

WorkforceTulsa

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12/06/2018

Tulsa Area Workforce Development Board Executive Committee Meeting Minutes

8:33 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 10/19/2018 Executive Committee Meeting Minutes.	Motion to Approve: Ken Busby Second: Tom Albaugh Vote: Approved Unanimously
2.	Reviewed & Approved 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 Workforce Development Area, Revision 2 as presented by Workforce Tulsa Executive Director, Shelley Cadamy.	Motion to Approve: Ken Busby Second: Kuma Roberts Vote: Approved Unanimously
3.	Reviewed & Approved Program Year 2018 Tulsa Area Workforce Development Board Budget, Revision 1 as presented by Shelley Cadamy.	Motion to Approve: Tom Albaugh Second: Ken Busby Vote: Approved Unanimously

Executive Committee Members:

Tom Albaugh; Ken Busby; Vanessa Finley; Amber Hatten; Kuma Roberts; Peter Selden; Martha Webb-Jones
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TDD/TTY: 1-800-722-0353; Voice: 1-800-522-8506

4.	<p>Reviewed & Approved a letter of request for Oklahoma Office of Workforce Development (OOWD) Program Funding Formula Calculations be written by Shelley Cadamy in collaboration with other Workforce Boards if possible to be submitted to OOWD after the governor-elect takes office.</p> <table border="1" data-bbox="175 289 1010 466"> <thead> <tr> <th data-bbox="175 289 711 352">Action Steps</th> <th data-bbox="711 289 1010 352">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="175 352 711 466">1. Bring the letter back to this committee for Review & Approval at the February meeting.</td> <td data-bbox="711 352 1010 466">Shelley Cadamy</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Bring the letter back to this committee for Review & Approval at the February meeting.	Shelley Cadamy	<p>Motion to Approve: Vanessa Finley</p> <p>Second: Peter Selden</p> <p>Vote: Approved Unanimously</p>
Action Steps	Accountability					
1. Bring the letter back to this committee for Review & Approval at the February meeting.	Shelley Cadamy					
5.	<p>Reviewed & Approved Tulsa Mayor’s Economic Development Housing Study Contribution of \$5,000, with the caveat that the study must have a strong workforce component and give Workforce Tulsa recognition as a sponsor of the study.</p>	<p>Motion to Approve: Vanessa Finley</p> <p>Second: Amber Hatten</p> <p>Vote: Approved Unanimously</p>				
6.	<p>Reviewed & Approved the Supportive Services Policy as presented by Nicole Cue, Workforce Tulsa Compliance Manager.</p>	<p>Motion to Approve: Tom Albaugh</p> <p>Second: Vanessa Finley</p> <p>Vote: Approved Unanimously</p>				
7.	<p>Reviewed & Approved the Eligible Training Provider Policy as presented by Nicole Cue.</p> <table border="1" data-bbox="175 1255 1010 1390"> <thead> <tr> <th data-bbox="175 1255 711 1318">Action Steps</th> <th data-bbox="711 1255 1010 1318">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="175 1318 711 1390">2. Special Meeting in January to develop a legislative ask document.</td> <td data-bbox="711 1318 1010 1390">Board Staff & Committee Members</td> </tr> </tbody> </table>	Action Steps	Accountability	2. Special Meeting in January to develop a legislative ask document.	Board Staff & Committee Members	<p>Motion to Approve: Ken Busby</p> <p>Second: Kuma Roberts</p> <p>Vote: Approved Unanimously</p>
Action Steps	Accountability					
2. Special Meeting in January to develop a legislative ask document.	Board Staff & Committee Members					
8.	<p>Tabled the issue of Endorsing Political Candidates. Vanessa Finley provided the Committee with draft guidance and reviewed it with them.</p>	<p>Motion to Table: Vanessa Finley</p> <p>Second: Ken Busby</p> <p>Vote: Approved Unanimously</p>				

Committee/Council Reports were presented:

- Board Development Committee- Ken Busby
 - 2019 meetings scheduled
- Business Development Committee- Amber Hatten
 - 2019 meetings scheduled
 - Demand Occupations
 - Baseline Data
- Finance Strategy & Oversight Committee- Vanessa Finley
 - Recruiting for New Members
 - Purpose Statement/Scope
 - Clarified: Fundraising Oversight
 - Fiscal Agent Documents
 - Tax Status
- Innovative Workforce Opportunity Council- Kuma Roberts
 - Workshopping Mission Statement
 - Preferred Terminology
 - Increase Employer Representation
 - Increase Veterans Representation
 - Equal Time for Each Population
 - Baseline Data

No Action Necessary

9.

Action Steps	Accountability
3. These reports will be presented at the Board meetings.	Committee/Council Chairs
4. Ask representatives for veterans and criminal justice populations reach out to Kuma Roberts regarding the potential of serving on the Council she chairs.	Vanesa Finley

Discussed the strategic plan goals and initiatives as facilitated by the Chair to determine the method of updates to the tracking tool as well as distribution to Board members.

No Action Necessary

10.

Action Steps	Accountability
5. Update strategic plan tracking tool to remove information contained in notes that is not relevant information to the full Board.	Shelley Cadamy

Expense Report as of 10/31/2018 was included in the meeting packet and presented by Shelley Cadamy.

No Action Necessary

11.

12.	<p>Compliance: Nicole Cue explained that there are currently no compliance reports but that at the next Executive Committee meeting, the following reports will be available:</p> <ul style="list-style-type: none"> • Program Year 2018 Quarter 1 Contract Measures • Program Year 2018 Quarter 1 Comprehensive 	<u>No Action Necessary</u>
13.	<u>One-Stop Operator Report</u> was presented by Shelley Cadamy.	<u>No Action Necessary</u>
14.	<u>Chair Report:</u> None	<u>No Action Necessary</u>
15.	<u>Executive Director Report:</u> Shelley Cadamy presented the Executive Director Report as contained in the meeting packet. Shelley also asked for responses by 12/14/2019 regarding the NAWB conference attendance.	<u>No Action Necessary</u>
16.	<p><u>Proposed Executive Session:</u> Motion to enter Executive Session pursuant to Section 307 of the Oklahoma Open Meeting Act Title 25, Oklahoma Statute § 311, (B)(1) authorizing the executive session on matters discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee.</p>	<p><u>Motion</u> to Enter into Executive Session: Ken Busby</p> <p><u>Second:</u> Amber Hatten</p> <p><u>Vote:</u> Approved Unanimously</p> <p><u>Time:</u> 10:18 a.m.</p> <hr/> <p><u>Motion</u> to Approve Salary Increase: Ken Busby</p> <p><u>Second:</u> Amber Hatten</p> <p><u>Vote:</u> Approved Unanimously</p> <hr/> <p><u>Motion</u> to Return to Regular Session: Ken Busby</p> <p><u>Second:</u> Vanessa Finley</p> <p><u>Vote:</u> Approved Unanimously</p> <p><u>Time:</u> 10:30 a.m.</p>

17.	<u>New Business:</u> None	<u>No Action Necessary</u>
18.	<u>Old Business:</u> None	<u>No Action Necessary</u>
<u>Meeting Adjourned:</u> 10:31 a.m.		<u>Motion to Approve:</u> Ken Busby <u>Second:</u> Kuma Roberts <u>Vote:</u> Approved Unanimously

Chair Signature:  Date: 2-18-19

