

# WorkforceTulsa

growing talent  growing opportunity

10/19/2018

## Tulsa Area Workforce Development Board Executive Committee Meeting Minutes

8:30 a.m.	The Executive Committee Chair, Martha Webb-Jones, called the meeting to order.				
<b>ATTENDEES</b>					
<b>Members:</b> Tom Albaugh, Ken Busby, Vanessa Finley, Kuma Roberts, Peter Selden, Martha Webb-Jones					
<b>Absent Members:</b> Amber Hatten					
<b>WDB Staff:</b> Julie Sorrels, Cherie Stierwalt, Nicole Cue, Shelley Cadamy					
Item	Description / Discussion	Action			
1.	<b>Reviewed &amp; Approved</b> the 08/09/2018 Executive Committee Meeting Minutes.	<b>Motion to Approve:</b> Tom Albaugh <b>Second:</b> Peter Selden <b>Vote:</b> Approved Unanimously			
2.	<b>Reviewed &amp; Approved</b> the 2019 Meeting Calendar as contained in the meeting packet and presented by Workforce Tulsa Manager of Operations, Julie Sorrels.	<b>Motion to Approve:</b> Ken Busby <b>Second:</b> Tom Albaugh <b>Vote:</b> Approved Unanimously			
3.	<b>Reviewed &amp; Approved</b> the Conflict of Interest Policy as presented by Workforce Tulsa Compliance Manager, Nicole Cue.	<b>Motion to Approve:</b> Tom Albaugh <b>Second:</b> Ken Busby <b>Vote:</b> Approved Unanimously			
4.	<b>Reviewed &amp; Approved</b> the Equal Opportunity Policy as presented by Nicole Cue.				
	<table border="1"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>1. The next time this policy is updated, reference the EEO Manual used as a guideline by the service provider staff.</td> <td>Nicole Cue</td> </tr> </tbody> </table>	Action Steps	Accountability	1. The next time this policy is updated, reference the EEO Manual used as a guideline by the service provider staff.	Nicole Cue
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### 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

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

5.	<p><b>Reviewed &amp; Approved</b> the Program Note Policy as presented by Nicole Cue.</p>	<p><b>Motion to Approve:</b> Tom Albaugh</p> <p><b>Second:</b> Peter Selden</p> <p><b>Vote:</b> Approved Unanimously</p>				
6.	<p><b>Reviewed &amp; Approved</b> the On-The-Job Training policy as presented by Nicole Cue with the typo on page 85 of the meeting packet to be corrected to read "occupational."</p>	<p><b>Motion to Approve:</b> Ken Busby</p> <p><b>Second:</b> Kuma Roberts</p> <p><b>Vote:</b> Approved Unanimously</p>				
7.	<p><b>Reviewed &amp; Approved</b> the Youth Program Policy as presented by Nicole Cue.</p> <table border="1" data-bbox="172 800 1005 1014"> <thead> <tr> <th data-bbox="172 800 706 867">Action Steps</th> <th data-bbox="706 800 1005 867">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="172 867 706 1014">2. Update all policies to reflect the dates of approval/approval process to reflect the recent committee/council restructuring.</td> <td data-bbox="706 867 1005 1014">Nicole Cue</td> </tr> </tbody> </table>	Action Steps	Accountability	2. Update all policies to reflect the dates of approval/approval process to reflect the recent committee/council restructuring.	Nicole Cue	<p><b>Motion to Approve:</b> Peter Selden</p> <p><b>Second:</b> Tom Albaugh</p> <p><b>Vote:</b> Approved Unanimously</p>
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8.	<p><b>Tabled</b> the issue of Endorsing Political Candidates. Vanessa Finley provided the Committee with draft guidance and reviewed it with them.</p> <table border="1" data-bbox="172 1247 982 1535"> <thead> <tr> <th data-bbox="172 1247 683 1314">Action Steps</th> <th data-bbox="683 1247 982 1314">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="172 1314 683 1535">3. Provide additional information to Shelley Cadamy to include: <ul style="list-style-type: none"> <li>• 501C3 guidelines</li> <li>• Federal Regulations/lobbying</li> <li>• Coalitions</li> <li>• Identifying employer</li> </ul> </td> <td data-bbox="683 1314 982 1535">Vanessa Finley</td> </tr> </tbody> </table>	Action Steps	Accountability	3. Provide additional information to Shelley Cadamy to include: <ul style="list-style-type: none"> <li>• 501C3 guidelines</li> <li>• Federal Regulations/lobbying</li> <li>• Coalitions</li> <li>• Identifying employer</li> </ul>	Vanessa Finley	<p><b>Motion to Table:</b> Ken Busby</p> <p><b>Second:</b> Vanessa Finley</p> <p><b>Vote:</b> Approved Unanimously</p>
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9.	<p><b>Discussed</b> the Oklahoma Employment Security Commission Partnership as presented by Nicole Cue during the review of agenda item Program Note Policy.</p>	<p><b>No Action Necessary</b></p>				

10.	<p><b>Discussed</b> the new Bylaws as recently approved by the Tulsa Area Board of Local Elected Officials (ABLEO). The Bylaws will be included in the Board meeting packet. Shelley Cadamy gave the Committee an overview of the changes that were made.</p> <table border="1" data-bbox="175 264 993 625"> <thead> <tr> <th data-bbox="175 264 695 331">Action Steps</th> <th data-bbox="695 264 993 331">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="175 331 695 407">4. Update Bylaws to correct Chair Elect to not be hyphenated.</td> <td data-bbox="695 331 993 407">Board Staff</td> </tr> <tr> <td data-bbox="175 407 695 625">5. Respond to Shelley Cadamy's email regarding committee additions. Chairs are expected to reach out to and invite proposed members and use it as an opportunity to explain their vision for their committee.</td> <td data-bbox="695 407 993 625">Committee Members</td> </tr> </tbody> </table>	Action Steps	Accountability	4. Update Bylaws to correct Chair Elect to not be hyphenated.	Board Staff	5. Respond to Shelley Cadamy's email regarding committee additions. Chairs are expected to reach out to and invite proposed members and use it as an opportunity to explain their vision for their committee.	Committee Members	<u>No Action Necessary</u>
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11.	<p><b>Expense Report</b> as of 08/31/2018 was included in the meeting packet and presented by Shelley Cadamy.</p>	<u>No Action Necessary</u>						
12.	<p><b>Compliance:</b> Nicole Cue presented the</p> <ul style="list-style-type: none"> <li>• Program Year 2017 Quarter 3 Comprehensive Report,</li> <li>• Program Year 2017 Quarter 4 Comprehensive Report, and</li> <li>• Program Year 2017 Quarter 4 Contract Performance Report</li> </ul> <table border="1" data-bbox="175 1020 993 1306"> <thead> <tr> <th data-bbox="175 1020 695 1087">Action Steps</th> <th data-bbox="695 1020 993 1087">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="175 1087 695 1306">6. Provide Committee with the numbers of Hard to Serve participants and Youth participants Workforce Tulsa is serving in comparison to how many are being placed in employment or education.</td> <td data-bbox="695 1087 993 1306">Board Staff</td> </tr> </tbody> </table>	Action Steps	Accountability	6. Provide Committee with the numbers of Hard to Serve participants and Youth participants Workforce Tulsa is serving in comparison to how many are being placed in employment or education.	Board Staff	<u>No Action Necessary</u>		
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13.	<p><b>One-Stop Operator Report</b> was presented by Workforce Tulsa Director of Client Strategy.</p> <table border="1" data-bbox="175 1444 993 1871"> <thead> <tr> <th data-bbox="175 1444 695 1512">Action Steps</th> <th data-bbox="695 1444 993 1512">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="175 1512 695 1871">7. Ensure corrections are made to the report: <ul style="list-style-type: none"> <li>• Remove "Program Year 2018" heading, and</li> <li>• Ensure "Tulsa &amp; Sapulpa American Job Center Service Data" table <ul style="list-style-type: none"> <li>○ reflects the proper month's totals (what is titled "August Totals" is assumed to</li> </ul> </li> </ul> </td> <td data-bbox="695 1512 993 1871">Board Staff/Service Provider</td> </tr> </tbody> </table>	Action Steps	Accountability	7. Ensure corrections are made to the report: <ul style="list-style-type: none"> <li>• Remove "Program Year 2018" heading, and</li> <li>• Ensure "Tulsa &amp; Sapulpa American Job Center Service Data" table <ul style="list-style-type: none"> <li>○ reflects the proper month's totals (what is titled "August Totals" is assumed to</li> </ul> </li> </ul>	Board Staff/Service Provider	<u>No Action Necessary</u>		
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	actually be September's totals) and o has line items clearly defined.						
14.	<p><b>Executive Director Report:</b> Shelley Cadamy presented the Executive Director Report as contained in the meeting packet and updated the Committee regarding Strategic Planning. The Committee approved for Shelley Cadamy to revise dates on the Strategic Plan to use moving forward, everything bumped ahead a quarter and delete items that were not intended by the Board to be included. Committee member, Peter Selden, also contributed to the report out regarding the Columbus Inspires Tulsa 2018 Intercity Visit.</p> <table border="1"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>8. Transfer Strategic Planning information into a tracking format.</td> <td>Martha Webb-Jones</td> </tr> </tbody> </table>	Action Steps	Accountability	8. Transfer Strategic Planning information into a tracking format.	Martha Webb-Jones		
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15.	<b>Chair Report:</b> None		<b>No Action Necessary</b>				
16.	<b>New Business:</b> None		<b>No Action Necessary</b>				
17.	<b>Old Business:</b> None		<b>No Action Necessary</b>				
<p><b>Meeting Adjourned:</b> 10:31 a.m.</p>			<p><b>Motion to Approve:</b> Tom Albaugh</p> <p><b>Second:</b> Peter Selden</p> <p><b>Vote:</b> Approved Unanimously</p>				

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



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

2-15-19