



02/11/2014

**Tulsa Area Workforce Investment Board
Executive Committee Meeting Minutes**

11:33 a.m.	<i>In the absence of Chair, Lynn Martin, Rachel Hutchings, Immediate Past Board Chair, called the meeting to order.</i>
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ATTENDEES

Members: Tom Albaugh; Ric Baser; Rachel Hutchings; JoAnna Jamison; Denise Reid; Lee Simpson

Absent Members: Kelly Beyer; Lynn Martin; Candace Stine

WIB Staff: Shelley Cadamy Munoz; Julie Sorrels; Sarah Thompson

Guests: Sherita Moses; Rebecca Goodson; Jeremy Frutche; Michelle Bish; Bonnie Vann; Jon Nelson; Carla Hight

Item	Description / Discussion	Action
1.	Introductions: Executive Committee members, Workforce Tulsa staff, and guests introduced themselves and who they represented.	<u>No Action Necessary</u>
2.	The Executive Committee Meeting Minutes from 12/18/2013 were reviewed and approved by the Executive Committee with the caveat that language be inserted into the Performance Report section, item 6, to indicate that a goal is met when 80% of the standard has been met.	<p><u>Motion</u> to Accept the Minutes as Drafted: Ric Baser</p> <p><u>Second:</u> Tom Albaugh</p> <p><u>Vote:</u> Approved Unanimously</p>
3.	The Special Executive Committee Meeting Minutes from 01/14/2014 were reviewed and approved by the Executive Committee.	<p><u>Motion</u> to Accept the Minutes as Drafted: Tom Albaugh</p> <p><u>Second:</u> JoAnna Jamison</p> <p><u>Vote:</u> Approved Unanimously</p>
4.	Reviewed & Approved Adult and Dislocated Worker Policy.	<p><u>Motion:</u> to Approve Adult and Dislocated Worker Policy: Ric Baser</p> <p><u>Second:</u> Denise Reid</p> <p><u>Vote:</u> Approved Unanimously</p>

Committee Members: Tom Albaugh, Ric Baser, Kelly Beyer, Rachel Hutchings, Joanna Jamison, Lynn Martin, Denise Reid, Candace Stine, Lee Simpson

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

5.	Reviewed & Approved On The Job Training Policy.	Motion: to Approve On The Job Training Policy: Ric Baser Second: Rachel Hutchings Vote: Approved by Unanimous Vote
6.	Reviewed & Approved Work Experience Policy.	Motion: to Approve Work Experience Policy: Ric Baser Second: Rachel Hutchings Vote: Approved Unanimously
7.	Reviewed & Approved Customer Service for Quarter 1 Incentive. Shelley Cadamy Munoz, Executive Director, requested that the Executive Committee approve a by for the service provider's quarter one incentive for Youth for Customer Service, because there was not sufficient response from Youth participants to the customer service survey.	Motion: to Customer Service for Quarter 1 Incentive: Ric Baser Second: JoAnna Jamison Vote: Approved Unanimously
9.	Discussed Program Year 2013 TAWIB Budget, Change 2.	No Action Necessary
10.	Expense Report: Rebecca Goodson, Workforce Investment Act Compliance Coordinator with Tulsa Community College, presented the January 2014 Expense Report.	No Action Necessary
12.	Performance Report: Sherita Moses, DESI Project Lead, presented a Monthly Dashboard handout which displayed November 2013 Program Service Statistics along with a handout that fleshes out Common Measures and a handout that fleshes out Contract Measures and includes lists of Training Providers and Types of Training. <ol style="list-style-type: none"> 1. Common Measures: All Adult, Dislocated Worker, and Youth Common Measures meet or exceed goal (80% of standard) except for Literacy/Numeracy Gains. Only the Youth that are out of school and basic skills deficient that fall into this measure. Efforts to help Youth to overcome this barrier include tutoring sessions. 1. Contract Measures, Program Year 2013 to date <ol style="list-style-type: none"> a. Adult <ol style="list-style-type: none"> i. Engagement in partnerships (e.g. Department of Human Services, Metropolitan Urban League, etc.) is expected to bring the Customers Receiving Intensive Services measure up to goal soon. <ol style="list-style-type: none"> 1. Goal: 225 2. Actual: 189 ii. Customers Receiving Industry-Recognized 	No Action Necessary

	<p>Occupational Skills Certification</p> <ol style="list-style-type: none"> 1. Goal: 50 2. Actual: 43 <p>iii. All other measures meet or exceed goal.</p> <p>b. Dislocated worker</p> <ol style="list-style-type: none"> i. Customers Receiving Industry-Recognized Occupational Skills Certification <ol style="list-style-type: none"> 1. Goal: 75 2. Actual: 57 ii. Customer Satisfaction <ol style="list-style-type: none"> 1. Goal: 80.0% 2. Actual: 66.7% iii. All other measures meet or exceed goal. <p>c. Youth</p> <ol style="list-style-type: none"> i. Number of Active Youth <ol style="list-style-type: none"> 1. Goal: 140 2. Actual: 138 ii. Efforts to improve the Youth Receiving a Career Readiness Certification (CRC) measure includes scheduling completion of the CRC within a week of enrollment. <ol style="list-style-type: none"> 1. Goal: 97 2. Actual: 81 <p>All other measures meet or exceed goal.</p>	
8.	Chair Update: none	<u>No Action Necessary</u>
9.	<p>Executive Director Report: Shelley Cadamy Munoz, Workforce Tulsa Executive Director, reported:</p> <ul style="list-style-type: none"> • RFP Protest • Proposed letter to the Oklahoma Department of Commerce– handout • Service Provider • Centers <ul style="list-style-type: none"> ○ Armed guard was hired within days of approving the funding – thank you. ○ Monthly Board update at each center • Committees <ul style="list-style-type: none"> ○ Nomination Committee <ul style="list-style-type: none"> ▪ Added Isaac Rocha of Bama to the Board. ○ Demand Occupations <ul style="list-style-type: none"> ▪ Added the Demand Occupations list to the website. We’ll review again in March. ○ Referral Process Committee <ul style="list-style-type: none"> ▪ Ongoing ○ Oversight <ul style="list-style-type: none"> ▪ Committee is working much better than this time last year. Thanks to new chair, JoAnna Jamison. 	<u>No Action Necessary</u>

- Youth
 - Added Kuma Browne from Tulsa Regional Chamber, Rue Ramsey from Tulsa Public Schools College/Career Readiness, and replaced Marquetta with Jennifer Ferre from the Metro Tulsa Urban League.
 - Our February meeting was the best we've ever had – lots of collaboration and healthy debate.
 - Working on recruiting infinitely more employers for the 2014 Summer Youth Employment Program.
 - Exploring ways to get Youth to respond to the customer satisfaction survey.

- Projects

- Dream It Do It – Assisted with strategic plan and met with funders. Project has an interim Executive Director now. I will continue to be closely involved.
- vRide – Attending launch meeting. Will keep everyone updated.
- Hope Theory – considering incorporating Hope Theory into our intake process, especially with Youth.
- Roadtrip for Teachers – TPS is being rescheduled, and BAPS is still planned.
- Union Public Schools – met with them and toured. They have 80 students they'd like to include in our youth program.
- New Day, New Way – we have received a "by" from the state, which means we are no longer included in the pilot portion of the system certification project.
- Regional STEM Alliance – We are newly participating.
- Tulsa Chamber Labor Study – We'll be participating.
- Tulsa Workforce Grant Opportunities Group – newly created.
- Incubator Committee?
- Tulsa County Sherriff – Art Show, etc.

- Marketing/Outreach

- Outreach is still not what I'd like it to be. Just decided the full DESI staff will meet with Board staff at the same time each month to determine on which prospective partners/employers we should be spending our time and who is the best person or people to reach out.
- Sent our first e-newsletter yesterday.

	<ul style="list-style-type: none"> ○ Web traffic continues to grow. Will have metrics at Board meeting. 	
10.	New Business: None.	<u>No Action Necessary</u>
11.	Old Business: None.	<u>No Action Necessary</u>
12.	Announcements: None.	<u>No Action Necessary</u>
<u>Meeting Adjourned:</u> 1:26 p.m.		<u>Motion</u> to Adjourn: Ric Baser <u>Second:</u> Denise Reid <u>Vote:</u> Approved Unanimously

Chair Signature:  Date: 4-8-14

