

# WorkforceTulsa

*growing talent  growing opportunity*

10/06/2016

## Tulsa Area Workforce Development Board Executive Committee Meeting Minutes

8:32 a.m.

Chair, Amber Hatten, called the meeting to order.

### ATTENDEES

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

**Absent Members:** Denise Reid, Isaac Rocha

**WDB Staff:** Shelley Cadamy, Julie Sorrels, Nicole Cue

**Guests:** Keith Lewis, Rebecca McCormick

Item	Description / Discussion	Action
1.	<b>Introductions:</b>	<b>No Action Necessary</b>
2.	<b>Reviewed &amp; Approved</b> the Executive Committee Meeting Minutes from 08/11/16.	<b>Motion to Approve:</b> Tom Albaugh <b>Second:</b> Ken Busby <b>Vote:</b> Approved Unanimously with the exception of an abstention by Patrick Green
3.	<b>Reviewed &amp; Approved</b> the 09/06/16 Executive Committee/Oversight Committee Special Meeting Minutes	<b>Motion to Approve:</b> Ken Busby <b>Second:</b> Tom Albaugh <b>Vote:</b> Approved Unanimously with the exception of an abstention by Patrick Green
4.	<b>Reviewed &amp; Approved</b> the 2017 Meeting Calendar as presented by Workforce Tulsa Admin Project Coordinator, Julie Sorrels, and as contained in the meeting packet.	<b>Motion to Approve:</b> David Oliver <b>Second:</b> Ken Busby <b>Vote:</b> Approved Unanimously
5.	<b>Reviewed &amp; Approved</b> the Program Year 2016 Demand Occupation List as presented by Shelley Cadamy.	<b>Motion to Approve:</b> Ken Busby <b>Second:</b> Joyce McClellan <b>Vote:</b> Approved Unanimously

**Committee Members:** Tom Albaugh, Ken Busby, Patrick Green, Isaac Rocha, Denise Reid, Joyce McClellan, David Oliver, Lee Simpson, Amber Hatten

6	<b>Reviewed &amp; Approved</b> the Grievance Policy as Workforce Tulsa Compliance and Outreach Manager, Nicole Cue.	<b>Motion to Approve:</b> David Oliver <b>Second:</b> Ken Busby <b>Vote:</b> Approved Unanimously
7.	<b>Reviewed &amp; Approved</b> the Program Monitoring Policy as presented by Nicole Cue.	<b>Motion to Approve:</b> Tom Albaugh <b>Second:</b> David Oliver <b>Vote:</b> Approved Unanimously
8.	<b>Reviewed &amp; Approved</b> filing formal grievances against the Oklahoma Office of Workforce Development for the following issues if necessary after meeting in person and discussing the issues with the Director of Workforce for the State of Oklahoma: <ul style="list-style-type: none"> <li>• State Monitoring Report</li> <li>• Common Measure Incentives</li> <li>• Funding Formula</li> <li>• Eligible Training Provider</li> <li>• Glossary</li> </ul>	<b>Motion to Approve:</b> Tom Albaugh <b>Second:</b> Ken Busby <b>Vote:</b> Approved Unanimously
9.	<b>Discussed</b> Eastgate One-Stop Center Relocation as facilitated by Shelley Cadamy.	<b>No Action Necessary</b>
10.	<b>Discussed</b> Service Provider Sexual Harassment Policy as facilitated by Shelley Cadamy. The Policy was provided as a handout.	<b>No Action Necessary</b>
11.	<b>Discussed</b> Service Provider Procurement Update as facilitated by Shelley Cadamy with the aid of a handout, Proposed Service Provider Strategy for Remainder of Program Year 2016 (September 6, 2016 – June 30, 2017)	<b>No Action Necessary</b>
12.	<b>Discussed</b> Regional Planning Update as facilitated by Shelley Cadamy.	<b>No Action Necessary</b>
13.	<b>Expense Report</b> as of 08/31/16 was presented by Workforce Innovation and Opportunity Act Compliance Coordinator for Tulsa Community College, Rebecca McCormick.	<b>No Action Necessary</b>
14.	<b>Compliance:</b> Nicole Cue Presented the Program Year 2015 Quarter 4 Contract Performance and the July 2016 Comprehensive Monitoring Reports as contained in the meeting packet.	<b>No Action Necessary</b>
15.	<b>One Stop Operator Report:</b> The unaudited Contract Performance Measures and Common Measures are reflected in the August 2016 Metrics Report included in the meeting packet and as presented by Shelley Cadamy.	<b>No Action Necessary</b>

Oklahoma Works, a proud partner of the American Job Center Network

Tulsa Area Workforce Development Board Executive Committee meetings are in compliance with the Oklahoma Meetings Act

*Workforce Tulsa is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

*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.*

16.	<b><u>Chair Report:</u></b> None	<b><u>No Action Necessary</u></b>
17.	<b><u>Executive Director Report:</u></b> None	<b><u>No Action Necessary</u></b>
18.	<b><u>New Business:</u></b> None	<b><u>No Action Necessary</u></b>
19.	<b><u>Old Business:</u></b> None	<b><u>No Action Necessary</u></b>
<b><u>Meeting Adjourned:</u></b> 10:07 a.m.		<b><u>Motion:</u></b> Joyce McClellan <b><u>Second:</u></b> Ken Busby <b><u>Vote:</u></b> Approved Unanimously

Chair Signature: Amber Hatten Date: 12/8/14

Oklahoma Works, a proud partner of the American Job Center Network

Tulsa Area Workforce Development Board Executive Committee meetings are in compliance with the Oklahoma Meetings Act

*Workforce Tulsa is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

*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.*

