "indirect" and "incentive" costs. Our fiscal agent, Tulsa Community College, has moved the excess funds into the "Compensation and Fringe" line item to correct the error.	Motion to Approve: Tom Albaugh Second: Amber Hatten Vote: Approved Unanimously
3.	Reviewed & Approved the Program Year 2017 Workforce Innovation 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 as presented by Shelley Cadamy. The contract was changed to <ul style="list-style-type: none"> • reflect the changes made within the Program Year 2017 Tulsa Area Workforce Development Board Budget, Revision 4, and • update the names on the signature pages. 	Motion to Approve: Kuma Roberts Second: Amber Hatten Vote: Approved Unanimously

Executive Committee Members:

Tom Albaugh; Ken Busby; Vanessa Finley; Amber Hatten; Kuma Roberts; Peter Selden; Martha Webb-Jones
Oklahoma Works, a proud partner of the American Job Center Network

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TDD/TTY: 1-800-722-0353; Voice: 1-800-522-8506*

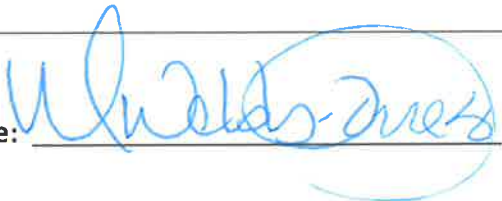
4.	<p>Reviewed & Approved the Program Year 2018 Contract Extension Workforce Innovation and Opportunity Act, Title 1 Adult and Dislocated Worker Program Services, Youth Program Services, and One-Stop Operator for the Tulsa Area Workforce Development Area, Revision 1 as presented by Shelley Cadamy. The contract extension was changed to</p> <ul style="list-style-type: none"> ● clarify quarterly goals, ● correct numeration, ● clean up blank rows within the tables, & ● update signature pages 	<p>Motion to Approve: Tom Albaugh</p> <p>Second: Kuma Roberts</p> <p>Vote: Approved Unanimously</p>						
5.	<p>Reviewed & Approved the Consent Agenda as contained in the packet and presented by Nicole Cue, Workforce Tulsa Compliance Manager. All proposed revisions result from the Program Year 2016 Annual Oklahoma Office of Workforce Development Audit of the Tulsa Area Workforce Development Board and were approved by the Oversight Committee on 07/30/2018.</p> <ul style="list-style-type: none"> ● Program Year 2018 Employer of Record Contract ● Grievance Policy & Procedures ● Monitoring Policy ● Anti-Harassment Policy 	<p>Motion to Approve: Kuma Roberts</p> <p>Second: Vanessa Finley</p> <p>Vote: Approved Unanimously</p>						
6.	<p>Reviewed & Approved the Incident Reporting Policy as presented by Nicole Cue. This policy is to provide guidance and procedures for reporting known or suspected incidents of fraud, program abuse, or criminal conduct in accordance with federal and state regulations.</p>	<p>Motion to Approve: Vanessa Finley</p> <p>Second: Peter Selden</p> <p>Vote: Approved Unanimously</p>						
7.	<p>Discussed the Board Member Expectation Document as presented as a draft handout. The discussion was facilitated by the Chair. A finalized document will be distributed for signatures at the August 16, 2018 Board meeting.</p> <table border="1" data-bbox="175 1598 1005 1845"> <thead> <tr> <th data-bbox="175 1598 711 1667">Action Steps</th> <th data-bbox="711 1598 1005 1667">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="175 1667 711 1776">1. Reply all with thoughts concerning the document prior to Monday, August 13, 2018.</td> <td data-bbox="711 1667 1005 1776">Committee Members</td> </tr> <tr> <td data-bbox="175 1776 711 1845">2. Implement changes suggested during today's discussion within the</td> <td data-bbox="711 1776 1005 1845">Chair</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Reply all with thoughts concerning the document prior to Monday, August 13, 2018.	Committee Members	2. Implement changes suggested during today's discussion within the	Chair	<p>No Action Necessary</p>
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2. Implement changes suggested during today's discussion within the	Chair							

	document and finalize the document with corrected grammar, submitted ideas, and formatting.					
8.	<p>Discussed the issue of Board staff endorsing political candidates.</p> <table border="1"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>3. Draft guidance for the Committee to consider at the next Committee meeting.</td> <td>Vanessa Finley</td> </tr> </tbody> </table>	Action Steps	Accountability	3. Draft guidance for the Committee to consider at the next Committee meeting.	Vanessa Finley	<u>No Action Necessary</u>
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9.	<p>Approved a motion to recess the meeting at 9:13am.</p> <p>The meeting was called back to order by the Chair at 10:24am.</p>	<p><u>Motion to Approve:</u> Vanessa Finley</p> <p><u>Second:</u> Kuma Roberts</p> <p><u>Vote:</u> Approved Unanimously</p>				
10.	<u>Expense Report</u> as of 06/30/2018 was included in the meeting packet and presented by Shelley Cadamy.	<u>No Action Necessary</u>				
11.	<u>Compliance:</u> Nicole Cue presented the Program Year 2017 Quarter 3 Contract Performance Report as contained in the meeting packet. The Program Year 2017 Quarter 3 Comprehensive Report will be available for review at the next meeting.	<u>No Action Necessary</u>				
12.	<u>One-Stop Operator Report</u> for both Program Year 2017 & Program Year 2018 were presented by Shelley Cadamy.	<u>No Action Necessary</u>				
13.	<u>Chair Report:</u> The Chair presented proposed Committee/Council structure changes utilizing a PowerPoint Presentation that will be presented as a draft proposal to the full Board on August 16, 2018.	<u>No Action Necessary</u>				
14.	<p><u>Executive Director Report:</u> Shelley Cadamy presented highlights from the information contained in the Executive Director Report that was included in the meeting packet. In addition Shelley provided additional handouts and shared about:</p> <ul style="list-style-type: none"> • AJC Customer Flow Chart – includes new group orientation process • Roles (handout is a working document) • INCOG data handout- map indicates concentrations of those not in the labor force combined with high 	<u>No Action Necessary</u>				

- rates of poverty
- Tracking events
- August 2018 Board Meeting:
 - Distributing Bylaws
 - Service Provider categorizing a working list of partners – Gap analysis
 - Core Referral Partners
 - Two business case studies
 - Partner Rules of Engagement- a basic shell
 - Speed networking
- Eligible Training Provider- database issues; Requested a waiver, and it is being considered by the Oklahoma Office of Workforce Development (OOWD)
- Determining System Costs for which partners are responsible to include relative benefits must be agreed upon by all 22 partners, or we default to the state plan; Requested assistance from OOWD in working with the Oklahoma Department of Rehabilitation Services
- Communities Thrive Grant Application/Peer Review handout provided

Action Steps	Accountability
4. Report to the Committee via email regarding progress addressing accessibility issues at the Tulsa American Job Center (AJC), Center Certification/Access for All/Equal Opportunity Procedures Desk Review & On-Site Visit, and the Equally Effective Alternate Access Plans for both the Tulsa AJC and the Sapulpa AJC.	Shelley Cadamy
5. Gather EMSI data to share with INCOG and request that they map that. This data would relate to employers regarding the number of job openings and their locations.	Shelley Cadamy
6. Collaborate with our economic development partners to create an agenda for the Economic Development Partner Meeting to include an agenda item about how those partners can tell a better Workforce Tulsa story.	Shelley Cadamy & Kuma Roberts

15.	<u>New Business:</u> None	<u>No Action Necessary</u>
16.	<u>Old Business:</u> None	<u>No Action Necessary</u>
<u>Meeting Adjourned:</u> 11:35 a.m.		<u>Motion to Approve:</u> Vanessa Finley <u>Second:</u> Ken Busby <u>Vote:</u> Approved Unanimously

Chair Signature:  Date: 10-19-18

